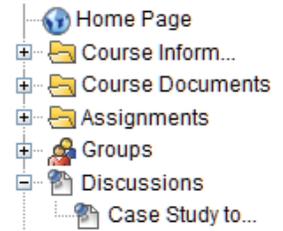


Discussion Board Guide

The Discussion Board is like an electronic bulletin board available to all students in a course. It is accessed from the Tools menu item on the left sidebar menu. Some instructors create a quick menu link for students as shown by the image on the right.



The discussion board is divided into **Forums** which are topics or areas of discussion, usually created by the instructor. Forums are made up of **Threads**. A Thread is a series of posts related to the same subject.

Threads provide an organizational structure within a Forum for users to share posts on similar topics. Creating a thread posts the first message. When posting to the Discussion Board you will either have to create a new thread (by clicking

Create Thread) or **Reply** to an existing thread.

<input type="checkbox"/> Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/> Case Study topic discussion	Topics for Case Study projects must be approved, and will be awarded on a first come first served basis. Be sure to get into your group early, and decide on a topic as quickly as possible. Once you have a proposed topic, you will be required to post your topic idea to this discussion forum for approval.	3	1	2



This forum has been created by the instructor for the approval of a Group project topic. We see that 2 different people have made a total of 3 posts altogether, and that 1 of these posts is unread.

<input type="checkbox"/>				
<input type="checkbox"/>	Case Study report topics	Faculty Faculty	6/2/09 11:53 AM	
<input type="checkbox"/>	Problems choosing a topic	Roger McGowan	7/29/09 9:53 AM	- New Thread
<input type="checkbox"/>	RE: Problems choosing a topic	Faculty Faculty	7/29/09 10:07 AM	- Reply

In this case, the student Roger McGowan has started a new thread, since his post did not belong in the first thread. The instructor's reply is in bold because it has not yet been read.

You can reply to the original forum topic, or to any other reply. When you reply to a reply, a new **sub-thread** is created. Sub-Threads can be expanded or collapsed.



You can also **Flag**   a message to make it easier to locate later by clicking

Use the **Quote** button instead of the Reply button to create a reply which includes the original message underneath, as shown at here.

Managing Threads and Messages

There are several methods for managing threads and messages within a forum. The two main display types, List View and Tree View, are selectable at the top right of the screen:



List View only displays the Topic message which begins each thread; however it does display column headings which can be used to sort the threads:

<u>Date</u>	<u>Thread</u>	<u>Author</u>	<u>Status</u>	<u>Unread Posts</u>	 <u>Total Posts</u>
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Click on the Unread Posts column, then on the caret symbol to sort unread threads at the top of the list.

Tree View can also display all of the replies and sub-threads by clicking the plus sign to expand the branches of the tree: Using the Expand All button will expand all of the threads in the forum; Collapse All does the opposite.



Search

If there are a lot of messages in the forum you may need to use the Search button to find what you are looking for.

Enter a word or name in the post you are looking for in the search box. Choose whether to search in the Current Forum, All Forums, or the Current Discussion Board. And select a date range within which to search. Note that the default date range is only one day, so you will usually need to pick an earlier After Date.

Once you have your search results, you can refine them further using the **Filter** button. You can show only posts by a certain author or show only unread or read posts.

Collect

Another method you may use is to manually collect posts into a printable, sortable collection. Using Tree View, where it is possible to show all messages by expanding all the threads, you can check individual messages, then press the Collect button to store them in a collection, where they can be sorted, filtered, or printed.