Reading and Posting in Discussion Board

Overview
Discussion boards are online spaces that can extend communication beyond the confines of the classroom. Only instructors can create discussion forums. Students and instructors can participate in discussions by replying to posts or creating new threads (if the instructor has made that option available to students). This document contains step-by-step instructions for reading and posting messages on discussion boards.

NOTE: The screen shots in this document correspond to the student view of the discussion board. Instructors have additional options that are not shown or discussed in this document.
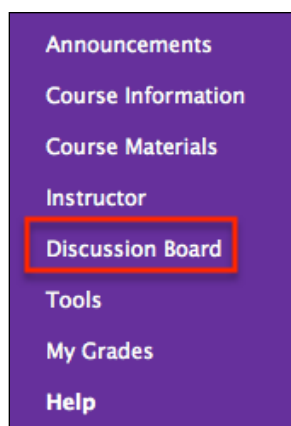
Forums and Threads
Discussion boards in Blackboard are composed of two items—**forums** and **threads**. **Forums** are areas that include one or more threads related to a theme. **Threads** are generally used to discuss a specific topic, answer the question posed or share experiences related to a topic. For example, a "Hamlet" forum can be created with threads discussing different aspects, characters, or acts of the play. A "Frequently Asked Questions" (FAQ) forum can be created with each thread containing a question repeatedly asked in class. Because only instructors can create forums, you will need to create them before your students can begin using the **Discussion Board.** For information on how to set up a discussion board, please see document **Creating Discussion Forums and Threads.**

Note: There are two views in the **Discussion Board, Tree View** and **List View.** These steps follow the **list view.** Not all options are available on **tree view.**

Reading a Discussion Board Post
1. Click on **Discussion Board** on the course navigation menu.

2. Click on the name of the forum you wish to read.

Discussion Board

The main discussion board page displays a list of forums within your course. A forum is where you can discuss a topic or a group of related topics. Within a forum, you'll find threads, which include an initial post and all replies to it. If your instructor allows, you can create threads within forums to encourage conversation about topics relevant to your course. *More Help*

Search

Forum	Description	Total Posts	Unread Posts	Total Participants
What is the toughest Job interview Question you were given?	post an interview question that you thought was difficult to answer.	4	4	1

3. To view the content of a thread or post, click on its title. You will then see the structure of the thread on the next screen.

	Thread
☐	
☐	Review
☐	Chapter 1 Questions

4. You have the option of expanding or collapsing all entries within the thread by using the **Expand All** and **Collapse All** buttons.

Select: All None   Message Actions   Expand All   Collapse All

Posting to a Discussion Board

There are two ways to participate in discussion boards. Once the forum is created by the instructor, students can start a new thread (if the instructor made the option available) or reply to a post.

**To start a new thread**, follow the instructions below:

1. Click on the name of the forum in which you wish to start a thread.

2. Click on the **Create Thread** button to create a new thread.

Forum: Course Questions

Organize Forum Threads on this page and apply settin[...]
each column. More Help

Create Thread   Subscribe

3. Type the subject of your new thread and a message in the message box.

Note: You may need to expand the text editor to view all options. The double arrow at the end of the first row expands and collapses the text editor.

There is a full screen option, which allows you to make the text editor the full page for editing purposes. You can go back by clicking on the same button again.
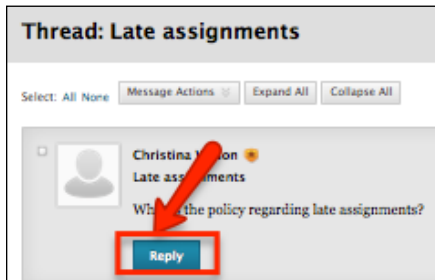
MESSAGE

✳ Subject

Message

Path: p   Words:0

Full Screen

Expand/Collapse
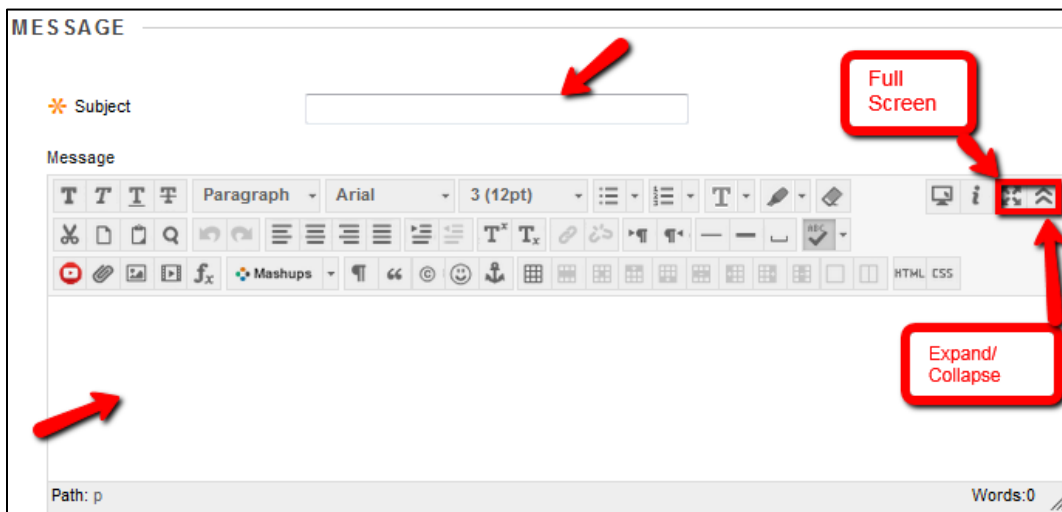
4. You have the choice to attach a file to your discussion board post. Click on **Browse My Computer** and search for the file of interest.
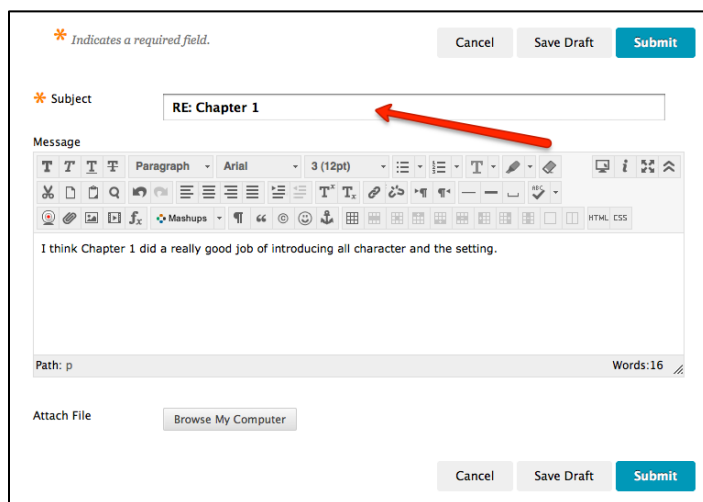
ATTACHMENTS

Attach File   Browse My Computer
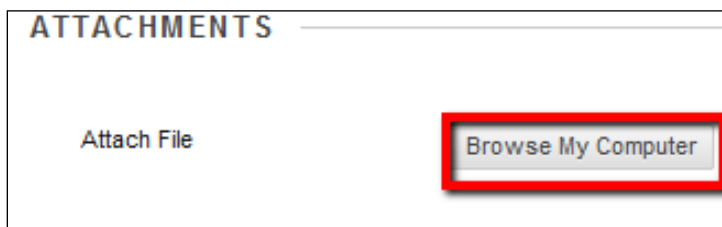
5. You then have the option to **Cancel**, **Save Draft,** or **Submit** your post. Clicking on **Submit** saves the thread and posts it to a forum. Clicking on **Save Draft** will only save the draft and will not post it to the forum.

Replying to a Post

1. View the thread to which you want to reply and click on the **Reply** button.

2. Type your reply in the message box and click submit. You also have the option to include an attachment in your reply.
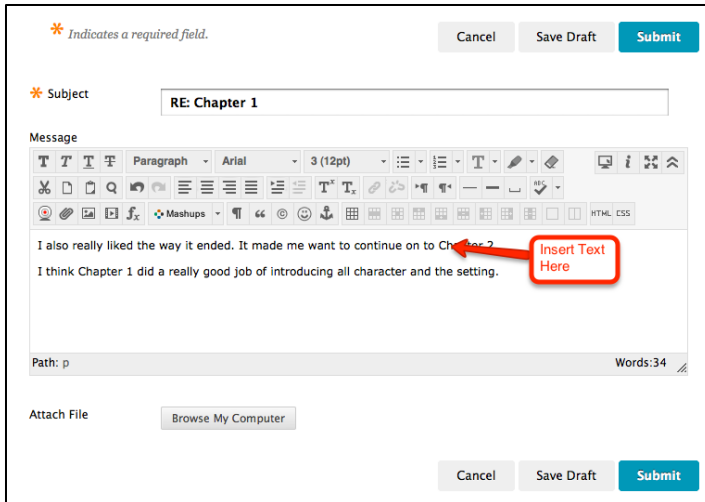

    NOTE: The subject of the reply will start with **RE:**

Quoting a Post

1. View the post to which you want to quote and click on the **Quote** button.

2. The message box that opens up will have message you are quoting. Insert your message above the message. Then click **Submit** to submit your post.
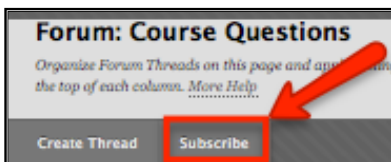
Subscribing to the Discussion Board

One way to help you stay aware of new posts in discussion boards is by subscribing to a forum. This feature needs to be enabled by instructor first. Then you may subscribe to a forum to receive email notifications when a new post has been added.
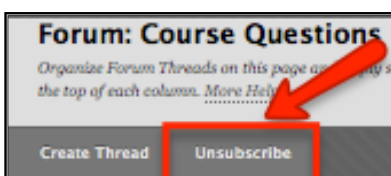
To subscribe to a forum:

1. Click on the forum you wish to subscribe to.

2. On the top grey tool bar, click on **Subscribe.** From now on, you will receive an email every time a new post is added to this forum.

Note:
This option is only visible if the Instructor chooses to make it available.

3. If you no longer wish to receive email messages when new discussion board posts are added, you can **Unsubscribe** from the forum at a later time.
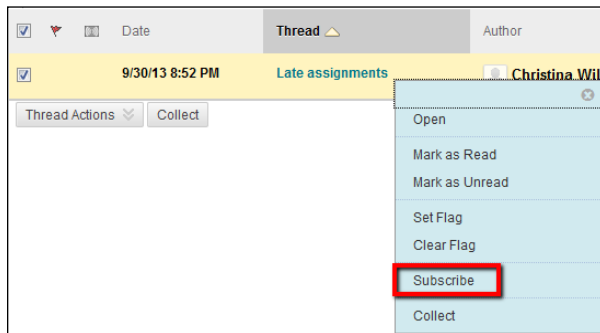
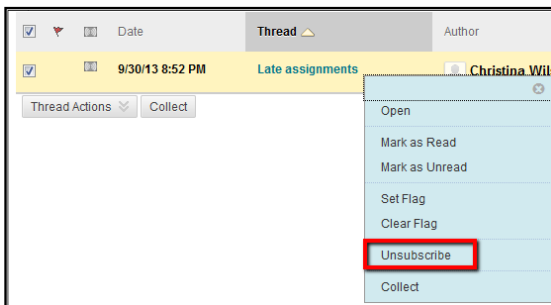4. Repeat this process for every forum you wish to subscribe to.

To subscribe to a Thread:
1. Enter the forum that contains the thread you would like to subscribe to.
2. Click on the single arrow drop down menu next to the thread you wish to subscribe to. You will see the option to **Subscribe.**

3. If you no longer wish to receive email messages when new discussion board posts are added, you can **Unsubscribe** from the forum at a later time.

4. Repeat this process for every forum you wish to subscribe to.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.