

## DISCUSSION BOARD

### Overview

---

The Discussion Board is a communication medium for posting and responding to messages. Conversations are grouped as threads that contain a main posting and all related replies. An advantage of the Discussion Board is that threads are logged and organized.

### Find this page

---

To open the Discussion Board page, click **Discussion Board** in Course Tools on the Control Panel.

### Functions

---

The functions available on this page are described in the table below:

To . . .	CLICK . . .
add a new discussion forum	<a href="#">Add Forum</a> . The Add Forum page will appear.
access a forum listed on the Discussion Board	a forum topic link. That forum will appear.
modify a forum	<a href="#">Modify</a> . The Modify Forum page will appear.
remove a forum	Remove. A confirmation box will appear. Removing a forum is irreversible.
change the order of forums	the drop-down arrow and select a number. The forums will appear on the Discussion Board in the order selected.

## ADD OR MODIFY FORUM

### Overview

Forums are used to organize threads. While Instructors must create new forums, they can enable other users to manage a forum once it is created. The fields on the Add Forum page and the Modify Forum page are the same. The Add Forum page opens with empty fields while the Modify Forum page opens with a forum already populated.

### Find this page

Follow the steps below to open the Add Forum page or Modify Forum page.

1. Click **Discussion Board** in the Course Tools area of the Control Panel.
2. Click **Add Forum**. To modify a forum, click **Modify** and the Modify Forum page will appear.

### Fields

The table below details the fields on this page.

FIELD	DESCRIPTION
<b>Forum Information</b>	
<b>Title</b>	Enter a title. This title will appear as the name of the Discussion Board forum to all users.
<b>Description</b>	Enter a description of the forum.
<b>Forum Settings</b>	
Check the appropriate boxes to	
<ul style="list-style-type: none"> <li>• Allow anonymous posts.</li> <li>• Allow author to edit message after posting.</li> <li>• Allow author to remove his or her posts.</li> <li>• Allow file attachments.</li> <li>• Allow new threads.</li> </ul>	
<b>Forum User Settings</b>	
Highlight a user and click the appropriate button to assign Forum User Settings.	
<b>Normal</b>	Normal settings allow users to read posts and create posts in a forum.
<b>Admin</b>	Assigns forum administrator privileges to a selected user. <ul style="list-style-type: none"> <li>• <b>Permanent Forum Administrator</b> – the person who created the forum. No one can take away these privileges.</li> <li>• <b>Forum Administrator privileges</b> – assigned by the Permanent Forum Administrator. Enables another user to manage the forum.</li> </ul>

FIELD	DESCRIPTION
<b>Block</b>	Blocks a user from posting to the Discussion Board forum. Only the Forum Administrator or the Permanent Forum Administrator can block a user.
<b>Unblock</b>	Unblocks a blocked user.

## FORUMS

### Overview

Forums are used to organize discussions on related topics. Students and Instructors click discussion links to access a forum from the main Discussion Board page. When a discussion is started within a forum it is called a thread.

### Find this page

Double-click on a forum link to access a discussion forum. The forum opens and the discussion threads within the forum appear.

### Functions

The table below details the functions available within a forum.

To . . .	CLICK . . .
start a new discussion thread	<b>Add New Thread.</b> The Add Thread page will appear.
view all messages	the View all Messages up arrow. All messages will be shown.
view unread messages	the View Unread Messages down arrow. All unread messages will be shown.
see all the threads and responses	<b>EXPAND ALL (+).</b> All threads and responses will appear.
see only the threads	<b>COLLAPSE ALL (-).</b> The topic threads will appear.
read a message	a link to a message. The message will appear along with any available options for modifying the message, removing the message, or responding to the message.
Send an email to the author of a thread	the name of the person. The email program associated with the browser is activated and an email will appear with their name in the To: field.
view tool bar	<b>Options</b> tab. The options tool bar will appear. These options are described in the next table.
archive a Discussion Board thread	Click Here for Archives.
resort the list of messages	the drop-down arrow and select one of the following options to <b>Sort By:</b> <ul style="list-style-type: none"> <li>• <b>Author:</b> to have the messages sort by author.</li> <li>• <b>Date:</b> to have the messages sort by the earliest date. This is the default.</li> <li>• <b>Subject:</b> to have the messages sort by the subject.</li> </ul>

## Options tab

The table below describes the functions available on the Options tab.

To . . .	THEN . . .
select all threads and posts in the forum	click <b>Select All</b> .
unselect the posts selected	click <b>Unselect All</b> .
unselect the threads and posts that have been selected and select the threads and posts that have not been selected	click <b>Invert</b> .
mark posts as read	select the posts and click <b>Read</b> .
mark posts as unread	select the posts and click <b>Unread</b> .
view multiple threads or posts	select the posts and click <b>Collect</b> .
lock a thread or post	select the post and click <b>Lock</b> . Participants can view but not reply to a post that is locked.  If a thread is locked, all of the posts within the thread are locked. The thread must be unlocked, for the posts within to be unlocked.
unlock a thread or post	select the posts and click <b>Unlock</b> .
remove a thread or post	select the posts and click <b>Remove</b> .

## POST AND REPLY

### Overview

---

A new post starts a thread. All responses to the post appear in the same thread.

### Find this page

---

Follow the steps below to open the Add New Thread page.

1. Click **Discussion Board** from the Communication area.
2. Click on a forum link to open it.
3. Click **Add New Thread**.

### Fields

---

The table below details the fields on the Add New Thread page.

FIELD	DESCRIPTION
<b>Message Information</b>	
<b>Current Forum</b>	The name of the Discussion Board Forum appears in this field.
<b>Date</b>	The date appears in this field.
<b>Author</b>	The name of the author appears here.
<b>Subject</b>	Add a subject for the post.
<b>Message</b>	Enter a message.
<b>Options</b>	
<b>Post Anon</b>	Select the check box to post an anonymous message. This option may or may not be available depending on the Discussion Forum.
<b>Attachment</b>	Enter the file path or click <b>Browse</b> to locate a file.
<b>Preview</b>	Preview the message as it will appear on the Discussion Board.

## FORUM ARCHIVES

### Overview

---

Discussion Board threads can be archived by the Instructor and made available to Students. Archived threads are removed from the forum and stored separately.

### Find this page

---

Follow the steps below to open a Forum Archive page.

1. Click **Discussion Board in** the Course Tools area of the Control Panel.
2. Double-click on a forum. The forum opens and the Discussion threads appear.
3. Select **Click Here for Archives**.

### Functions

---

The table below details the functions available on this page.

To...	CLICK...
view the archived threads in a forum	the name of the forum. A page will appear that displays all of the archived threads in the forum.
archive a thread	<a href="#">Add Archive</a> . The Add Archive page will appear.
add threads to the archive or modify archive	<a href="#">Modify</a> . The Modify Archive page will appear.
remove the archive	<b>Remove</b> . All of the archived threads will be removed from the system. This action is irreversible.

## ADD ARCHIVE

### Overview

---

New archives are created on the Add Archive page. Once a new archive is created, threads can be added through the Modify Archive page.

### Find this page

---

Follow the steps below to open the Add Archive page.

1. Click **Discussion Board** in the Course Tools area of the Control Panel.
2. Double-click on a forum link.
3. Select **Click Here for Archives**.
4. Click **Add Archive**.

### Fields

---

The table below details the available fields on this page.

FIELD	DESCRIPTION
<b>Add Archive</b>	
<b>Archive Title</b>	Enter a title for the archive.
<b>Description</b>	Enter a description for the archive.
<b>Available</b>	Select this option to make this archive available for Students to view.

## MODIFY ARCHIVE

### Overview

---

After an archive is created threads can be added to it from the Modify Archive page. This page also enables the Instructor to modify the title, description, and availability of the archive.

### Find this page

---

Follow the steps below to open the Modify Archive page.

1. Click **Discussion Board** in the Course Tools area of the Control Panel.
2. Double-click on a forum.
3. Select **Click Here for Archives**.
4. Click **Modify next to an archive**.

### Fields

---

The table below details the available fields on this page.

FIELD	DESCRIPTION
<b>Modify Archive</b>	
<b>Archive Title</b>	Enter a title for the archive.
<b>Description</b>	Enter a description for the archive.
<b>Available</b>	Select this option to make this archive available for Students to view.
<b>Release archived thread into Forum</b>	Select the check boxes next to threads that will be removed from the archive and returned to the forum.
<b>Select threads to move to Archive</b>	Select the check boxes next to threads that will be placed in the archive.