Managing the Discussion Board

*Working with Views, Moderation, Grading, Collecting, Searching, & Statistics*

Discussion Board Views:

There are 2 types of views that you can use to look at discussion board entries: **List View** and **Tree View**.

**List View** lists the main threads only. The threads can be sorted by clicking the carat at the top of each column.

<table>
<thead>
<tr>
<th>Date</th>
<th>Thread</th>
<th>Author</th>
<th>Status</th>
<th>Tags</th>
<th>Unread Posts</th>
<th>Total Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2/10 1:28 PM</td>
<td>Sample Thread One</td>
<td>VW Trainee_01</td>
<td>Published</td>
<td>0</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>3/2/10 1:29 PM</td>
<td>Sample Thread Two</td>
<td>VW Trainee_02</td>
<td>Published</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Tree View** allows the user to expand the view to see the entries inside. It presents the thread starter messages and their child messages. The child messages can be expanded and collapsed by using the plus/minus icon next to each message. Unread threads and posts are displayed in bold type; if a thread starter message has unread children, then the thread starter message is displayed in bold if its children are collapsed. This is same as the format of discussion board in Blackboard 6. Most faculty prefer this format.

<table>
<thead>
<tr>
<th>Thread</th>
<th>Message Actions</th>
<th>Collect</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Thread One</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample Thread Two</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE: Sample Thread Two</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/2/10 1:28 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/2/10 1:42 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To Expand the Thread in Tree View:** Click the + icon to view its contents.

**To Collapse the Thread:** Click the – minus sign.

*Note:* Some of the features, such as Lock or Unlock, Publish or Hide will not display under **Tree View**.
Here are the descriptions of these statuses:

- **Publish**: A published thread is available to users.
- **Lock**: Users may read the thread but not edit or add to it. Locking a thread allows grades to be assigned without users updating or changing posts.
- **Unlock**: Unlocking a thread allows users to edit and add to the thread.
- **Hide**: Hidden threads do not display unless the user chooses. Hidden threads may not be edited. Hiding threads removes outdated threads and makes relevant content easier to find.
- **Make Unavailable**: Unavailable threads are only visible to forum managers. Forum managers must choose to view these threads. Making threads unavailable means that other users cannot view the thread.

**Note**: To change the status of multiple threads at once under the **List View**, an instructor needs to select the check box next to these threads and then click on the double-down arrow button next to the **Thread Action**.
Forced Moderation:

Force moderation of posts requires that all postings are reviewed by the instructor before they are displayed for the students. During the process of creating a forum, **Force Moderation of Posts** has to be selected when modifying the **Forum Settings**.

```
3. Forum Settings

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
  - All posts
  - Only posts with no replies

- Allow Author to Edit Own Published Posts
- Allow Post Tagging
- Allow Users to Reply with Quote
- Allow File Attachments
- Allow Members to Create New Threads

Subscribe
- Do not allow subscriptions
- Allow members to subscribe to threads
- Allow members to subscribe to forum
  - Include body of post in the email
  - Include link to post

- Allow Members to Rate Posts
  - Force Moderation of Posts

Grade
- No Grading in Forum
- Grade Forum: Points possible: 30.0
- Grade Threads
```
To Moderate a Forum as an Instructor:

1. Select **Discussion Board** and click on the forum title.

2. Click **Moderate Forum**.

3. Click the **Moderate** button to the right of the students post.

<table>
<thead>
<tr>
<th>Post</th>
<th>Author</th>
<th>Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Thread Three</td>
<td>VW Trainee_01</td>
<td>Tue War 02 14:48:14 EST 2010</td>
<td></td>
</tr>
</tbody>
</table>

4. Select **Publish** to publish to the forum

5. Inline confirmation displays at the top of the page.

6. Or select **Return** and type a message to the student (optional) to inform the student why the post was not accepted for publication.

   If returning, attach a message:

   ![Visual Editor](image)

   Here is the reason why you need to redo this post...
Grading Forums:

When a grading option is chosen, a grade icon will automatically appear within the forum area and a corresponding grade column with appear in the Grade Center. **NOTE:** When “Grade Threads” is selected, users will not be able to create any new threads, only reply to an existing thread.

### Grading Forums

When a grading option is chosen, a grade icon will automatically appear within the forum area and a corresponding grade column will appear in the Grade Center. **NOTE:** When “Grade Threads” is selected, users will not be able to create any new threads, only reply to an existing thread.

#### 3. Forum Settings

- **Allow Anonymous Posts**
- **Allow Author to Delete Own Posts**
  - All posts
  - Only posts with no replies
- **Allow Author to Edit Own Published Posts**
- **Allow Post Tagging**
- **Allow Users to Reply with Quote**
- **Allow File Attachments**
- **Allow Members to Create New Threads**
- **Subscribe**
  - Do not allow subscriptions
  - Allow members to subscribe to threads
  - Allow members to subscribe to forum
  - Include body of post in the email
  - Include link to post
- **Allow Members to Rate Posts**
- **Force Moderation of Posts**

#### Grade

- No Grading in Forum
- Grade Forum: Points possible: **30.0**
- Grade Threads

---

Here are the steps to grade a forum:

1. Click on the link of the forum title under Discussion board.

2. Click the Grade Forum button.

3. Click the double-down arrow to the right of the student’s name and select Grade.
4. Review student’s posts in the Grade Forum page and enter a grade in the Grade field and click Submit. The score will be submitted to the Grade Center. By clicking the button Print Preview, an instructor can review the print version of this student’s posts and decide whether or not to print the posts.

Grade Forum: Yu Cao

Users can Collect posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. A Collection must be created to tag posts. More Help

5. Click OK at the bottom of page and return to the Grade Forum Users page.

Collecting and Viewing Individual Student’s Posts:

An instructor can collect individual student’s posts into a printable, sort-able format. Collections are a good way to organize posts for quick reading.

1. Go to Discussion Board > click on a forum title > select the check box next to a particular thread or select multiple threads > click the Collect button.

2. Click Collect.
3. On the Collection page, you can sort the posts by Author’s Last Name, First Name, Subject, Date, Thread Order, or Overall Rating. Or you can also sort the posts by Descending or Ascending order.

4. On the Collection page, click Filter.

Select individual student’s name from the drop-down list under the Author field and click Go. The individual student’s posts in these threads will display on the page.
Searching Content in Forums:

You are able to search for content within a forum or across multiple forums. The steps to search content in a single forum are below.

1. Enter Discussion Board and click Search.

   ![Discussion Board Image]

   Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help

   - Create Forum
   - Search
   - Discover Content

2. Enter the word for which you want to search and select either Current Discussion Board or All Forums in Class. You can also select a date range by clicking both the Before and After checkboxes to enable the selected dates and times.

   ![Search Criteria Image]

   - Search
   - Key Words
   - Current Discussion Board
   - Before
   - After
   - Current Discussion Board
   - All Forums in Course
   - Decide Search Criteria
   - Go

3. Click Go. Blackboard will locate any posts based on the search criteria you set up.

Discussion Board Statistics:

The Performance Dashboard keeps track of user activity throughout the course, including the discussion board. This information can help instructors quickly identify students that are outside the normal range of participation. An instructor can use this information to reward achievement and to assist students that are struggling with the material.
Follow these steps to view discussion board statistics for a student:

1. Click **Evaluation** from the **Control Panel** and click **Performance Dashboard**.

   ![Control Panel]
   
   - Control Panel
   - Course Tools
   - Course Links
   - Evaluation
     - Early Warning System
     - Grade Center
     - Performance Dashboard
     - Tracking Reports
   - Users and Groups
   - Customization

2. The **Performance Dashboard** page lists the following information:

   - Total Posts
   - Date of Last Post
   - Average Post Length (number of characters)
   - Minimum Post Length (number of characters)
   - Maximum Post Length (number of characters)
   - Average Post Position - This number is a representation of a user's participation within a thread.
   - Grade (if the post is not yet graded, the instructor may click a link to the Grade Center to add a grade)

3. The number of forums for which a student has posted appears as a link in the discussion board column. Click the number to view details.