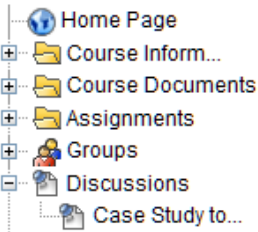


Discussion Board Guide



The Discussion Board is like an electronic bulletin board available to all students in a course. It is accessed from the Discussions item on the left sidebar menu.

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.

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"/>	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
<input type="checkbox"/>	RE: Problems choosing a topic	Faculty Faculty	7/29/09 10:07 AM

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 originally posted 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 **Set Flag**

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

Reply here to the main thread

Total Posts: 3 Unread Posts: 0

Message Actions Collect

<input type="checkbox"/>	Problems choosing a topic	Roger McGowan	7/29/09 9:53 AM
<input type="checkbox"/>	RE: Problems choosing a topic	Faculty Faculty	7/29/09 10:07 AM
<input type="checkbox"/>	RE: Problems choosing a topic	Roger McGowan	7/29/09 1:49 PM

Message Actions Collect

Reply here to another reply, creating a sub-thread

Reply Quote Clear Flag

Author: Roger McGowan
Posted Date: Wednesday, July 29, 2009 1:49:42 PM EDT
Edited Date: Wednesday, July 29, 2009 1:49:42 PM EDT

[Parent Post](#)

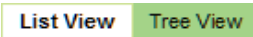
Thanks! We will be in tomorrow at 2.

Author: Faculty Faculty
Date: Wednesday, July 29, 2009 10:07:45 AM EDT
Subject: RE: Problems choosing a topic

You can drop into my office from 2-3pm Tuesday or Thursday to discuss.

Reply Quote Clear Flag

Managing Threads and Messages

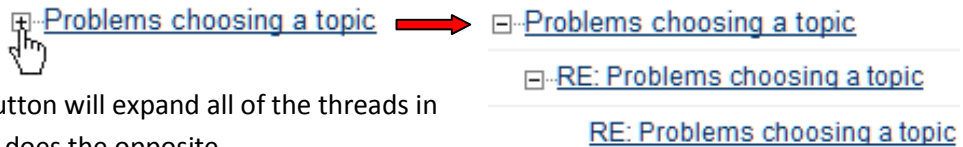
There are several methods for managing threads and messages within a forum. The two main display types, List View and Tree View, are selectable at the top right of the screen: 

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:

Date	Thread	Author	Status	Unread Posts	Total Posts
----------------------	------------------------	------------------------	------------------------	------------------------------	-----------------------------

Click on the Unread Posts column, then on the caret symbol to sort unread threads at the top of the list.

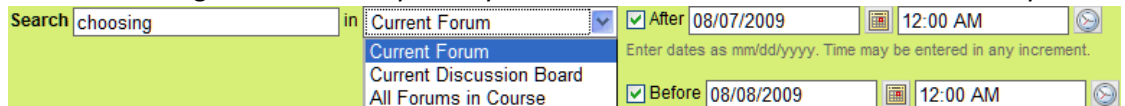
Tree View can also display all of the replies and sub-threads by clicking the plus sign to expand the branches of the tree:



Using the Expand All button will expand all of the threads in the forum; Collapse All does the opposite.

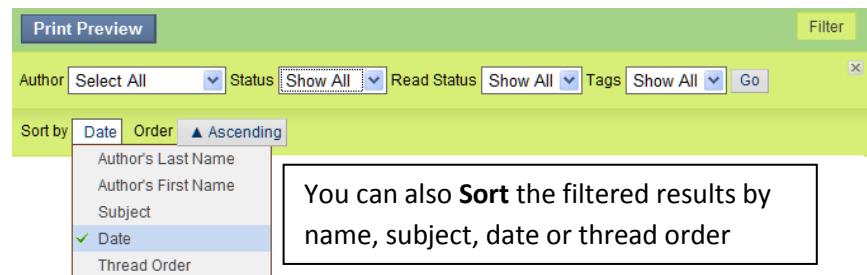
Search

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.



You can also **Sort** the filtered results by name, subject, date or thread order

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.

