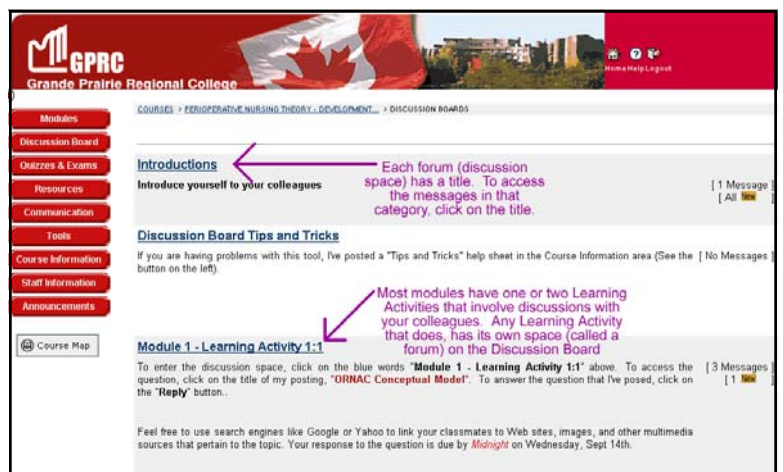


Using the Discussion Board

Several of the learning activities in this class space make use of the online Discussion Board. A Web discussion board is like a combination of chat and email. It is like email in that you do not need to be logged on at the same time as other people to have a conversation with them. It is like chat in that all messages are being seen by everyone and in being set up to facilitate conversational exchanges.

Click on the **Discussion Board** button on the left side of the screen.

Once in the Discussion Board, choose the forum (or discussion area) that is appropriate. Click on the underlined title of the forum to go to the area where you can read the messages posted by others and reply to them.



This screenshot shows the Blackboard interface for the Discussion Board. On the left is a navigation menu with buttons for Modules, Discussion Board, Quizzes & Exams, Resources, Communication, Tools, Course Information, Staff Information, and Announcements. The main content area shows the 'Introductions' forum with the title 'Introduce yourself to your colleagues' and a link to '1 Message'. Below it is a 'Discussion Board Tips and Tricks' section. Further down is the 'Module 1 - Learning Activity 1:1' forum with the title 'Module 1 - Learning Activity 1:1' and a link to '3 Messages'. Purple arrows point to the forum titles with explanatory text: 'Each forum (discussion space) has a title. To access the messages in that category, click on the title.' and 'Most modules have one or two Learning Activities that involve discussions with your colleagues. Any Learning Activity that does, has its own space (called a forum) on the Discussion Board'. A 'Course Map' button is visible at the bottom left.



This screenshot shows a list of messages in the 'ORNAC Conceptual Model' forum. The 'Add New Thread' button is circled in purple, with a purple arrow pointing to it and text: 'Click this button to add a new topic (or subtopic of conversation). When you add a new thread, you will be asked to give it a subject title.' Below the button is a table of messages:

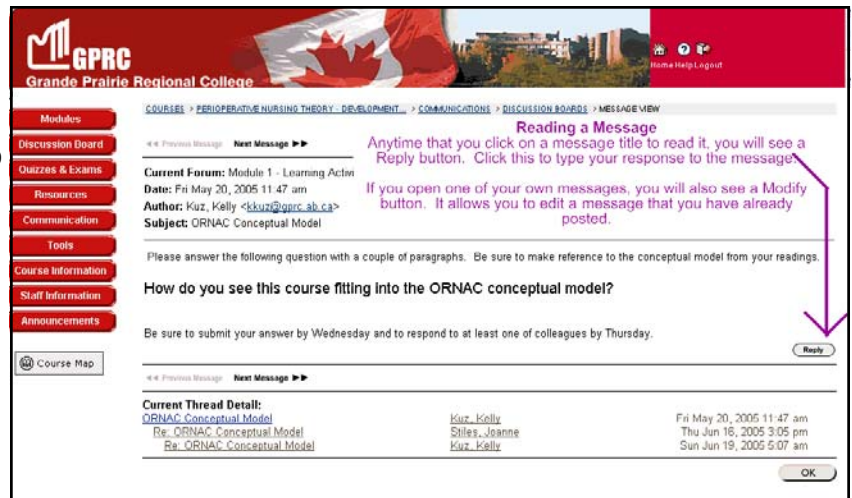
Message Title	Author	Date
ORNAC Conceptual Model	Kuz, Kelly	Fri May
Re: ORNAC Conceptual Model	Stiles, Joanne	Thu Ju
Re: ORNAC Conceptual Model	Kuz, Kelly	Sun Jun

Below the table, the 'Sort By' dropdown is set to 'Default'. A purple circle highlights the message titles, with a purple arrow pointing to it and text: 'Message Titles: To read a message, click on its title. If a title does not have "Re:" in it, it is the start of a new "thread" or subtopic of discussion. If it does have "Re:" as the start of its title, it is a reply to a thread started by someone else.'

To read a message, click on its title. If you click on the name of the person who posted the message, instead of on the message title, Blackboard will assume that you want to email that person privately, instead of read and reply to his/her message.

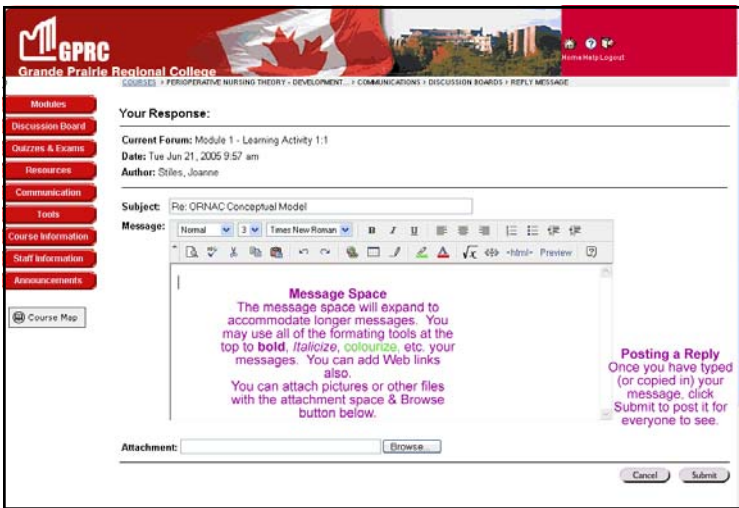
Hot Tip for Composing Messages: When composing a complex message, do your writing in a word processing program (eg. Word), saving your work frequently. Then select your text, copy it, and paste it into the Discussion Space. If you compose directly in the discussion area and you have a computer crash or a network interruption, you will lose your work.

When you are reading any message (ie. When you have clicked on its title), you may add your comments to the conversation by clicking the **Reply** button. Your reply will be visible to everyone in the course space so, do not make it a private reply (use email for private replies).



When you click **Reply**, the message space will appear with the subject line already filled in. Type in (or paste in) your message. Use the formatting tools at the top of the space to add emphasis. If you want to add an attachment (a picture or a file that is on your computer), use the **Browse** button to find your file.

Click **Submit** to post your message.



To start a new part of the conversation, click the **Add New Thread** button. Fill in the subject line for your new sub-topic before you type your message.

Sometimes, when you enter a discussion forum, you will see no messages or

fewer messages than you know have been posted by you and your colleagues. This means that the Show All/Show Unread toggle at the above the message list has been flipped to the wrong setting. Click it to see all of the messages that have been posted.

