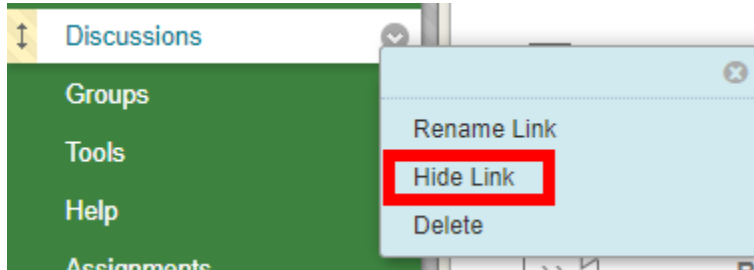




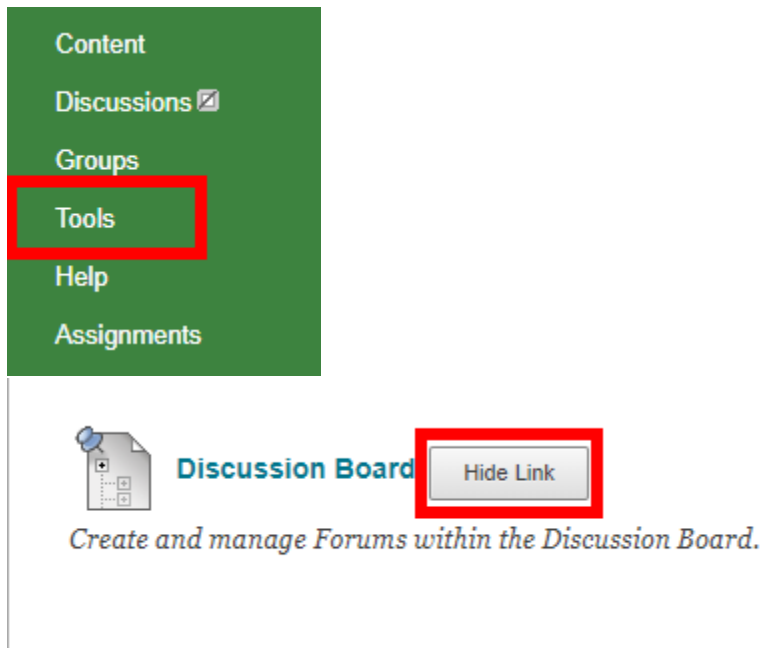
Creating and Grading Discussion Boards

Creating Discussion Boards

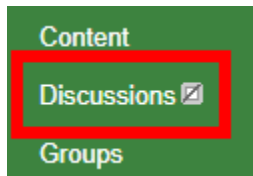
1. Log into Blackboard and select your course.
2. First, we are going to hide the Discussion Board links so we can better control exactly what the students see. Click on the chevron next to **Discussions** and click **Hide Link**



3. Next click **Tools** then scroll down to **Discussion Board** and click **Hide Link**

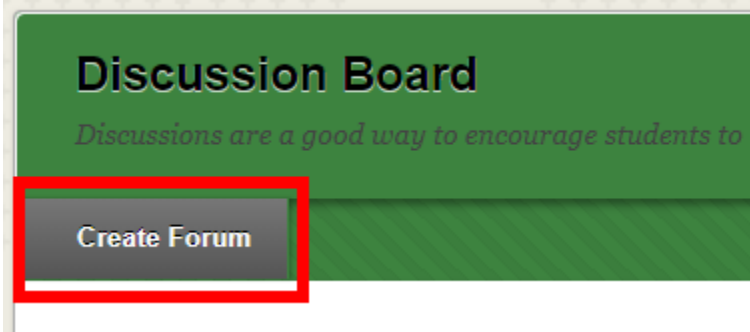


4. Next click on the **Discussions** link that you hid.





5. Click **Create Forum**



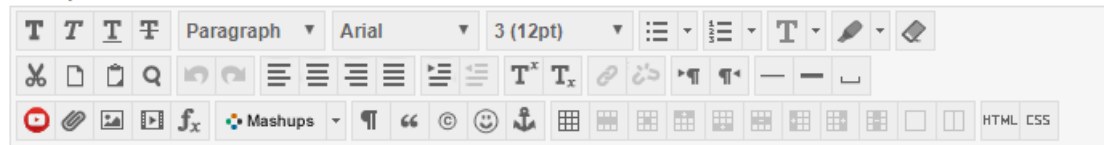
6. Enter a **Name** and optionally a **Description**

FORUM INFORMATION

* Name

Demo Forum

Description



7. Now scroll down to the **Forum Settings**

- If you want a standard discussion board choose the option in **Red**
- If you don't want students to see other posts until they have created a thread you can select the option in **Blue**

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

8. To open the discussion board for grading, select **Grade Discussion Forum**, fill in the **Points Possible** and decide on the **Number of Posts** before marking and enter a **Due Date**


Grade

No Grading in Forum

Grade Discussion Forum: Points possible: 2

Grade Threads

Due Date

Show participants in "needs grading" status  after every 1 Posts

10/16/2018 11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



9. To have the body of the post emailed to subscribers select **Include body of post in the email**
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

10. You'll probably want to allow students to create threads for discussion unless you are creating each thread. Do this by selecting **Allow Members to Create New Threads**

Create and Edit

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
- Allow Author to Edit Own Published Posts
- Allow Members to Create New Threads**
- Allow File Attachments
- Allow Users to Reply with Quote
- Force Moderation of Posts

Additional Options

- Allow Post Tagging
- Allow Members to Rate Posts

11. If you need to moderate the posts carefully you can **Force Moderation of Posts**, where you will be asked to confirm posts before they are posted

Create and Edit

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
- Allow Author to Edit Own Published Posts
- Allow Members to Create New Threads
- Allow File Attachments
- Allow Users to Reply with Quote
- Force Moderation of Posts**

Additional Options

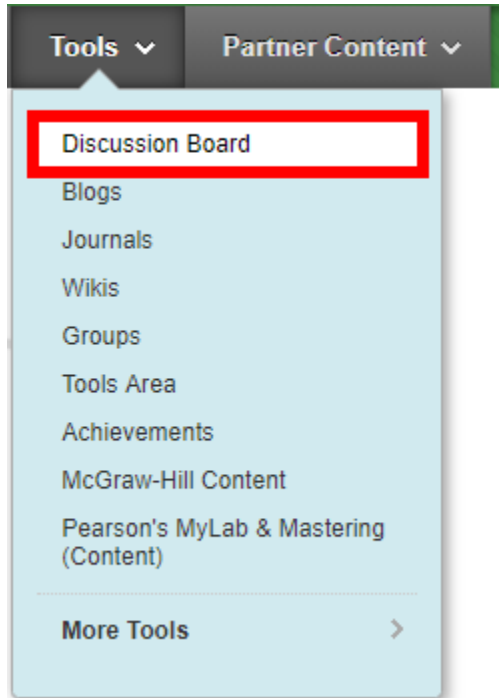
- Allow Post Tagging
- Allow Members to Rate Posts

12. Click **Submit**

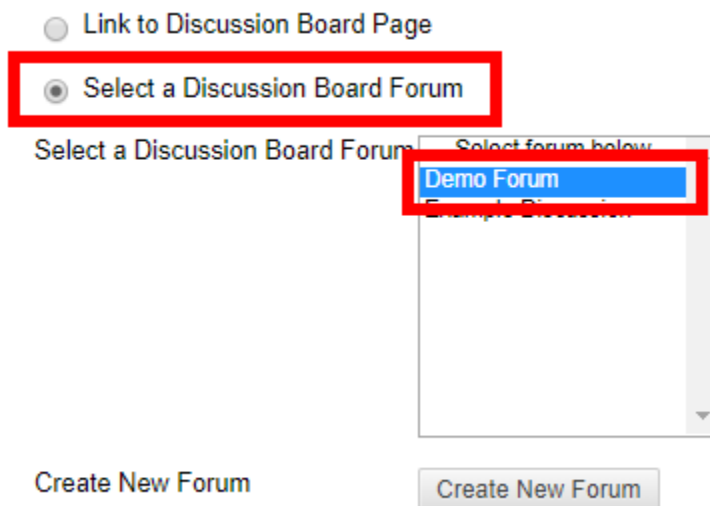


Linking the Discussion Board in your Content Area

1. Since we've hidden the Discussion Board links you'll want to link the forum you just created in one of your content areas. To do so go to your desired **Content Area**. Then hover over **Tools** and click **Discussion Board**.



2. Click **Select a Discussion Board Forum** and select the forum you just created.

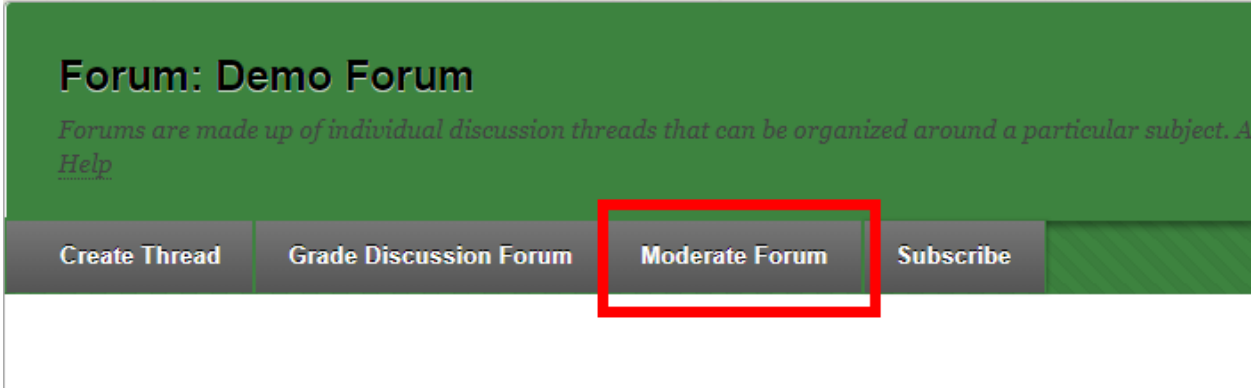


3. Click **Next**
4. Change availability settings as desired and click **Submit**.

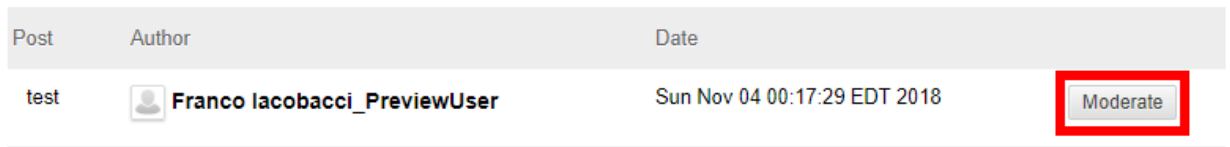


Moderating a Discussion Board with Forced Moderation

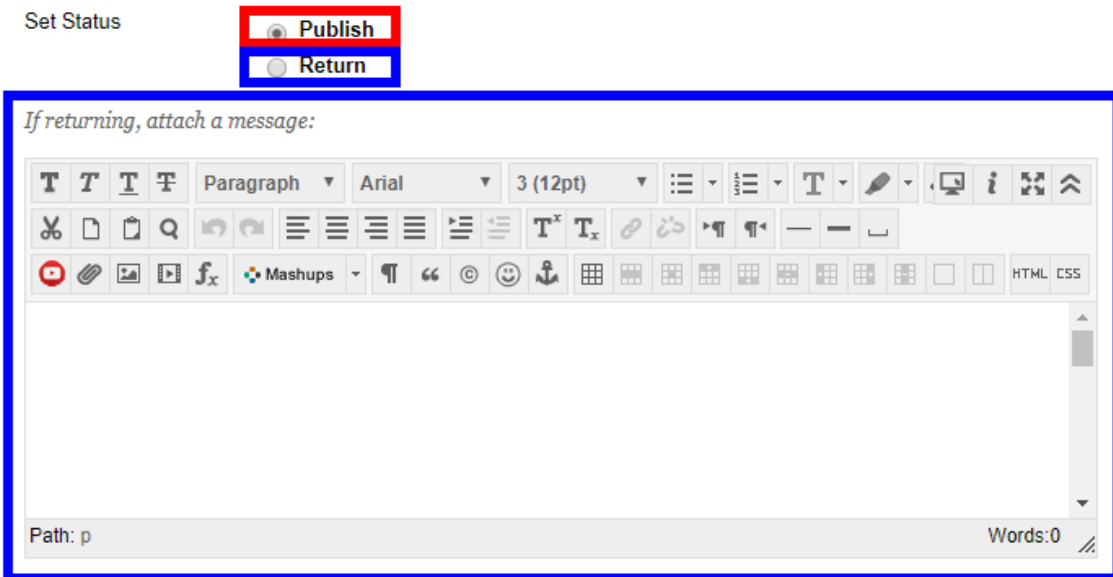
1. If you are closing monitoring the discussion board after each post from a student you have to go to the forum and click **Moderate Forum**



2. Click **Moderate** beside the post of the user.



3. If the post is good select **Publish**, if you are returning it to the user click **Return** and add a **Message**



Click **Submit** to proceed.

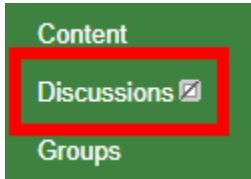


4. Click **Submit**

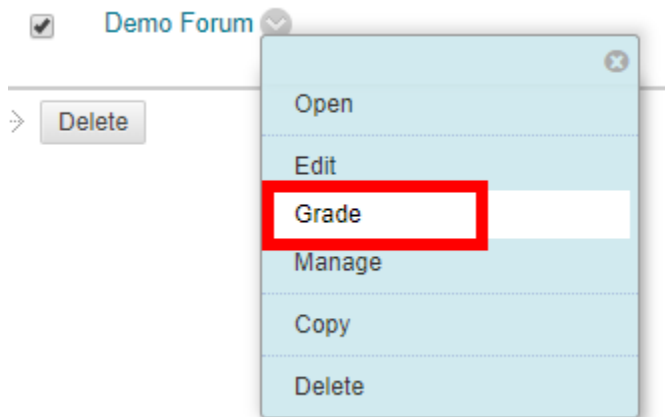


Grading a Discussion Board

1. The easiest way to grade all posts of a discussion board is to go to **Discussions**



2. Then click the chevron next to the discussion board you wish to grade and click **Grade**



3. From here you will have a list of users and how many posts they have. You can click **Grade** on any user that has access to the discussion board.

A screenshot of a user list table. At the top left, there is an 'Email' button with a chevron icon. The table has five columns: 'Last Name', 'First Name', 'Username', 'Posts', and 'Grade'. There are two rows of data. The first row shows 'Iacobacci' as the last name, 'Franco' as the first name, 'fiacobacci_student' as the username, '0' as the number of posts, and '--' as the grade. The second row shows 'Iacobacci_PreviewUser' as the last name, 'Franco' as the first name, 'fiacobacci@stclaircollege.ca_previewuser' as the username, '1' as the number of posts, and '--' as the grade. A 'Grade' button is located to the right of the grade column for each row. The 'Grade' button for the second row is highlighted with a red rectangular box.

Last Name	First Name	Username	Posts	Grade
Iacobacci	Franco	fiacobacci_student	0	--
Iacobacci_PreviewUser	Franco	fiacobacci@stclaircollege.ca_previewuser	1	--



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Quick Blackboard Guides

4. The next screen shows you a list of all of their **Posts** and **Replies** here you can also enter a grade.
 - a. You can click on the post to view the whole thread
 - b. Grade the student
 - c. Provide feedback
 - d. **Once Grading is complete click Submit**

The screenshot displays the Blackboard interface for grading a forum post. On the left, a list of forum posts is shown, with the selected post highlighted. The post details include the thread name 'test', the post title 'test', the author 'Franco Iacobacci_PreviewUser', and the posted date 'November 4, 2018 12:17 AM'. The post content is 'test'. Below the post, there are buttons for 'Reply', 'Quote', and 'Mark as Unread'. On the right, a 'Forum Statistics' panel is open, showing the user 'Iacobacci_PreviewUser Franco (1)'. The 'GRADE' section shows a grade of '/2' entered in a text box. Below the grade, there is a 'FEEDBACK TO LEARNER' section with a large text area for entering feedback. At the bottom of the feedback section, there are buttons for 'Cancel', 'Save Draft', and 'Submit'. The 'Submit' button is highlighted with a red box.