

The Discussion Board

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The Discussion Board

Instructors have the same Discussion Board functions as students, with these additional functions:

- Create forums
- Edit forum settings
- Grade forums
- Manage forum roles
- Copy forums
- Delete forums

Discussion Board

Create Forum **A** Search Discover Content ↑↓

Delete

<input type="checkbox"/> Forum	Description	Total Posts	Unread Posts	Total Participants
↑ <input type="checkbox"/> Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	6	6	6
↑ <input checked="" type="checkbox"/> Surf's Up: Wave Dynamics and Wind Waves B	This forum will hold our discussions on wave terminology, relevant websites, and questions.	9	9	5
↑ <input type="checkbox"/> Wave As Energy from Waves and Tides	...ng energy from waves and tides. Please narrow your aspect such as: > Open > Edit C > Manage > Copy > Delete ...the energy be extracted? ...this resource? ...iable "model" be made and relied upon? ...ility? ...arch is out there? ...orking energy projects	5	5	4

Note

- Create Forum – click to create a new forum and select settings.
- Action Link – click to access the contextual menu for an item.
- Contextual menu – select an option for the item.

1Creating Forums

Forum settings allow you to use the Discussion Board in different ways. For example, to control the forum, the instructor creates all threads, and moderates and grades the posts. For a student-led discussion, allow students to create new threads with the option of posting anonymously.

STEPS:

1. On the main **Discussion Board** page, on the Action Bar, click **Create Forum**.
2. On the **Create Forum** page, type a **Name**. Users click this name to access the forum.
3. Optionally, type instructions or a description in the **Description** text box. Format the text using the Text Editor functions, if you want. The **Description** appears below the forum name.
4. Under **Forum Availability**, select the **Yes** option.
5. Select **Forum Settings**.
6. Click **Submit**.

The screenshot shows the 'Create Forum' page in Blackboard. At the top, there is a yellow header with a document icon and the title 'Create Forum'. Below this, a legend indicates that an asterisk (*) denotes a required field. There are 'Cancel' and 'Submit' buttons in the top right. The page is divided into two main sections: '1. Forum Information' and '2. Forum Availability'. In the 'Forum Information' section, the 'Name' field (marked with an asterisk) contains the text 'Glacier Melt Could Signal Faster Rise in Ocean' and is highlighted with a large black circle containing the number '2'. The 'Description' field contains the text 'Greenland's glaciers are melting into the sea twice as fast as previously believed, the result of a warming trend that renders complete predictions of how quickly Earth's oceans will rise over the next century.' and is highlighted with a large black circle containing the number '3'. A rich text editor toolbar is visible above the description field. In the 'Forum Availability' section, the 'Available' option is selected with a radio button and is highlighted with a large black circle containing the number '4'. Below this, there are fields for 'Enter Date and Restrictions' with 'Display After' and 'Display Until' checkboxes and corresponding date pickers.

TIP: Create forums ahead of time and set the availability to **No** until the discussion is ready to start.

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: ☐ Grade Threads

5

6

4 Submit

Cancel

Submit

1.1 Forum Settings

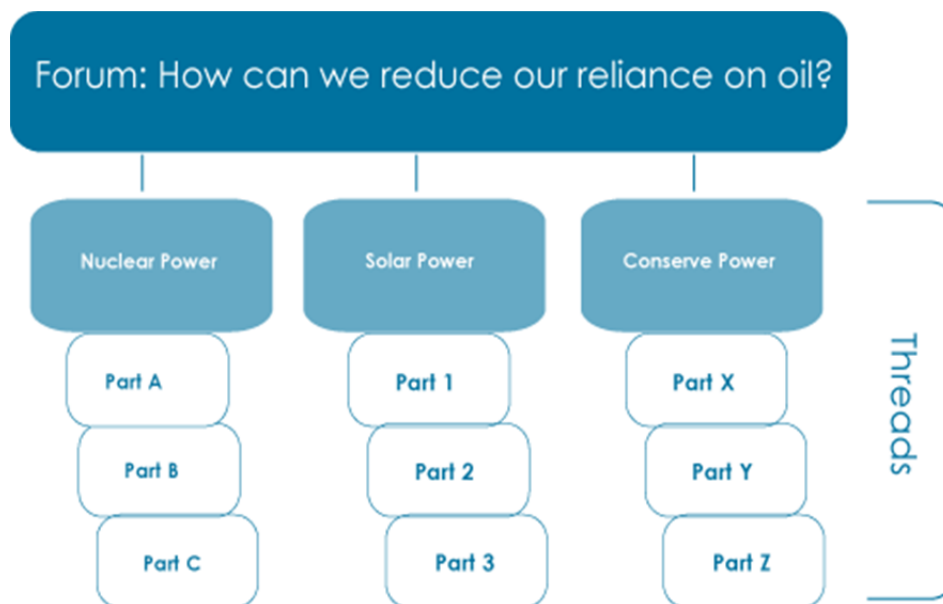
- Choose whether to allow anonymous posts, file attachments, thread creation, subscription, and member rating of posts.
- Choose whether to grade discussion posts. Once grading has been enabled, a Grade Center item is created.
- Select the **Grade Forum** option and type a point value to evaluate students on performance throughout the forum.
- Select the **Grade Threads** option to evaluate students on performance in each thread chosen.

Students cannot create new threads or respond anonymously if the **Grade Threads** option is selected for the forum.

The grading process will be explained in the **Grading Discussions** section of the manual.

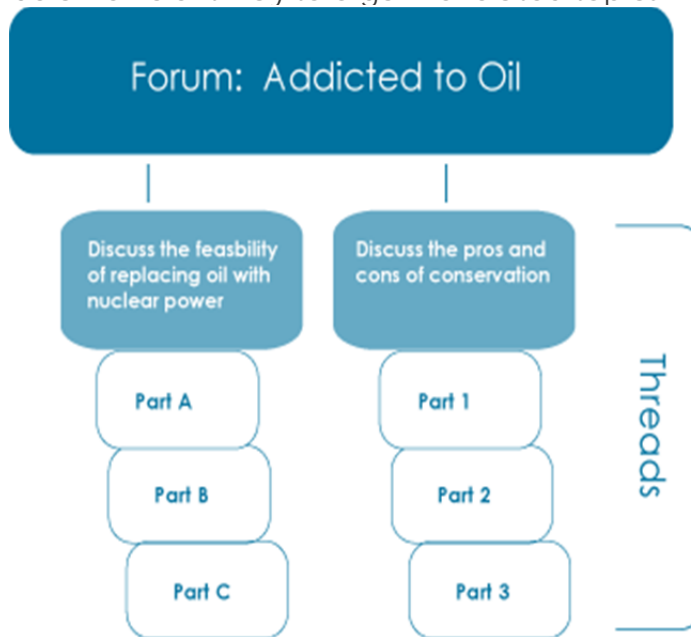
1.2 Suggestions for Organizing Discussions

The most common approach for organizing discussions is to type your discussion topic in the forum title and add details in the forum description.



- Type a subject or a discussion question in the forum title and provide instructions or details in the description.

- Allow students to create threads. In the preceding example, each thread represents a student's solution to the problem of oil addiction.
- Users can post to existing threads to comment on given answers or create new threads to present new solutions.
- Another approach is to pose the discussion question or topic in a thread. This can be an efficient way to organize related topics.



- Type the general subject in the forum title.
- Create threads containing the specific issues to be discussed.
- In this case, consider disallowing thread creation, ensuring that students can only post to existing threads.
- 1.3 Suggestions for Settings

The following table offers some suggested settings for various types of forums.

▼ If you want to	▼ Select settings
Create effective social forums	<ul style="list-style-type: none"> • Allow anonymous posts • No grading in forum
Create forums where users have control of the discussion	<ul style="list-style-type: none"> • Allow author to delete own posts • Allow author to edit own published posts • Allow members to create new threads • Allow members to rate posts
Have a tightly controlled forum	<ul style="list-style-type: none"> • Force moderation of posts • Grade by forum or grade by thread • Do not allow members to create new threads so they focus on existing threads

If you allow authors to edit their published posts, consider locking the forum so posts cannot be changed after they are graded.

Some settings cannot be selected in combination. **For example, if you are grading forums or threads, anonymous posts are not allowed. Also, members cannot create new threads, if thread grading is enabled.**

2 Creating Threads

Once in a forum, threads can be created. Users can create new threads, if the forum is set to allow users to add new threads and threads are not graded. Creating a thread as an instructor is the same as creating a thread as a student, with the option of grading the thread.

In the following example, a graded thread is created.

STEPS:

1. Access the forum.
2. On the Action Bar, click **Create Thread**.
3. On the **Create Thread** page, type a **Subject**.
4. Type the reply in the **Message** text box. Format the text using the Text Editor functions, if you want.
5. Under **Attachments**, browse for a file to attach to your message. Use the Text Editor **Attach File** function to attach multiple files.
6. To add a grade column to the **Grade Center**, select the **Grade Thread** check box and type **Points possible**.
7. Click **Save Draft** to store a draft of the post or click **Submit**.

Materials Demo) Discussion Board > Forum: Pick an ocean.... Edit Mode: ON

List View Tree View

Forum: Pick an ocean....

Create Thread 2 Search Discover Content Display Tags

Create Thread

* Indicates a required field. Cancel Save Draft Submit

1. Message

* Subject: 3 Your ocean

Message

Visual Editor: ON

Normal 3 Arial B I U abc x₂ x² [List Icons]

abc [Rich Text Icons]

Respond to this post with an ocean or ocean aspect of your choice for your research paper/presentation. If you have chosen a partner, list his or her name, but your partner must also respond to this post to receive a grade.

This is a required assignment **worth 10 points.** 4

Path: body

☐ Save as Reusable Object

2. Attachments 5

Attach File Browse My Computer Browse Course Files

3. Grading

☒ Grade Thread

Points possible: 10 6

4. Submit 7

Cancel Save Draft Submit

The Create Thread page

If the forum is set to grade by thread, decide on a thread-by-thread basis whether to grade the thread.

The new thread appears in the forum.

Forum: Pick an ocean.... List View Tree View

[Create Thread](#) [Search](#) [Discover Content](#) [Display](#) [Tags](#)

Thread Actions [Collect](#) [Delete](#)

<input type="checkbox"/>	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	8/26/09 3:02 PM	Post Internet sources	Tom Stenson	Published		0	1	Grade B
<input type="checkbox"/>	8/26/09 3:03 PM	Your Ocean	Tom Stenson	Published		0	1	Grade Thread A

Note

In the **Grade** column:

- A. **Grade Thread** allows you to evaluate the posts.
- B. **Grade** allows you to enable grading for a thread and type a value.

3 Allowing Email Subscriptions

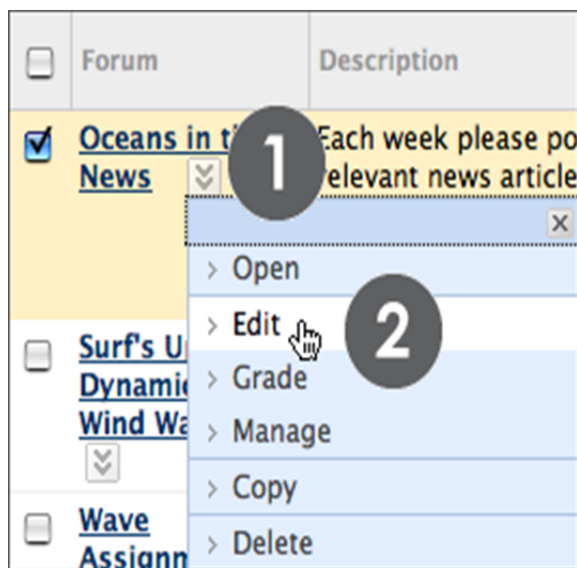
Students can be allowed to either subscribe to an entire forum or to specific threads within a forum.

When email subscription is enabled, Blackboard Learn™ sends out email alerts if there are new posts or replies. The instructor decides whether the subscription email contains the entire message or a link to the message.

Subscriptions to forums or threads can be enabled when the forum is first created or when the forum settings are edited.

STEPS:

1. Click the forum's Action Link to access the contextual menu.
2. Select **Edit**.
3. On the **Edit Forum** page, under **Forum Settings**, select the **Subscribe** options.
4. Click **Submit**.



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

3 ☒ Include body of post in the email

☐ Include link to post

3.1 Subscribe Options

- **Allow members to subscribe to threads** restricts subscription to specific threads within the forum.
- **Allow members to subscribe to forum** allows subscription to all threads within the forum.
- **Include body of post in the email** includes the message text and a link to reply to the message in the email notification.
- **Include link to post** inserts a link to the message in the email notification.

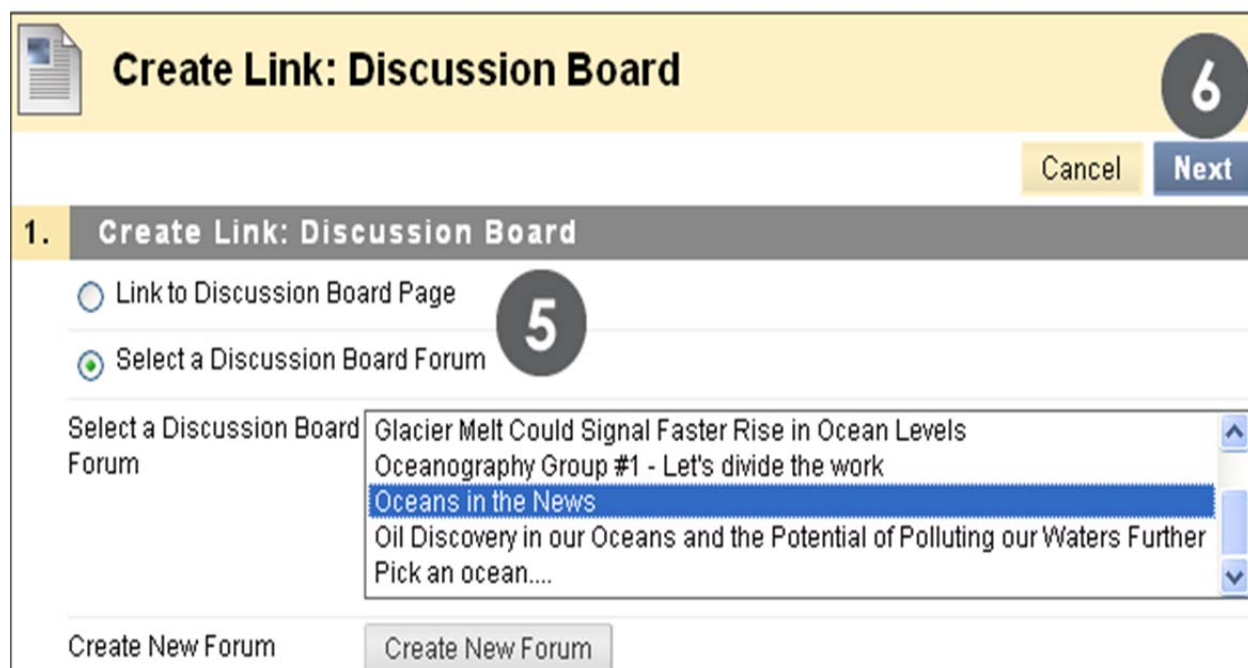
4 Adding a Forum to a Course Area

Discussion forums can be incorporated into course areas to immerse the user in the learning experience. For example, links to discussion forums can be placed in any Content Area, Learning Module, Lesson Plan, or folder. A forum may appear following lecture notes on the same topic or after an assignment to gather students' perceptions on how they did. Adaptive Release or date availability restrictions can be used to limit access to users so content is accessed in a specified order, such as reading assigned chapters before adding posts to the Discussion Board.

NOTE: Forums need to be created first and then they can be linked in the course.

STEPS:

1. Access the Content Area, Learning Module, Lesson Plan, or folder where the forum will be linked.
2. Ensure **Edit Mode** is **ON**.
3. Point to **Add Interactive Tool** on the Action Bar.
4. Select **Discussion Board**.
5. On the **Create Link: Discussion Board** page, select **Link to Discussion Board Page** to link to the main page or select **Select a Discussion Board Forum** and select a forum from the list.
6. Click **Next**.
7. On the next **Create Link: Discussion Board** page, type a **Link Name**. Students click the Name to access the forum.
8. Optionally, add instructions or a description in the **Text** box. Use the Text Editor functions to format the text.
9. Select **Yes** for the **Available** option. Set other options as needed.
10. Click **Submit**.

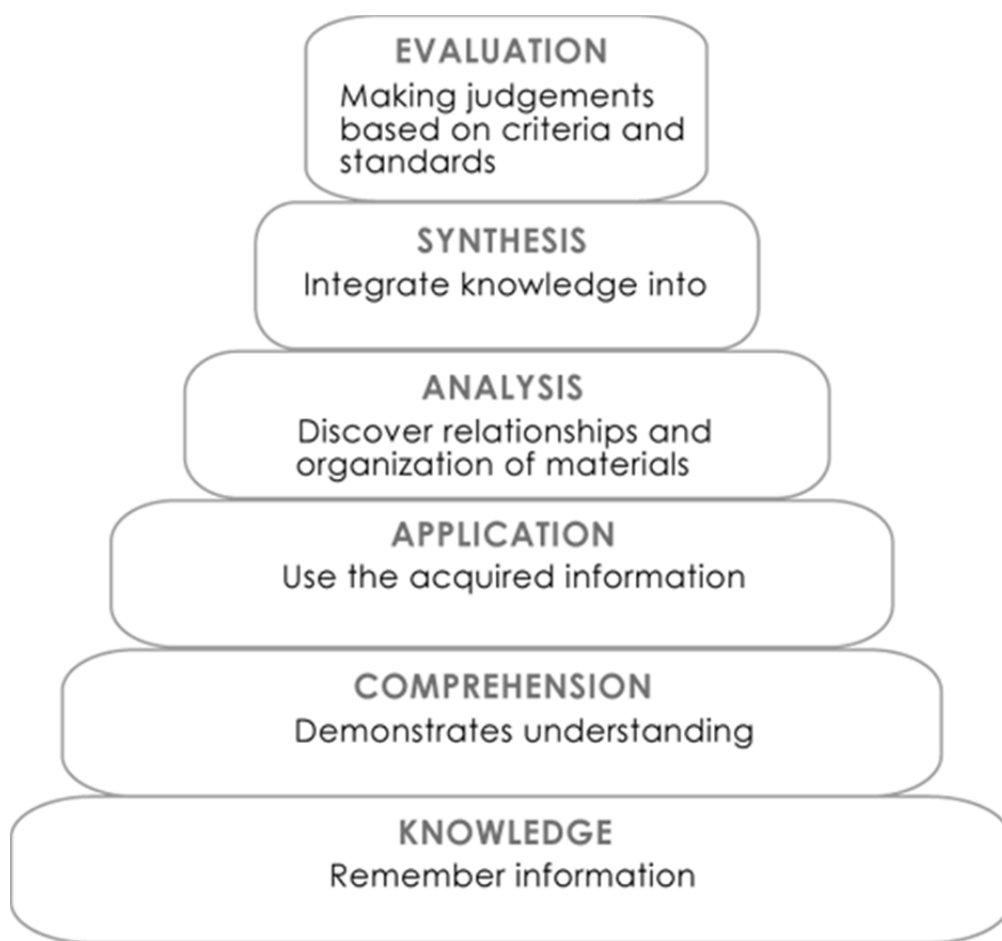


5 Best Practice: Crafting Effective Questions

As research indicates, the quality of the first post in a thread influences the thought level of subsequent postings.¹ A carefully worded discussion question is perhaps the most important factor in using discussions to satisfy your learning objectives.

Using Bloom's Taxonomy

Bloom's Taxonomy can be useful in determining what type of question to develop, as well as how to word it. In this classification system, the least complex level, information recall, resides at the bottom of the pyramid as a knowledge base. At the top, evaluation, synthesis, and analysis require the most complex and abstract thinking. Discussions, along with creative assignments and group work, are for higher order thinking.



5.1 Essential and Guiding Questions

Essential and guiding questions may also draw out higher order thinking.

- Essential questions require skills, such as analyzing, synthesizing, or evaluating. Answers to essential questions cannot be readily found on the Internet and copied; they must have personal meaning and insight constructed by the student.²
- Guiding questions help students answer the essential question. These questions are subcategories of the main topic and may tap into lower levels of Bloom's Taxonomy.

5.2 Ideas for Guiding Questions

Guiding questions can be developed and used in a number of ways:

- Students can work in small groups to develop their own guiding questions to help them answer the essential question.
- The instructor can start with guiding questions and lead up to the essential question through the course of the discussion.
- The instructor can include them with the initial post to help students get started.
- The instructor can interject guiding questions when a lull occurs.

Example

Essential Question: How would you design the perfect online instructor?

Guiding Questions:

- What assumptions do you hold about teaching effectiveness?
- How would you assess an instructor's performance?
- Identify a list of traits that describe the qualification of perfect. Think about your own experiences as a student.
- List traits you would avoid in designing the perfect instructor.

6 Moderating Discussions

The **art of moderating** involves finding the right balance between guiding the conversation and standing back to allow students to discover new ideas.

The **science of moderating** involves using the Discussion Board functions to keep students focused on relevant discussions and to determine a student's level of access.

6.1 The Art of Moderating

As an online instructor, your role is to facilitate the conversation and exchange of ideas on the Discussion Board. You need to ensure that students feel comfortable to share, while also monitoring responses and keeping everyone focused and on track. At the same time, you want to be careful not to dominate or impede the flow of the discussion.

Here are some suggestions for finding the right balance between guiding the conversation and leading it:

- Ask probing questions that lead to other perspectives or ask for clarification.
- Do not respond to every student post or rush to fill silences. If given the opportunity, students will contribute rather than depend on the instructor for answers. However, engage students when lulls occur.
- Redirect tangents to the appropriate topic.
- Reinforce authors whose posts meet expectations.
- Acknowledge efforts by those taking brave steps outside of their comfort zones.
- Reply privately when dealing with individual issues or online behavior.

Four Steps to Developing Successful Online Discussions

The following table lists four steps and examples for developing successful online discussions.

▼ Steps	▼ Examples
Define participation requirements	Students need to be aware of your expectations. Create a forum where students can read about etiquette and grading rubrics.
Craft an effective question	Avoid phrasing the question so it can be answered with a yes or no. Instead, phrase the question so it provokes thought and research. Use the Mashups feature to add images, videos, and slide presentations to the question. Students can also add Mashups to their replies.
Encourage new ideas	If discussion postings contain too much agreement and not enough questioning of ideas, try assigning students with the last names A–M to support one side and N–Z to support the other.
Moderate	Establish your presence by asking for clarification, resources, or input from silent participants.

7 Assigning Forum Roles

Each user in the forum has a forum role and can only have one role per forum. Course instructors automatically have the role of Manager and students have the role of Participant.

Forum roles can be assigned to limit access to a forum or to help with forum administration.

STEPS:

1. Click the forum's Action Link to access the contextual menu.
2. Select **Manage**. A list of users appears.
3. On the **Manage Forum Users** page, click the user's Action Link to access the contextual menu.
4. Select a new forum role. The new role appears in the **Forum Role** column for the user.

Discussion Board

Create Forum

Delete

<input type="checkbox"/>	Forum	Description
<input checked="" type="checkbox"/>	Surfing, Wave Dynamics, and Wind Waves	This forum will hold websites, and que
<input type="checkbox"/>	Wave Action, Energy, and Tide	

Contextual menu for 'Surfing, Wave Dynamics, and Wind Waves':

- > Open
- > Edit
- > **Manage**
- > Copy
- > Delete

Manage Forum Users

Display Forum Role: All Forum Users Go

Edit Role

<input type="checkbox"/>	Last Name	First Name	Username	Forum Role
<input type="checkbox"/>	Akbar	Mina	makbar	Participant
<input checked="" type="checkbox"/>	Brown	Tony	tbrown	Participant
<input type="checkbox"/>	Casper		ccasper	Participant
<input type="checkbox"/>	Chu		cchu	Manager
<input type="checkbox"/>	Dubois		adubois	Participant
<input type="checkbox"/>	Farrell		afarrell	Participant
<input type="checkbox"/>	Freedman		dfreeman	Participant
<input type="checkbox"/>	Gonzales		mgonzales	Participant
<input type="checkbox"/>	Hernandez		jhern	Participant

Contextual menu for user 'Brown':

- > Change to Manager
- > Change to Builder
- > Change to Moderator
- > Change to Grader
- > Change to Participant
- > **Change to Reader**
- > Block user from forum

To limit a user's access to a forum, assign the **Reader** or **Block user from forum** role. The roles and their permissions are listed in the following table.

▼ Role	▼ Permissions
Participant	<ul style="list-style-type: none">• Participants can read and reply to posts.• Users with a course role of Student are granted this role by default.
Reader	<ul style="list-style-type: none">• Readers can read the contents of a forum, but cannot post responses or add threads.
Blocked	<ul style="list-style-type: none">• A blocked user cannot access the forum.

To assist with forum administration, assign users any of the following roles listed in the following table.

▼ Role	▼ Permissions
Moderator	<ul style="list-style-type: none"> The Moderator can delete, edit, and lock all posts in any forum, even if the forum does not use the Moderation Queue. If a Moderation Queue is used, the Moderator may approve or reject posts in the queue before they are made available to all users.
Grader	<ul style="list-style-type: none"> Graders can read and reply to posts. Graders can review posts and add grades. Users with a course role of Grader are granted this forum role by default. Graders cannot view their own work.
Manager	<ul style="list-style-type: none"> The Manager has full control over the forum and can change the forum settings, moderate posts, and assign roles and grades. Users with a course role of Instructor or Teaching Assistant are granted this role by default.
Builder	<ul style="list-style-type: none"> Course Builders can edit, copy, and delete forums, but not grade or manage forums. Inside a forum, the Builder can perform the same actions on posts as the instructor, with the exception of grading threads. Course Builders can create new threads in a forum. Course Builders can enable grading for a thread and type a value. Users with a course role of Course Builder are granted this forum role by default.

8 Moderating Posts

When a moderated forum is created, all posts to the forum are added to a Moderation Queue. The Moderator reviews each post and does one of following:

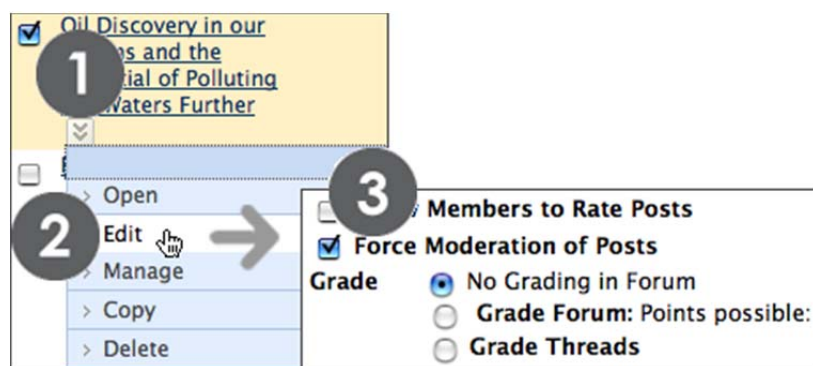
- Publishes the post
- Returns the post to the sender without a message
- Returns the post to the sender with a message

You choose to moderate a forum when creating it, or by editing an existing forum. Only posts added after enabling the forum moderation are available for review in the Moderation Queue.


When choosing a moderated forum, do not allow students to edit or delete posts. This ensures that the post approved is the one viewed by users.

STEPS:

1. Click the forum's Action Link to access the contextual menu.
2. Select **Edit**.
3. On the **Edit Forum** page, under **Forum Settings**, select the **Force Moderation of Posts** check box and click **Submit**.
4. After posts have been submitted, access the forum.
5. On the Action Bar, click **Moderate Forum**.
6. On the **Moderation Queue** page, click **Moderate** next to the post.
7. Read posts and publish or return them by selecting the appropriate option. Optionally, type feedback in the text box and **Submit**.



In the Moderator view, no items are found because the messages are waiting approval. In the student view, the post shows in Tree View with a reminder it is in the Moderation Queue.




Forum: Oil Discovery in our Oceans and the Potential of Polluting our Waters Further

[Create Thread](#)
[Moderate Forum](#)
5
[Search](#)
[Discover Content](#)
[Display ▾](#)

No items found.

Moderator view

Once you have chosen to moderate the forum, the **Moderation Queue** page appears.



Moderation Queue

Post	Author	Date	6
Any domestic oil we can find is good	Mark Tsai	Sat Sep 20 20:24:19 EDT 2008	Moderate
I am against offshore drilling	Sarah Spooner	Sat Sep 20 20:17:34 EDT 2008	Moderate
Less reliance on oil and more commitment to our planet	Dwight Paul	Sun Sep 21 12:17:46 EDT 2008	Moderate
Results of pollution on our oceans	Andy Farrell	Sat Sep 20 20:20:13 EDT 2008	Moderate
Stop Offshore Oil and Gas Drilling	Juan Hernandez	Sat Sep 20 19:27:10 EDT 2008	Moderate
We have too much reliance on foreign oil so...	Chris Casper	Sun Sep 21 12:20:31 EDT 2008	Moderate
Worth the risk?	Mina Akbar	Sat Sep 20 19:31:47 EDT 2008	Moderate

The Moderation Queue default order is alphabetically by title. Click the column title or caret at the top of a column to reorder by post title, author, or date.

Students will see their returned posts with an explanation and they will be able to create new threads as needed.

9 Changing Thread Status

When a thread is created, it is automatically assigned **Published** status. The thread status can be changed or locked to keep students focused on relevant discussions. Thread status is shown and changed in **List View**.

STEPS:

1. Access the forum.
2. In **List View**, select the check box next to each thread requiring a change of status.
3. From the **Thread Actions** drop-down list, select a new status for the selected thread or threads.

Forum: Oceans in the News List View

Create Thread Grade Forum Search Discover Content Display

Thread Actions Collect Delete

<input type="checkbox"/>	Date	Thread	Author	Status	Tags
<input checked="" type="checkbox"/>	9/17/08 11:28 AM	Week 1: Great Global Warming/Ocean Effect/Role website	Mei Wong	Published	
<input checked="" type="checkbox"/>	9/19/08 9:22 AM	Week 1: Longshore Drift	Chris Casper	Published	
<input type="checkbox"/>	9/19/08 10:18 AM	Week 1: Wave Power	Tony Brown	Published	Wave Power

Thread Actions Collect Delete

Displaying 1 to 3

> Mark as Read
 > Mark as Unread
 > Set Flag
 > Clear Flag
 > Publish
 > Hide
 > Make Unavailable
 > **Lock**
 > Unlock
 > Subscribe/Unsubscribe

The following table describes which thread status to select to accomplish various objectives.

▼ Goal for thread	▼ Status
Make thread available to all users.	<ul style="list-style-type: none"> • Publish
Allow users to read the thread, but not edit or add to it. Locking a thread allows grades to be assigned without users updating or changing posts.	<ul style="list-style-type: none"> • Lock
Hide the thread from immediate view, but still allow users the option of reading the threads. Students may not reply to or edit hidden threads. Users can view hidden threads using the Display drop-down list on the Action Bar.	<ul style="list-style-type: none"> • Hide
Hide thread from view of all users except forum Managers.	<ul style="list-style-type: none"> • Make Unavailable

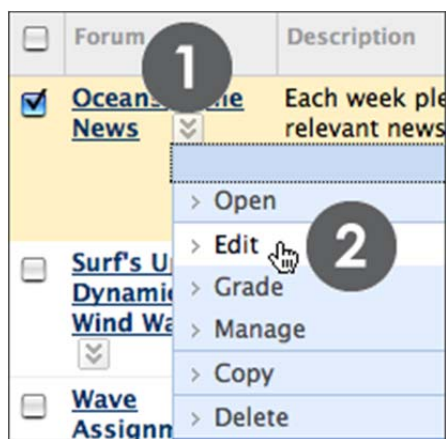
10 Managing Discussions

Editing Forums

As the discussion progresses, editing forum settings can resolve discussion issues. For example, if students are posting to the wrong topic, fine-tune the forum name or description to clarify the forum's purpose. If all forums were created at the beginning of the term and made unavailable, any forum can be edited to make it available.

STEPS:

1. Click the forum's Action Link to access the contextual menu.
2. Select **Edit**.
3. On the **Edit Forum** page, edit the forum **Name** and **Description**.
4. Edit the **Forum Availability** information.
5. Edit the **Forum Settings**.
6. Click **Submit**.



6

The Edit Forum page

10.2 Copying Forums

Discussion forums can be copied and added to the current Discussion Board or to a Group Discussion Board in the same course. To copy a Discussion Board to another course, use the Course Copy utility.

STEPS:

- Click the forum's Action Link to access the contextual menu.
- Select **Copy**.
- On the **Copy Forum** page, type a **Name**.
- Select the option to copy: **Entire forum** or **Forum settings only**.
- Select the **Location** from the list.
- Click **Submit**.

NOTE: Discussion forums copied to a Group Discussion Board only include messages authored by the Group's members.

Example: Copy the entire forum

If two distinct topics emerge during a discussion, it is possible to create separate forums for these topics. Copy the forum and then delete the off-topic postings from each forum.

When content is copied, all threads and replies appear in the new location, along with any file attachments.

10.3 Organizing Forums and Threads

As the term progresses, you can keep forums organized by changing the order of forums or deleting unneeded forums and threads.

Changing the Order of Forums

Change the order of forums on the Discussion Board to keep the current discussions at the beginning of the list.

The screenshot shows the Blackboard Discussion Board interface. At the top, there's a yellow header with 'Discussion Board' and a 'Create Forum' button. Below this is a table of forums. A modal dialog box titled 'Reorder: Forums' is open, showing a list of forum items. A double-tipped arrow icon (labeled 'A' in the image) is used to drag the 'Wave Assignment: Energy from Waves and Tides' forum to a new position in the list. A circular icon with the letter 'B' is also present in the top right corner of the dialog box.

	Forum	Description
↑ ↓	<input type="checkbox"/> Oceans in the News	Each we related to number
↑ ↓	<input type="checkbox"/> Surf's Up: Wave Dynamics and Wind Waves	This forum relevant
↑ ↓	<input type="checkbox"/> Wave Assignment: Energy from Waves and Tides	Explore harnessing energy from waves and tides. Please narrow your topic to a specific aspect such as: <ul style="list-style-type: none"> • how could the energy be extracted? • how big is this resource? • could a reliable "model" be made and relied upon?

Reorder: Forums

Items

- Oceans in the News
- Surf's Up: Wave Dynamics and Wind Waves
- Wave Assignment: Energy from Waves and Tides**
- Oil Discovery in our Oceans and the Potential of Polluting our Waters Further
- Glacier Melt Could Signal Faster Rise in Ocean Levels

Cancel Submit

Note

- Use the drag-and-drop function to move the forum by pressing the move icon, a double-tipped arrow or handle, and dragging the item into the new location.

- B. Alternatively, click the Keyboard Accessible Reordering tool on the Action Bar. From the **Items** box, select the forum title. Use the up and down arrows below the **Items** box to adjust the order and Submit.

Deleting Forums and Threads

You can delete forums and threads which are no longer used. When a forum or thread is removed, all content and grades are permanently deleted. For example, delete an ungraded forum that was used to discuss a completed assignment.

NOTE: Do not delete graded forums or threads unless the grades are no longer needed in the Grade Center.

STEPS:

1. Select the check box next to the item or items to delete.
2. On the Action Bar, click **Delete**.

Forum: Surf's Up: Wave Dynamics and Wind Waves

Create Thread Search Discover Content Display Tags

Thread Actions Collect Delete

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input type="checkbox"/>	9/17/08 10:05 AM	Terminology	Cathy Chu	Published		5	6
<input checked="" type="checkbox"/>	9/17/08 10:20 AM	Relevant Websites	Cathy Chu	Published		0	1

On the **Thread Detail** page, you can delete individual messages when viewing a post within a thread.

< RE: Longshore drift defined Reply Quote Edit Set Flag Delete

Author: [Mina Akbar](#) **Total views:** 32 (Your views: 3)

Posted Date: Thursday, September 18, 2008 11:12:50 AM EDT **Overall Rating:** ★★★★★

Edited Date: Thursday, September 18, 2008 11:12:50 AM EDT **Your Rating:** ★★★★★

⌵ **Parent Post**

Longshore currents and longshore drift are generally considered to be constructive processes. Unlike storm waves, they are not normally regarded as significant in coastal erosion, though the sedimentary particles have to come from somewhere.

11. Tagging Threads

Tags are text labels that act like bookmarks. The instructor can attach tags in order to group similar messages together. For example, if the subject of scientific notation is discussed often, tag each of the posts on this topic. Students can read, filter, and search messages using these tags. Students cannot create tags.

Tagging must be enabled in the forum settings for tags to be created.

TIP: For faster Discussion Board loading, disable tagging during the times forum usage will be heavy. Turning tagging on again will restore all previously entered tags.

STEPS:


1. Click the forum containing the threads to tag.
2. In **List View**, select the check boxes for the thread or threads to tag.
3. On the Action Bar, click **Collect**.
4. On the **Collection** page, type a tag name in the **Tag Text** box.
5. Select the check boxes of the displayed messages to which you want to assign the tag name.
6. Click **Add** next to the **Tag Text** box.
7. Optionally, assign another tag for the selected messages by following the same steps.

Forum: Oceans in the News List View Tree View

Create Thread Grade Forum Search Discover Content Display Tags

Thread Actions Collect **3**

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input type="checkbox"/>	9/17/08 11:28 AM	Week 1: Great Global Warming/Ocean Effect/Role website	Mei Wong	Published		0	1
<input type="checkbox"/>	9/19/08 9:22 AM	Week 1: Longshore Drift	Chris Casper	Published		0	1
<input checked="" type="checkbox"/>	9/19/08 10:18 AM	Week 1: Wave Power	Tony Brown	Published		0	2
<input checked="" type="checkbox"/>	9/22/08 6:02 PM	Week 2: Wave Power in Scotland	Juan Hernandez	Published		0	1



Collection

[Print Preview](#)
[Filter](#)

Sort by Date of Last Post Order ▲ Ascending

Tag Text:

☐

☒

5

Thread: Week 1: Wave Power
Post: [Week 1: Wave Power](#)
Author: Tony Brown

Posted Date: September 19, 2008 10:18 AM
Status: Published
Overall Rating: ★★★★★

I was excited to find a website that even I could understand!!! Ha!

<http://www.alternative-energy-news.info/technology/hydro/wave-power/>

Tags: None

☒

Thread: Week 2: Wave Power in Scotland
Post: [Week 2: Wave Power in Scotland](#)
Author: Juan Hernandez





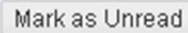
Posted Date: September 22, 2008 6:02 PM
Status: Published
Overall Rating: ★★★☆☆





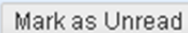
<http://www.alternative-energy-news.info/wave-power-scotland/>

Tags: None

From the Action Bar, narrow your selection by using the **Filter** function, or use the **Sort by** drop-down list to display messages by Author, Subject, Date of Last Post, Thread Order, or Overall Rating.





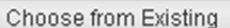
Note: Allowing members to rate posts has to be enabled to sort threads by Overall Rating.

<input type="checkbox"/>	Thread: Week 1: Wave Power Post: Week 1: Wave Power Author: Tony Brown	Posted Date: September 19, 2008 10:18 AM Status: Published Overall Rating: ★★★★★
I was excited to find a website that even I could understand!!! Ha! http://www.alternative-energy-news.info/technology/hydro/wave-power/		
Tags: wave     		

<input type="checkbox"/>	Thread: Week 2: Wave Power in Scotland Post: Week 2: Wave Power in Scotland Author: Juan Hernandez	Posted Date: September 22, 2008 6:02 PM Status: Published Overall Rating: ★★★★☆
http://www.alternative-energy-news.info/wave-power-scotland/		
Tags: wave     		

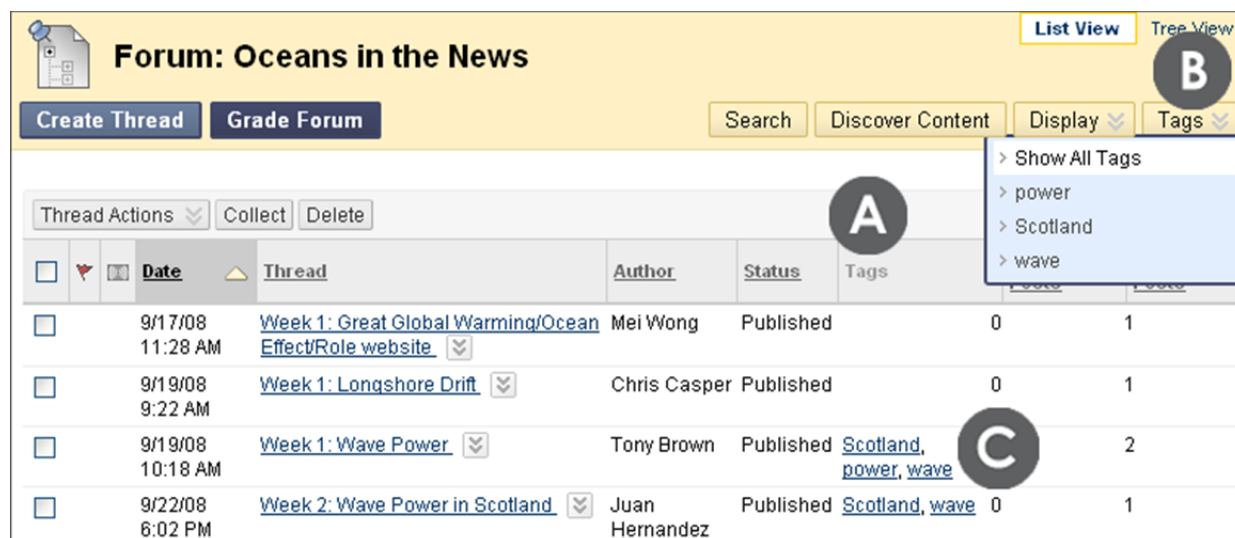
Note:

- The assigned tag shows below each post.
- Alternatively, add a tag to an individual post with the **Add** function below each post. Delete a tag by clicking the red X next to it.

<input type="checkbox"/>	Thread: Week 1: Wave Power Post: Week 1: Wave Power Author: Tony Brown	Posted Date: September 19, 2008 10:18 AM Status: Published Overall Rating: ★★★★★
I was excited to find a website that even I could understand!!! Ha! http://www.alternative-energy-news.info/technology/hydro/wave-power/		
Tags: power  wave    		

Scotland, global warming, power, wave

Type the tag in the **Add Tag** box and click **OK** or click **Choose from Existing** to choose a tag from a list of tags that occur on this Collection page.



Forum: Oceans in the News

Create Thread **Grade Forum** **Search** **Discover Content** **Display** **Tags**

Thread Actions **Collect** **Delete**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date	Thread	Author	Status	Tags	Replies	Views
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/17/08 11:28 AM	Week 1: Great Global Warming/Ocean Effect/Role website	Mei Wong	Published		0	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/19/08 9:22 AM	Week 1: Longshore Drift	Chris Casper	Published		0	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/19/08 10:18 AM	Week 1: Wave Power	Tony Brown	Published	Scotland, power, wave	2	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/22/08 6:02 PM	Week 2: Wave Power in Scotland	Juan Hernandez	Published	Scotland, wave	0	1

Note :

- A. The new tags are added to the **Tags** column on the thread listing page. The **Tags** column is visible in **List View** only.
- B. Use the **Tags** drop-down list to display messages with a selected tag or **All Tags** on the thread listing page.
- C. Select from the **Tags** column to sort messages by tag. The posts with that tag appear on a **Collection** page.

12. Grading Discussions

In this section, we will look at how to assign grades to students' contributions to the Discussion Board. As you learned when creating discussion forums, grades can be assigned to either a forum or its threads.

The Grading Process

The discussion grading process consists of four main steps.

 instructor activity  student activity

1 CREATE

When a graded forum or thread is created, a column is automatically created in the Grade Center. The name of the forum or thread is used as the column title. The title can be edited in the Grade Center.

2 PARTICIPATE

Students participate in the discussion. As the discussion progresses, the instructor can participate and provide feedback by replying to, rating, and moderating posts.

3 GRADE

Review student posts and type a numeric grade. Threads can be locked after they are graded.

4 VIEW GRADES

The grades are saved in the Discussion Board and added to the Grade Center. Students can view their grades from the **My Grades** tool.

My Grades					
Item Name	Details	Due Date	Last Submitted, Edited, or Graded	Grade	Points Possible
Running Total	Details			168	419
Week 1 Assignment	Details			-	50
Essay #1	Details		Oct 21, 2008 12:42 PM	88	100
Chapter 2 Assignment	Details		Oct 21, 2008 11:04 PM		10

Student view of My Grades

12.1 Assigning Forum Grades

Discussion grades can be assigned within the forum or thread. Students can be graded on their participation in a discussion, on the quality of their postings, or a combination of the two. Rubrics can be created and used to grade forums and threads, but the rubrics must be created and added to the appropriate Grade Center columns in advance. First, we will look at grading forums.

Reminder: Grading options are enabled when the forum is created or by editing the forum. Once grading has been enabled, a Grade Center column is created.

STEPS:

1. Click the forum's Action Link to access the contextual menu.
2. Select **Grade**.
3. On the **Grade Forum Users** page, click **Grade** from a user's row.
4. The **Grade Forum** page for the user appears with a collection of the user's posts and a side panel containing three sections:
 - **Forum Statistics:** Includes information about the user's posts, such as **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
 - **Forum Grade:** Grade, Feedback, and Grading Notes are added in this section. The Grade Date appears here also.
 - **Contributors:** Users, who have submitted one or more posts, appear with exclamation marks, the needs grading icon. Use the **Previous User** and **Next User** arrows in this section to navigate among users to grade or click a user's name in the list. Click **Show All** to see all users in the course; users who have not posted to the graded forum are included in this list. Click

Show with **Posts Only** to return to the list of users who have posts needing a grade.

5. In the content frame, evaluate the currently selected user's posts and click **Edit Grade** in the **Forum Grade** section.
6. Type a point total in the **Current Grade Value** text box. **Note:** If a Rubric has been created for this graded forum, click **View Rubric**.
7. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the forum Manager or Grader only. Optionally, use the **Spell Check** function in the bottom of each text box.
8. Click **Text Editor** to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia.
9. Click **Save Grade** to add the Feedback, Grade, and Grading Notes to the **Forum Grade** section and to the Grade Center.
10. The Grade or Feedback can be edited by clicking the **Edit Grade** function again at any time. The changes appear in the **Forum Grade** section and in the Grade Center. The changes are documented in the Grade Center in the **Grade History** tab on the user's **Grade Details** page.
11. When grading is complete, click **OK** to return to the **Grade Forum Users** page or use the breadcrumbs to return to the Discussion Board.

Note: *Only users with a role of Manager or Grader can add grades for posts. A Grader cannot view his or her own work.*

Grade Forum Users

<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade	
<input type="checkbox"/>	Brown	Tony	tbrown	3	10.00	Grade
<input type="checkbox"/>	Casper	Chris	ccasper	0	--	Grade

Since a forum grade can be based on multiple posts within multiple threads, all messages posted by the student are included for review. You can also view information about the posts, such as the number of posts the student contributed and the average post length. Filter, sort, and print the posts using the functions on the Action Bar.

Grade Forum: Tony Brown 4

Print Preview Filter View Rubric

Sort by Date of Last Post Order ▲ Ascending

Mark Select: All None

Thread:	Post:	Posted Date:	Status:
I got a few good shots	I got a few good shots	March 16, 2010 8:32 PM	Published
<p>Well, I finally tried and got a few good shots of the moon and one good shot of Saturn.</p> <p>I used a 4.5" zhumell eclipse telescope with a 20mm and 9mm lense and a SONY Cybershot digital camera just put up to the lense.</p> <p>The best moon shot was with a wide angle (20mm) and a zoomed in (9mm). The only good shot of Saturn was with the 9mm.</p>			
help with equipment	RE: help with equipment	March 16, 2010 8:33 PM	Published
<p>I don't think you can go wrong with that Nikon. I'd like to hear what others say about the rest.</p>			
Saturn	RE: Saturn	March 17, 2010 3:21 PM	Published
<p>Hey, my uncle owns a photography place and he said when he does a prime focus, he just hooks the DSLR to the scope with a T-ring with EP projection. Then, hook the camera with a 3" extension with the EP inserted. He said you'll understand!</p>			

Reply Quote Mark as Read

Forum Statistics

Statistics for: Tony Brown

Total Posts: 3

Date of Last Post: Mar 17, 2010 3:21:57 PM

Average Post Length: 241

Minimum Post Length: 96

Maximum Post Length: 381

Average Post Position: 3

Forum Grade

Grade for: Tony Brown

Grade: -- out of 10.0

Grade Date: --

Feedback: --

Grading Notes: --



Edit Grade 5

Contributors

Show All

- Ashby Cooper (2)
- Henry Wagner (1)
- Javier Perez (1)
- Linda Herrera (3)
- Mark Tsai (2)
- Ryan Johnson (2)
- Tony Brown (3)

The grade is added to the Discussion Board's **Grade** column on the **Grade Forum Users** page, as well as to the Grade Center.

Grade Forum Users					
					
<input type="button" value="Email"/>					
<input type="checkbox"/>	<u>Last Name</u>	 <u>First Name</u>	<u>Username</u>	<u>Posts</u>	<u>Grade</u>
<input type="checkbox"/>	Brown	Tony	tbrown	3	10.00
<input type="checkbox"/>	Casper	Chris	ccasper	0	--
					<input type="button" value="Grade"/>
					<input type="button" value="Grade"/>

12.2 Assigning Thread Grades

If **Grade Threads** was enabled during forum creation, grades can be assigned for threads within that forum.

NOTE: Students cannot create new threads in a forum where threads are graded.

STEPS:

1. Click the forum containing the thread you want to grade.
2. In **List View**, on the thread listing page, click **Grade Thread** in the thread's row.
3. On the **Grade Thread Users** page, click **Grade** from a user's row.
4. The **Thread Grade** page for the user appears with a collection of the user's posts and a side panel containing three sections:
 - **Thread Statistics:** Includes information about the user's posts, such as **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
 - **Thread Grade:** Grade, Feedback, and Grading Notes are added in this section. The Grade Date appears here also.
 - **Contributors:** Users, who have submitted one or more posts, appear with exclamation marks, the needs grading icon. Use the **Previous User** and **Next User** arrows in this section to navigate among users to grade or click a user's name in the list. Click **Show All** to see all users in the course; users who have not posted to the graded thread are included in this list. Click **Show with Posts Only** to return to the list of users who have posts needing a grade.
5. In the content frame, evaluate the currently selected user's posts and click **Edit Grade** in the **Thread Grade** section.

6. Type a point total in the **Current Grade Value** text box. **Note:** If a Rubric has been created for this graded thread, click **View Rubric**.
7. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the Discussion Board Manager or Grader only. Optionally, use the **Spell Check** function in the bottom of each text box.
8. Click **Text Editor** to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia.
9. Click **Save Grade** to add the Feedback, Grade, and Grading Notes to the **Thread Grade** section and to the Grade Center.
10. The Grade or Feedback can be edited by clicking the **Edit Grade** function again at any time. The changes appear in the **Thread Grade** section and in the Grade Center. The changes are documented in the Grade Center in the **Grade History** tab on the user's **Grade Details** page.
11. When grading is complete, click **OK** to return to the **Grade Thread Users** page or use the breadcrumbs to return to the Discussion Board.


Note: Only users with a role of Manager or Grader can add grades for posts. A Grader cannot view his or her own work.


Forum: Pluto Controversy
List View Tree View

Create Thread
Search Discover Content Display

Thread Actions Collect Delete

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	3/17/10 3:09 PM	Pluto Opinion: Before	Cathy Chu	Published	7	7	Grade Thread


Grade Thread Users

Email

<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade	
<input type="checkbox"/>	Brown	Tony	tbrown	1	8.00	Grade
<input type="checkbox"/>	Casper	Chris	ccasper	1	--	Grade
<input type="checkbox"/>	Cooper	Ashby	acooper	0	--	Grade

When **Grade** is selected in the user's row, the student's post or posts made to the individual thread appear. Just as with forum grading, review and add the grade in the side panel. After a grade has been assigned, it is saved in the Discussion Board and the Grade Center.

Forum: Pluto Controversy > Thread Grade: Chris Casper Edit Mode is: ON

Thread Grade: Chris Casper 4

Print Preview Filter View Rubric

Sort by Date of Last Post Order ▲ Ascending

Mark Select: All None

Thread:	Pluto Opinion:	Posted Date:	March 22, 2010
Post:	I have to vote no	Status:	Published
Author:	Chris Casper		

Alas, Pluto, which is small and icy and orbits just beyond Neptune and has an eccentric orbit that is tipped out of the plane of the solar system, is none other than a Kuiper belt object—a leftover comet from the solar system's formation. If Pluto's orbit were ever altered so that it journeyed as close to the Sun as Earth, Pluto would grow a tail and look like a jumbo comet. No other planet can make this (possibly embarrassing) claim.

Source: http://www.planetary.org/explore/topics/topten/tyson_pluto_is_not.html

Reply Quote Mark as Read

Select: All None

Mark

Thread Statistics

Statistics for: Chris Casper

Total Posts: 1

Date of Last Post: Mar 22, 2010 10:50:44 AM

Average Post Length: 562

Minimum Post Length: 562

Maximum Post Length: 562

Average Post Position: 2

Thread Grade

Grade for: Chris Casper

Grade: -- out of 10.0

Grade Date: --

Feedback: --

Grading Notes: --

Edit Grade 5

Contributors

Show All

Chris Casper (1) !

Henry Wagner (1)

Javier Perez (1) !


Linda Herrera (1)

Ryan Johnson (1) !

Tony Brown (1)

NOTE: When you create a thread in a forum where you have enabled thread grading, you can select the **Grade Thread** option and add points possible. At a later time, if you did NOT select the **Grade Thread** option when creating the thread, you can still grade the thread by clicking **Grade** in the thread's **Grade** column on the thread listing page. Because you enabled the grading of threads for the entire forum, you can decide on a

thread-by-thread basis to grade a thread at any time. The following image shows the **Grade** column and the **Grade** and **Grade Thread** functions.



	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	9/17/08 10:05 AM	Terminology	Cathy Chu	Published		7	7	Grade Thread
<input type="checkbox"/>	9/17/08 10:20 AM	Relevant Websites	Cathy Chu	Published		1	1	Grade Thread
<input type="checkbox"/>	9/17/08 10:22 AM	Questions?	Cathy Chu	Published		2	2	Grade

12.3 Disabling Grading

Grading can be disabled for graded forums and threads, even if grades exist.

STEPS:

1. Select **Edit** from the graded forum's contextual menu.
2. On the **Edit Forum** page, under **Forum Settings**, change the grading option to **No Grading in Forum**.
3. Click **Submit**. If grades have already been assigned for the forum or its threads, a warning message appears indicating that changing the setting will delete the associated Grade Center items.
4. Click **OK** to continue or click **Cancel** to preserve the Grade Center items.

The number in the **Points possible** text box will appear grayed out as you make the decision to disable grading for the forum.



Grade

☒ No Grading in Forum

☐ Grade Forum: Points possible: 25.0

☐ Grade Threads

13. Emailing Students When Assigning Grades

While assigning grades, you can use the Email tool in the Discussion Board to quickly contact students. For example, send a student a question prior to assigning a grade or send feedback after assigning a grade.

STEPS:

1. Navigate to the forum or thread to assign a grade.
2. On the **Grade Thread Users** page or the **Grade Forum Users** page, select the check box for the user you want to email.
3. On the Action Bar, click **Email**.
4. On the **Email Forum User** page, edit the **Subject**, if you want. Type a question or feedback in the **Message** text box.
5. Click **Submit**.

Grade Thread Users

Page 1 of 2

<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade
<input type="checkbox"/>	Akbar	Mina	makbar	0	--
<input type="checkbox"/>	Brown	Tony	tbrown	0	--
<input checked="" type="checkbox"/>	Casper	Chris	ccasper	1	--

Email Forum User

Cancel Submit

1 Email Information

To: Chris Casper
From: cchu@myschool.edu
Subject: Your ocean is....
Message: Hi Chris,
Do you think you need to narrow your topic in any way? Let me know if I can help you.

14 Best Practice: Define Grading Criteria

When grading discussions, it is important to have reasonable expectations about what can be accomplished. Due to the asynchronous nature of an online discussion, it may take more time for well-articulated points to emerge than in a face-to-face classroom.

Tell students specifically what is expected, both in terms of quantity and quality of postings, and consider sharing some exemplary postings.

When evaluating student postings, keep the following questions in mind:

Did student participation in the discussion meet the objectives you set?

- Did students participate regularly?
- Did students reply to postings?
- Did students post new threads?
- Did students use the Peer Review feature?

Did the quality of the contributions meet the objectives you set?

- Were replies or postings on topic?
- Did they add value to the discussion?
- Did they introduce new ideas?
- How did peers rate their postings?

Consider compiling your grading criteria into a rubric. By using a rubric to grade discussions, clear performance requirements are provided to students and consistent grading criteria to graders.