

Blackboard (Bb): Troubleshooting

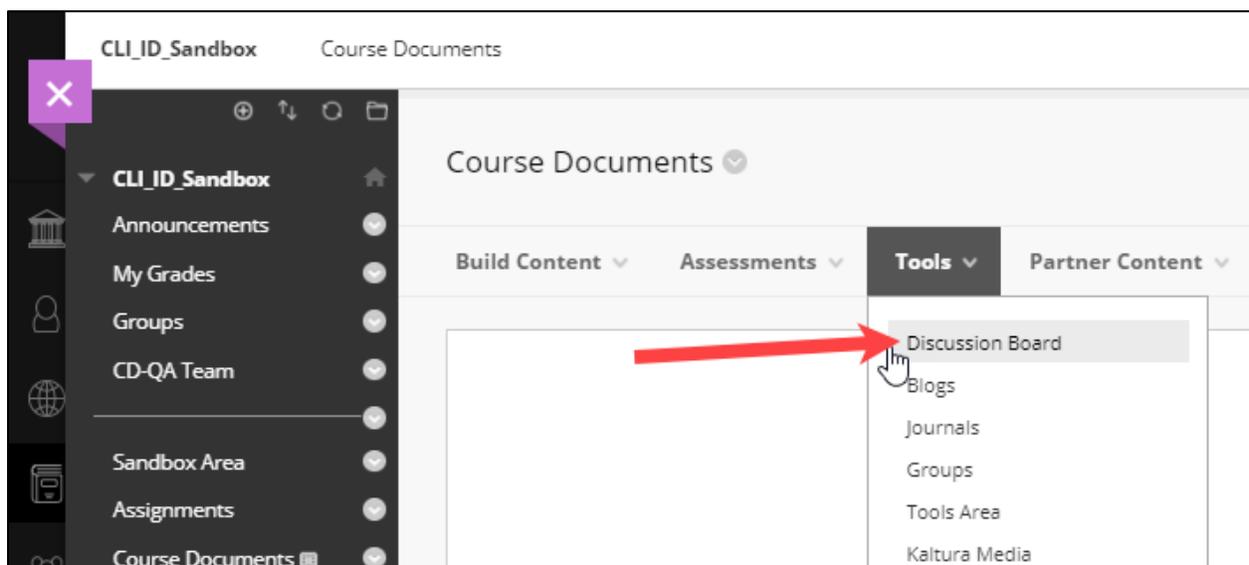
Creating a Discussion Board & Altering Visibility

Creating a Discussion Board (DB)

Creating a Link DB

Begin on the Bb page that you want your DB Assignment (e.g., Week 1, Assignment: Week 1, etc.).

Go to the “Tools” drop-down menu and select “Discussion Board.”

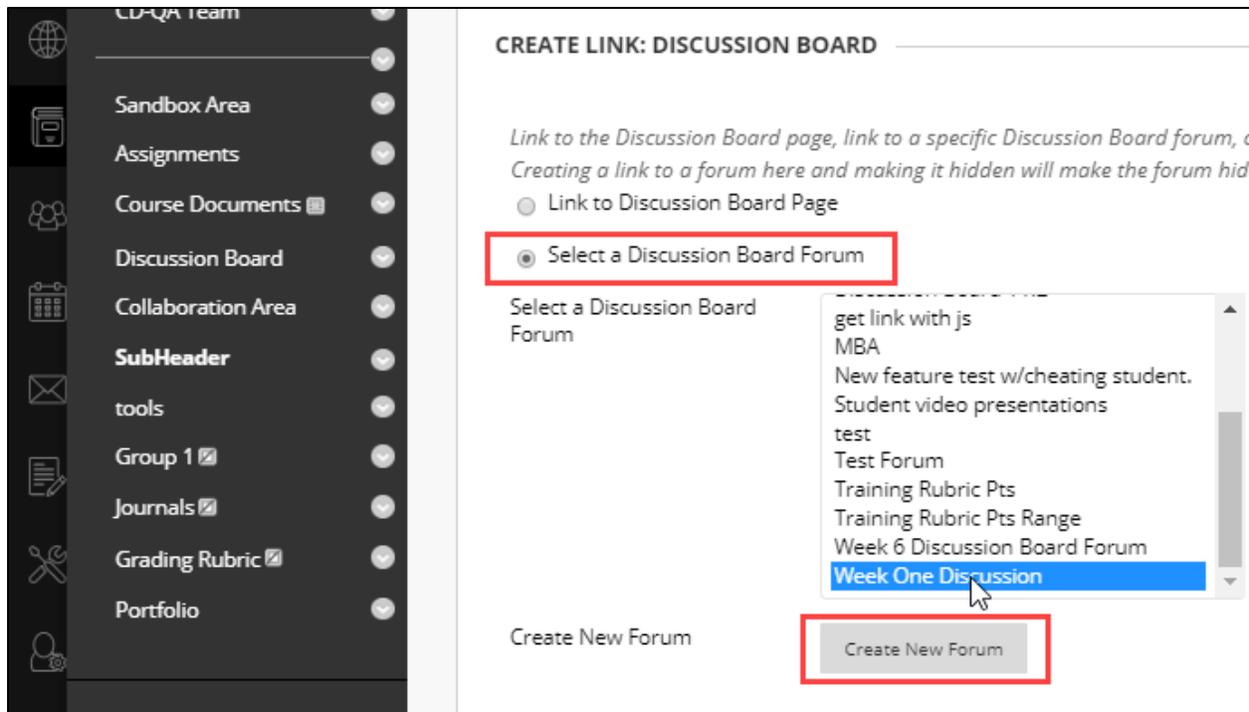


Linking to Forum

Then you will either link to an existing forum (common when revising an existing course), or you will create a new forum. For directions on creating a new forum skip ahead (page 2).

If you are linking to an existing forum, follow these steps:

- Select the option for “Select a Discussion Board Forum,
- Scroll down in the box below until you find the correct forum (see Syllabus or the course documents from SME if unsure),
- Highlight that forum,
- Click “Next” to continue.



Creating a New Forum

If you would like to create a new forum:

- Select “Create New Forum,”
- Click “Next” to continue.

In the new forum, follow these steps:

- Give your Forum a Title,
- Enter any necessary instructions or details in the description box for the “Forum Information.”

Remember: If the discussion boards require students to post before they have access, then they won’t be able to see the forum description in advance. So, keep entries brief.

CLJ_ID Sandbox

- Announcements
- My Grades
- Groups
- CD-QA Team
- Sandbox Area
- Assignments
- Course Documents
- Discussion Board
- Collaboration Area
- SubHeader
- tools
- Group 1
- Journals
- Grading Rubric
- Portfolio

Create Forum

Create Forums to organize discussions. [More Help](#)

* Indicates a required field.

FORUM INFORMATION

* Name

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

You can insert text for the **forum here.**

Path: p

Under “Forum Availability,” you have the option to make it available to students or not.

- Select “Yes.” You can always change this later.
- Select “Participants must create a thread in order to view other threads in this forum,” unless the SME/PD requests otherwise.

Figure 1. Forum Availability

FORUM AVAILABILITY

Available Yes No

Enter Date and Time Restrictions

Display After

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

Display Until

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

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in
If participants are required to create threads in order to view other threads set for you automatically.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Alignments

Forum alignments

Thread alignments

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Click Submit to proceed.

If this is a graded post:

- Select “Grade Discussion Forum,”
- Enter the points possible,
- Add/Select a Rubric (if there is a rubric),
 - Make sure that the rubric is visible to students,
- Select “Submit.”

Figure 2. Adding a Rubric

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

- Standard View
- Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete set for you automatically.

Grade

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

This type of forum requires a specific set of options enabled. Those options were set for you:

- Thread alignments was changed to Forum alignments

Show participants in "needs grading" status after every Posts

Due Date

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

Associated Rubrics

▾

-
-
-

Alignments

Date Last Edited

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

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

*Click **Submit** to proceed.*

discussionboard/do/forum?action=create&course_id=_123402_1&conf_id=191209&nav=discussion_board&req_source=course_link&content_id

Success: Forum Test DB 1 created.

Create Link: Discussion Board

Adding a link to a Discussion Board forum places the forum in the Content Area. This creates a streamlined experience where users

CREATE LINK: DISCUSSION BOARD

Link to the Discussion Board page, link to a specific Discussion Board forum, or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum

- CLI Sandbox testing
- Component Declaration Page
- Digital Aristotle: Thoughts on the Future of Education
- Discussion Board 1.1: Impact of History (25 Points)
- Discussion Board 11.2
- get link with js
- MBA
- New feature test w/cheating student.
- Student video presentations
- test
- Test DB 1**

Create New Forum

Click **Next** to continue. Click **Cancel** to quit.

CLI_ID_Sandbox

- Announcements
- My Grades
- Groups
- CD-QA Team
- Sandbox Area
- Assignments
- Course Documents
- Discussion Board
- Collaboration Area
- SubHeader
- tools
- Group 1
- Journals
- Grading Rubric
- Portfolio
- Course Management**
- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Create Link: Discussion Board

* Indicates a required field.

LINK INFORMATION

* Link Name

Color of Name █ Black

Link Discussion Board: Test DB 1

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options like Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Audio, Table, Table of Contents, etc.

Include Discussion Board Assignment here!

Path: p

OPTIONS

Available Yes No

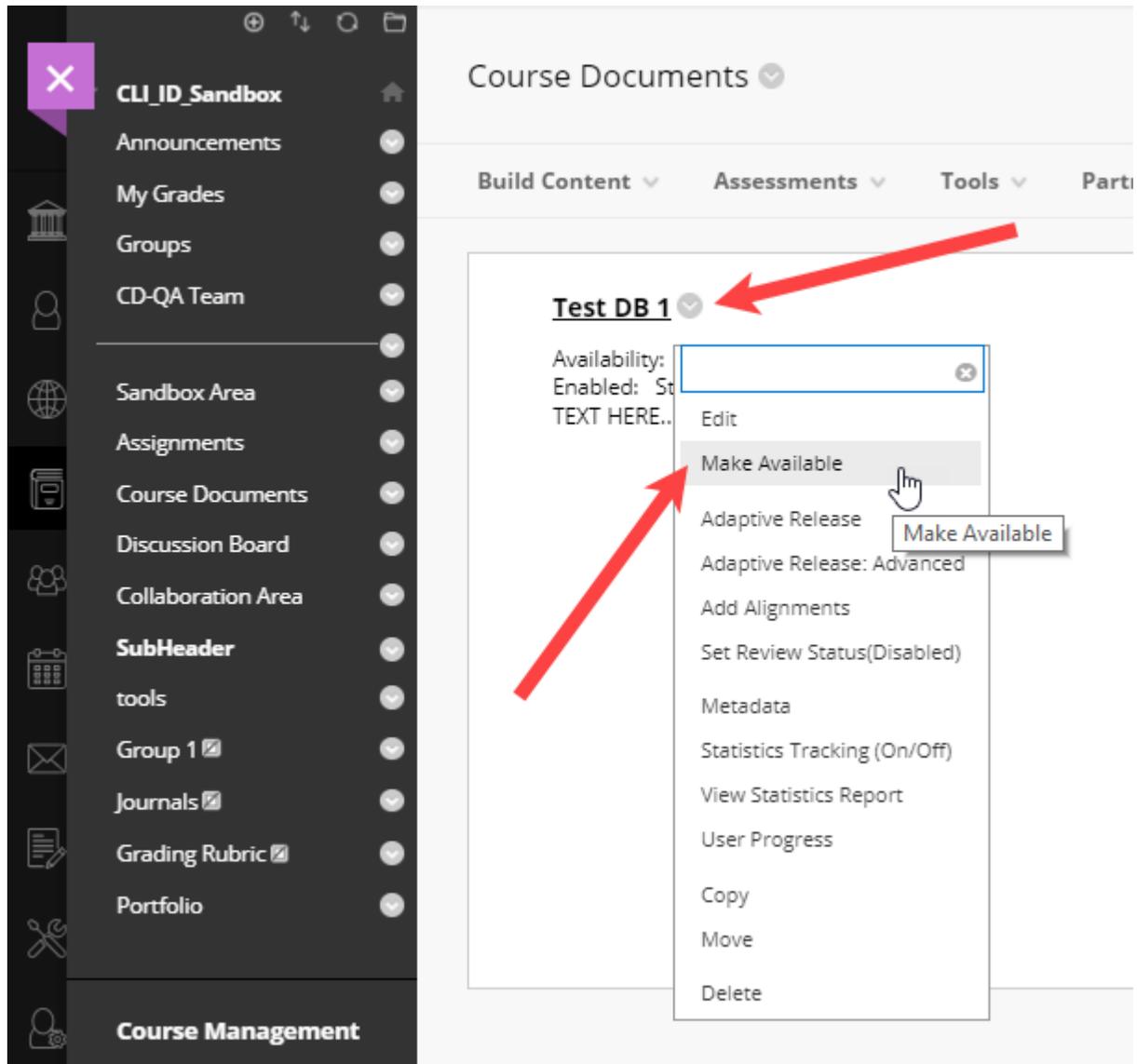
Track Number of Views Yes No

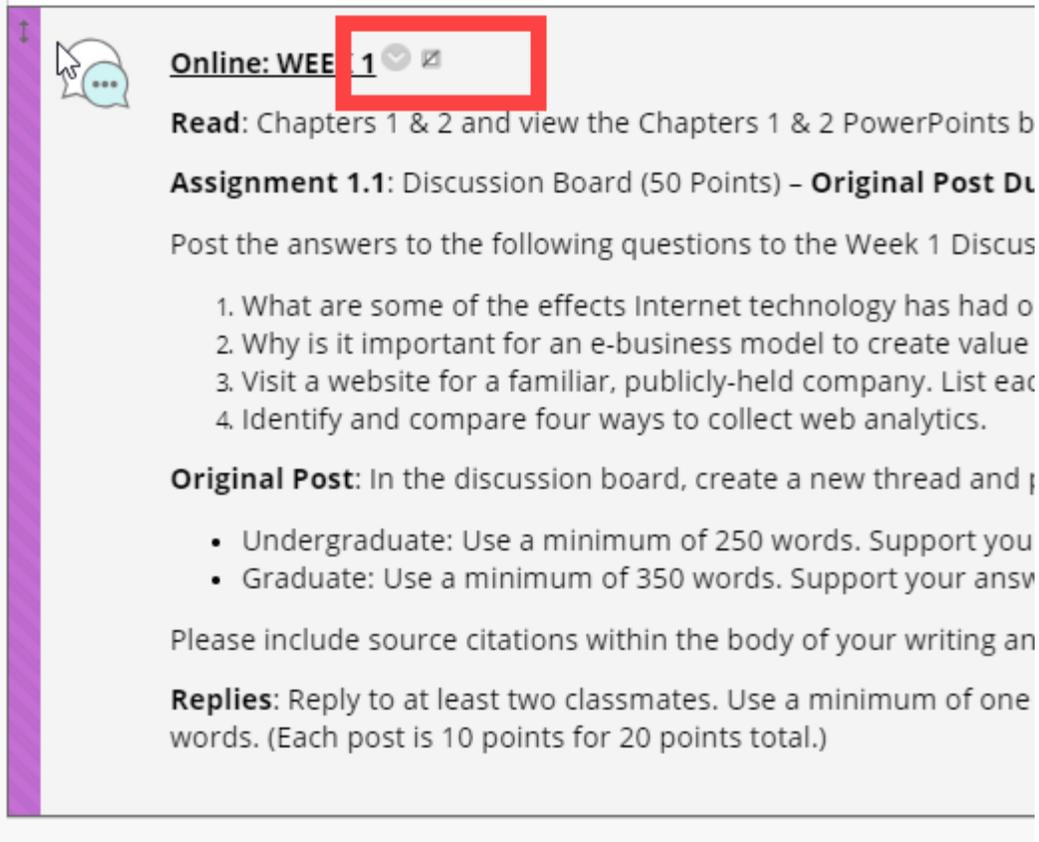
Date Restrictions Display After

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

Display Until

Click Submit to proceed.





The screenshot shows a discussion board post. At the top left, there is a vertical purple bar with a white upward-pointing arrow. To the right of this bar is a speech bubble icon with three dots inside. The main title of the post is "Online: WEE 1", which is enclosed in a red rectangular box. To the right of the title are two small icons: a speech bubble with a checkmark and a speech bubble with a checkmark and a slash. Below the title, the text reads: "Read: Chapters 1 & 2 and view the Chapters 1 & 2 PowerPoints b". The next line is "Assignment 1.1: Discussion Board (50 Points) – Original Post Du". Below this, it says "Post the answers to the following questions to the Week 1 Discus". There is a list of four numbered questions: 1. What are some of the effects Internet technology has had o; 2. Why is it important for an e-business model to create value; 3. Visit a website for a familiar, publicly-held company. List eac; 4. Identify and compare four ways to collect web analytics. Below the list, it says "Original Post: In the discussion board, create a new thread and p". There is a bulleted list: • Undergraduate: Use a minimum of 250 words. Support you; • Graduate: Use a minimum of 350 words. Support your answ. Below this, it says "Please include source citations within the body of your writing an". The final line is "Replies: Reply to at least two classmates. Use a minimum of one words. (Each post is 10 points for 20 points total.)".

Online: WEE 1

Read: Chapters 1 & 2 and view the Chapters 1 & 2 PowerPoints b

Assignment 1.1: Discussion Board (50 Points) – **Original Post Du**

Post the answers to the following questions to the Week 1 Discus

1. What are some of the effects Internet technology has had o
2. Why is it important for an e-business model to create value
3. Visit a website for a familiar, publicly-held company. List eac
4. Identify and compare four ways to collect web analytics.

Original Post: In the discussion board, create a new thread and p

- Undergraduate: Use a minimum of 250 words. Support you
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Replies: Reply to at least two classmates. Use a minimum of one words. (Each post is 10 points for 20 points total.)