



BELLEVUE
UNIVERSITY

Faculty Resources Department

CYBERACTIVE (BLACKBOARD) – DISCUSSION
BOARDS: INSTITUTION CONTENT COLLECTION (ICC)

Version 2

Development for this tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

Learning Objectives:

Upon completion of this training tutorial, Faculty will be able to:

- Create Discussion Boards in Cyberactive (Blackboard) using the ICC
- Link to the Discussion Board Page
- Subscribe to Discussion Board forums
- Reply to Discussion Boards

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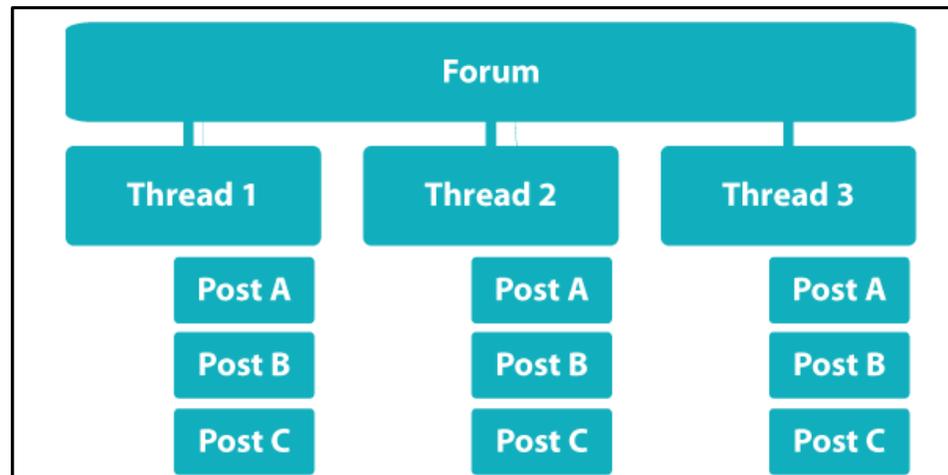
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ABOUT DISCUSSION BOARDS

A commonly used tool in Cyberactive (Blackboard) is the discussion board. This tool often becomes the classroom in online learning. Discussions offer an important vehicle for interpersonal interaction and can serve a range of purposes:

- An online meeting place for social interaction among peers
- An additional medium for collaboration and the exchange of ideas
- A medium to pose questions about homework assignments, readings, and course content
- A way to demonstrate the understanding or application of course material
- A record of discussion that Students/Faculty can review at a later point
- A graded activity that demonstrates understanding or application of course material

Each discussion board contains one or more forums. A forum is an area where Students/Faculty discuss a topic or a group of related topics. Typically, within each forum, Students/Faculty can access multiple threads. A thread includes the initial post and any replies to it.



The main discussion board page accessed via the course menu is used to view your forums and their descriptions. Columns appear for total posts, unread posts, and total participants for each forum. Students/Faculty can click a forum title to enter the forum and read the posts.

CREATING DISCUSSION BOARD FORUMS

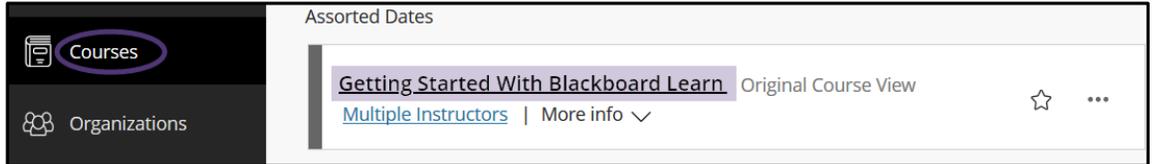
To create a discussion board forum in Cyberactive (Blackboard) using already existing content in the Institution Content Collection (ICC), follow the outlined steps below:

If you have not developed your content in the Institution Content Collection (ICC), please refer to the Discussion Board tutorial for further instructions on creating Forums not using the ICC.



This is a two-step process in which you must create a Discussion Board Forum and then link the Forum within the courses content for it to be accessible using the new Deans' Standards.

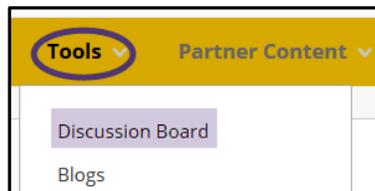
1. Click on **COURSES** on the left side of the screen
2. Locate and click on the **COURSE** you wish to add the discussion board forum



3. Click on the appropriate **CONTENT AREA** in which you wish to add the discussion board (e.g., weekly folder, topic folder, etc.)

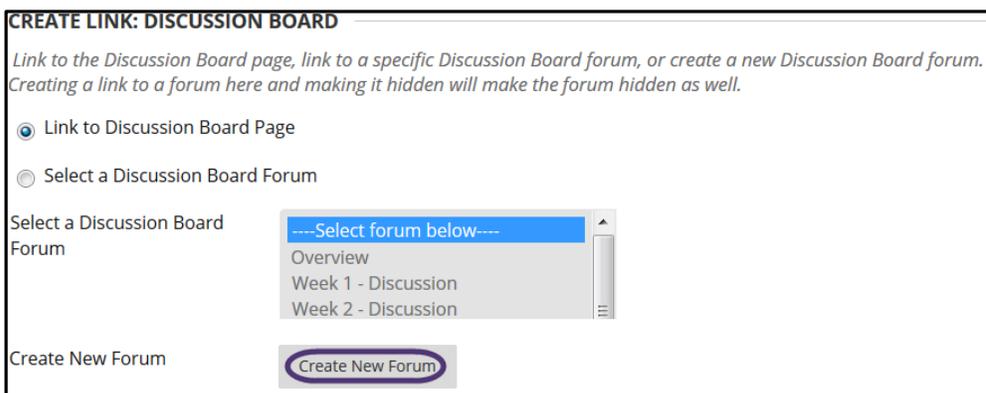


4. Hover over **TOOLS** to expand the contextual menu
5. Click **DISCUSSION BOARD** from the drop-down list



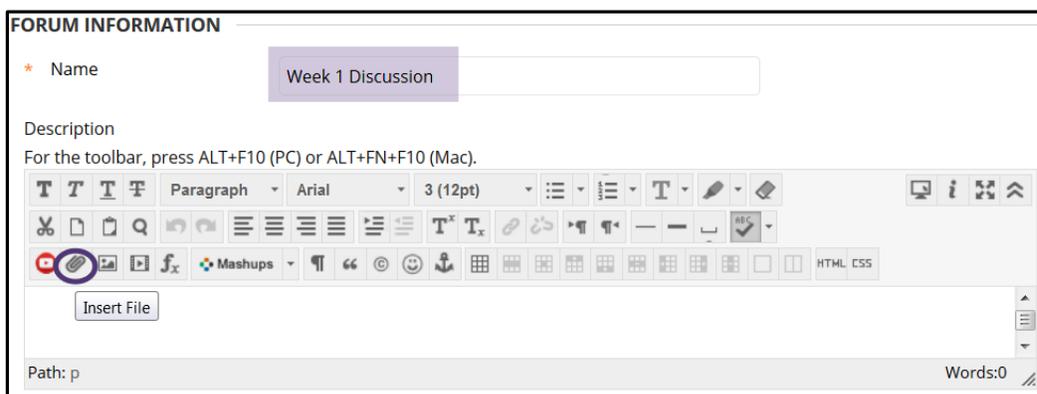
If you have already created a New Forum Discussion Board skip STEPS 6-19 and proceed to section [Linking to a Discussion Board Page](#).

6. Click **CREATE NEW FORUM**

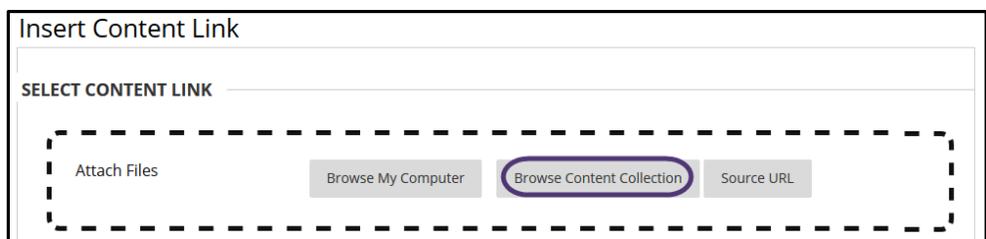


7. Type a **NAME** for the forum

8. Click on the **INSERT FILE** icon  in the content editor



9. Click **BROWSE CONTENT COLLECTION**



10. Hover over **BROWSE**

11. Click **INSTITUTION CONTENT**



12. Locate the **HTML OBJECT** through the college (New_ICC), program, course, week, etc. folders

13. Select the **CHECK BOX** to the left of the item

14. Click **SUBMIT**



Carefully select the needed item when using this navigation. There is a grey bar below that shows **SELECT ITEMS** – this should remain 0 until the item is clicked. At that time, it should only be 1. If there are multiple items the linking will not work and you will need to start this process over.

<input type="checkbox"/>	TYPE	NAME
<input type="checkbox"/>		About Edit Mode.html
<input type="checkbox"/>		Access Discussions.html
<input checked="" type="checkbox"/>		Accessing Content.html

Select Items: 1

Cancel Submit



By default, the Name is the name of the file.

15. In the Alt Text area, add the **TITLE NAME**



TIP: You can copy/paste the **NAME** of the file, minus the .html into the Alt Text field. Keep the default settings.

16. Click **SUBMIT**

File Name

Content Link Options

Name of Link to File: Accessing Content.html

Alt Text: Accessing Content

Alt text defines what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them.

Open in new window: Yes No

Manage Access: Give users access to all files and folders in the folder
 Give users access to this file only
 Give users access to selected files in folder

Specify metadata for attached files

Click *Submit* to proceed.

Cancel Submit

17. Click **SUBMIT** on the Add Content Link page

Add Content Link

Thursday, March 29, 2018 1:45:39 PM CDT

[Accessing Content.html](#)



In the Content Editor box, there should now be the html link.

Text

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

Text toolbar: Bold, Italic, Underline, Paragraph, Arial, 3 (12pt), Bulleted List, Numbered List, Text Color, Background Color, Undo, Redo, Link, Unlink, Text to Speech, Print, HTML, CSS.

[Accessing Content.html](#)

Path: p

18. Review the **FORUM AVAILABILITY** settings (default is set to available for Students)

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.

19. In the Forum Settings section, select **OPTIONS** for viewing threads/replies

- **STANDARD VIEW:** This option is the default setting.
- **PARTICIPANTS MUST CREATE A THREAD IN ORDER TO VIEW OTHER THREADS IN FORUM:** Students are required to create threads in order to view other threads in forum; they cannot edit or delete their own posts and cannot post anonymously. These options will be set automatically.

FORUM SETTINGS

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 selecting **GRADE DISCUSSION FORUM** proceed with **STEP 20**. If selecting **NO GRADING IN FORUM** skip to **STEP 23**.

20. Select **GRADE DISCUSSION FORUM** to add the forum to the grade center

21. Type the **POINTS POSSIBLE** in the text box

22. Select the **CHECK BOX** for Show Participants in Needs Grading Status and select the **NUMBER OF POSTS** from the drop-down menu



You can determine how many posts a Student must submit before the **NEEDS GRADING** icon will appear in the Grade Center. If this box is not checked and number of posts selected the **IN PROGRESS** icon  will show in the Grade Center instead.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible

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

- Thread alignments was changed to Forum alignments

Grade Threads

Show participants in "needs grading" status  after every Posts

23. (Optional) Add a **DUE DATE**

Due Date  

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

24. (Optional) Associate a **RUBRIC**



For more information about creating a rubric, please view the [Blackboard Help page Rubrics](#).

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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25. Select the **SUBSCRIPTION** criteria (default is set to Allow Members to Subscribe to Forum and Include Link to Post)



Subscribed Students and Faculty will receive an email alert when a user posts/updates a reply.

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

26. The **ALLOW ANONYMOUS POSTS** and **ALLOW AUTHOR TO DELETE OWN POSTS** boxes should be unchecked



If the discussion forum is a graded forum the ALLOW ANONYMOUS POST option will be enabled.

27. The following **SETTINGS** are checked by default and can be changed:

- **ALLOW MEMBERS TO CREATE NEW THREADS:** If this box is unchecked, Students will only be able to reply to threads you create or post on a forum
- **ALLOW FILE ATTACHMENTS**
- **ALLOW USERS TO REPLY WITH QUOTE**

28. Click **SUBMIT** when finished

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

Click **Submit** to proceed.

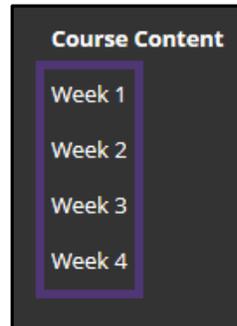
Cancel Submit

LINKING TO A DISCUSSION BOARD PAGE

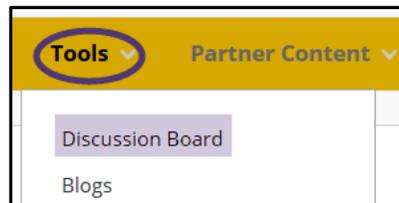
Discussion Boards can be incorporated into course areas, allowing Students access to the tool alongside the content.

To link a discussion board forum in the content area in Cyberactive (Blackboard), follow the outlined steps below:

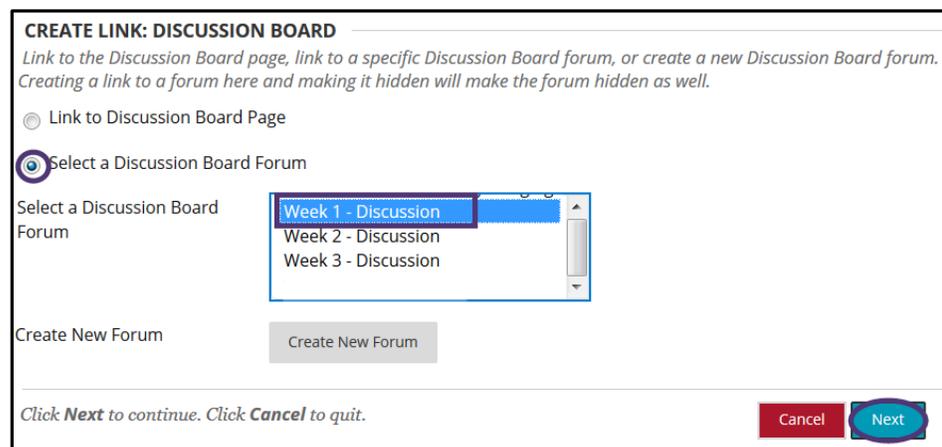
1. Click on the appropriate **CONTENT AREA** in which you wish to add the discussion board forum link (e.g., weekly folder, topic folder, etc.)



2. Hover over **TOOLS** to expand the contextual menu
3. Click **DISCUSSION BOARD** from the drop-down list



4. Click on **SELECT A DISCUSSION BOARD FORUM**
5. Select the **DISCUSSION BOARD FORUM** from the list
6. Click **NEXT**



7. Verify or type the **NAME LINK**



The Name Link will default to the Discussion Board name from the list.
If changing the name, it can't exceed 50 characters.

8. (Optional) Type **INSTRUCTIONS** or a **DESCRIPTION** in the content editor box

LINK INFORMATION

* Link Name

Color of Name

Link Discussion Board: Week 1 - Discussion

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

Type Instructions or a Description

Path: p Words:5

9. Ensure **YES** is selected for availability (default setting)

10. (Optional) Select **TRACK NUMBER OF VIEWS**



The system will record the number of times the link is viewed, when it's viewed, and by whom.

11. (Optional) Select the **DISPLAY AFTER** and **DISPLAY UNTIL** checkboxes to enable the date and time selections



Display restrictions affect the visibility of the Discussion Board or Forum.

12. Click **SUBMIT**

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

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

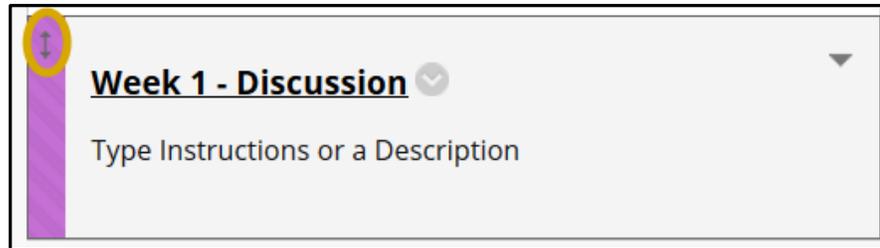
Click **Submit** to proceed.



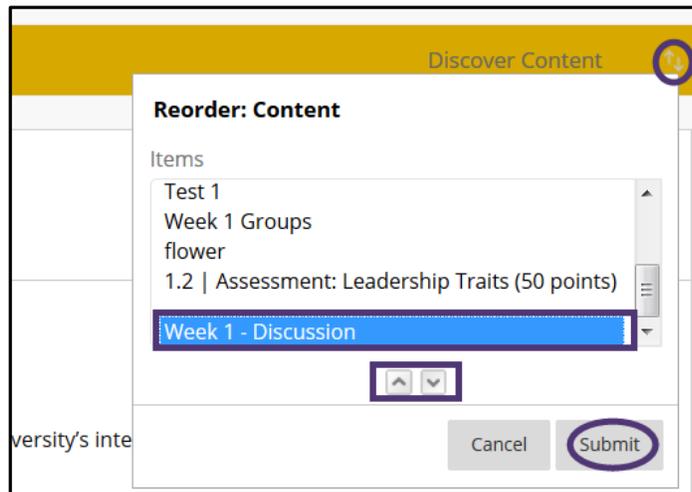
After clicking **SUBMIT**, the Discussion Board link will appear at the bottom of the Content Area page.

13. You can move the **ANNOUNCEMENT** to another section on the page two different ways:

- Hover over the Discussion Board link and drag the purple **BAR** on the page to a different area

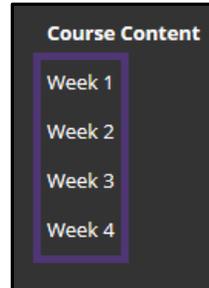


- Click the **REORDERING CONTENT ARROWS** at the top of the page to expand the contextual menu and select the **DISCUSSION BOARD LINK**, use the **UP/DOWN ARROWS** to position item where you would like and click **SUBMIT** (you can also do this for any item in your course)



CREATING A NEW THREAD

1. Navigate to the **CONTENT AREA** in which the discussion board forum is located (e.g., weekly folder, topic folder, etc.)



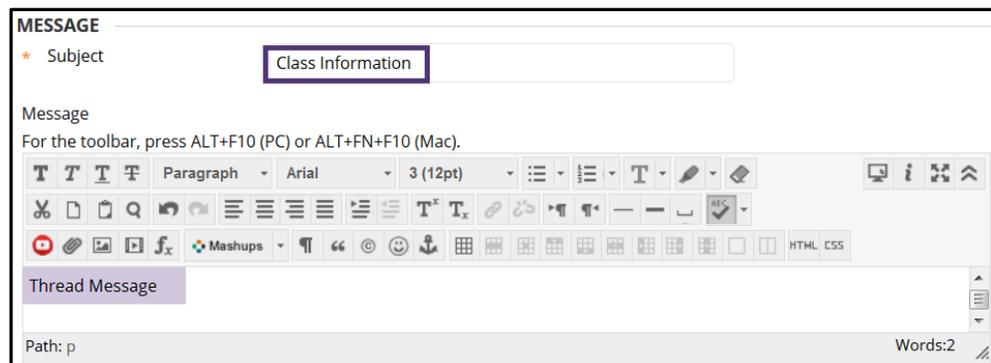
2. Click on the **DISCUSSION BOARD FORUM LINK** where you wish to post



3. Click **CREATE THREAD** to add a new thread to this forum



4. Type a **NAME** for the thread
5. Type a **MESSAGE** in the content editor box

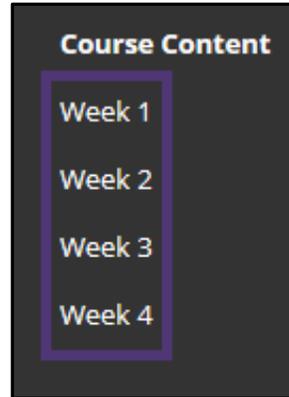


6. (Optional) Attach **FILE** from your computer or the content collection
7. (Optional) Click **SAVE DRAFT** if you wish to return to your text before posting it
8. Click **SUBMIT** when your post is complete and to post to the discussion board



REPLYING TO A THREAD

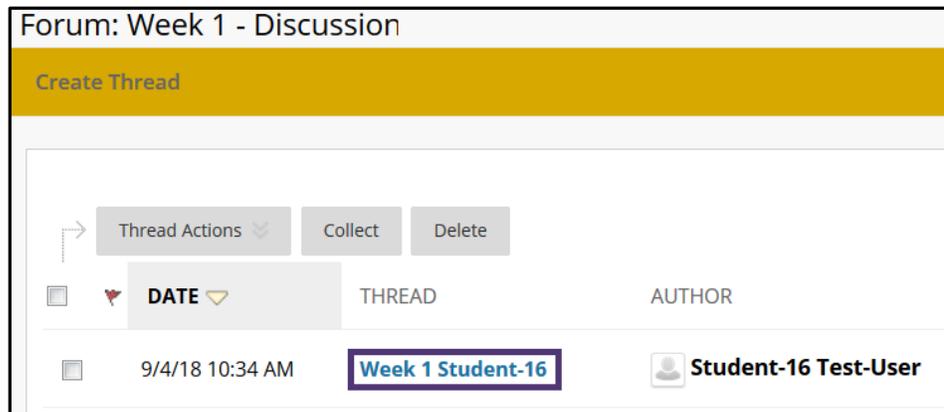
1. Navigate to the **CONTENT AREA** in which the discussion board forum is located (e.g., weekly folder, topic folder, etc.)



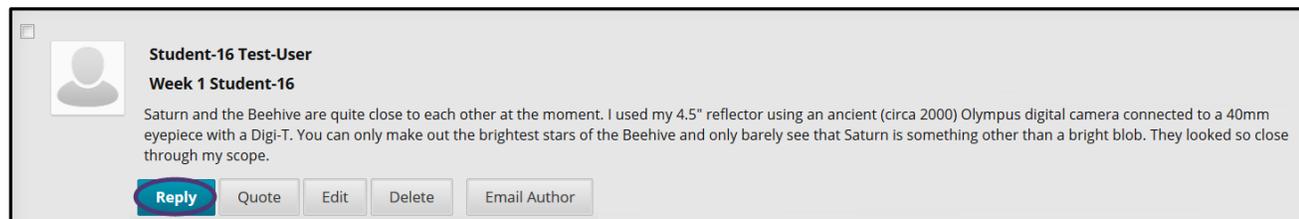
2. Click on the **DISCUSSION BOARD FORUM LINK**



3. Click on the **THREAD** to view and reply to an existing thread



4. Click **REPLY**



5. Type your **POST** in the content editor box

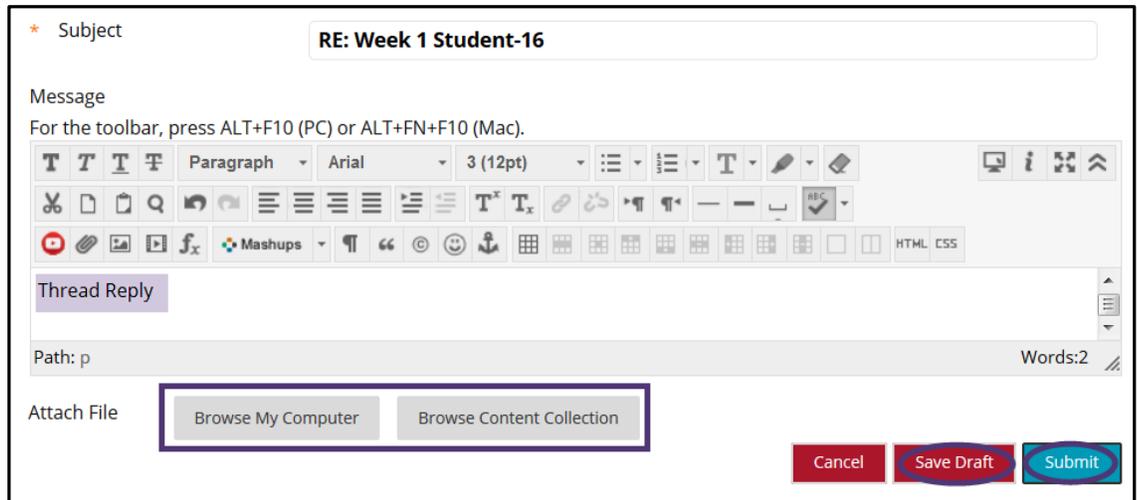


You can use the various tools in the Content Editor to add images, links, or other features if you wish.

6. (Optional) Attach a **FILE**

7. (Optional) Click **SAVE DRAFT** if you wish to return to your text before posting it

8. Click **SUBMIT** when your post is complete and to post to the discussion board



The screenshot shows a Blackboard discussion board content editor. At the top, the subject is "RE: Week 1 Student-16". Below the subject is a "Message" section with a text area containing "Thread Reply". The text area has a "Path: p" label and a "Words:2" counter. Below the text area is an "Attach File" section with two buttons: "Browse My Computer" and "Browse Content Collection". At the bottom right, there are three buttons: "Cancel", "Save Draft", and "Submit". The "Save Draft" and "Submit" buttons are highlighted with red circles.

DISCUSSION BOARD SUBSCRIPTIONS

Enabling discussion board subscriptions make it possible for you and Students to have discussion board updates sent directly to your email. Subscription settings are usually set when a discussion board forum is first created, but they can be edited after as well.



If **STEP 25** in the [Creating Discussion Board Forum](#) section was enabled, proceed with the steps below. If not please reference **STEP 25** and then continue with the below steps.

1. Navigate to the **CONTENT AREA** in which the discussion board forum is located (e.g., weekly folder, topic folder, etc.)



2. Click on the **DISCUSSION BOARD FORUM LINK** to subscribe to the forum



3. Click on the **SUBSCRIBE** button above the forum



The **SUBSCRIBE** button will only be available if the **Forum Subscriptions** have been enabled.



VERSIONS

Version	Date	Developer Name	Description of Changes
1	08302018	Misty Sidel	New Template
2	09122018	Misty Sidel	Updated Steps/Screenshots

DISCLAIMER

Although we have made every effort to provide you with accurate instructions and screenshots, we encourage you to reach out to us if you note any discrepancies or inaccuracies with the process/steps provided. To recommend a change, please reach out to the Faculty Resources Department, FRD@bellevue.edu or the department Director, [Alex Latty-Bata](#).

ADDITIONAL INFORMATION

For more information about this topic, view the Blackboard Help page [Discussions](#) or the [Institution Content Collection](#).

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