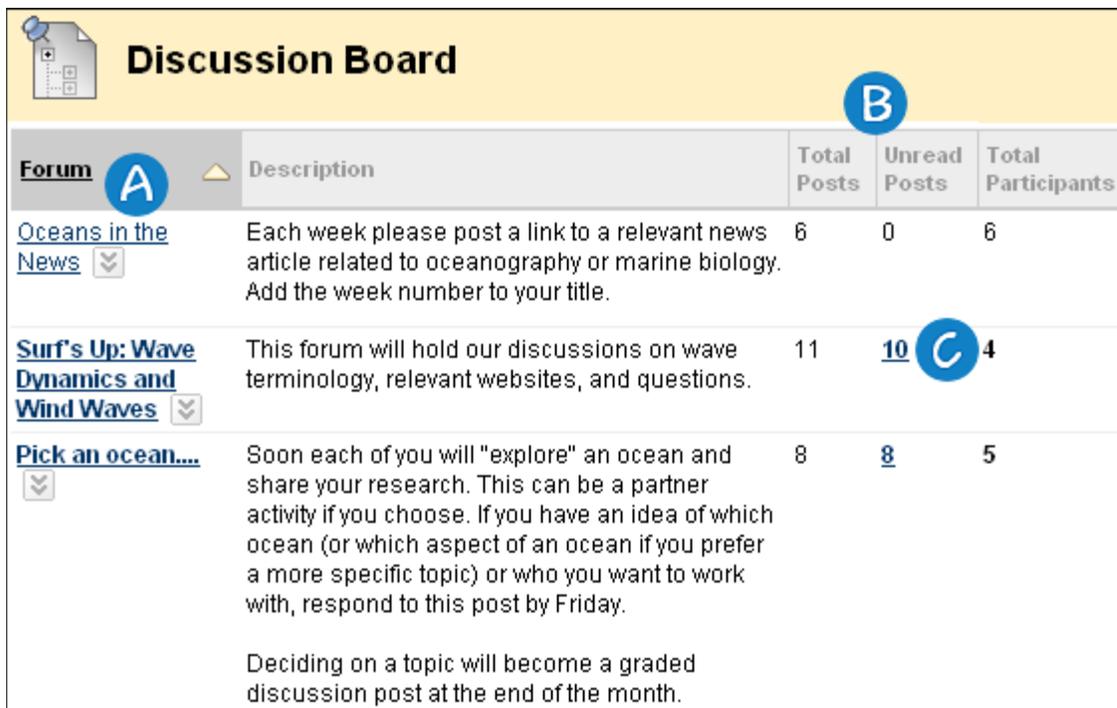


How to work with Discussion Boards

Discussion Board

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The Discussion Board is a tool for sharing thoughts and ideas about class materials. The main Discussion Board page displays a list of available discussion forums that may appear anywhere in the course. A forum is an area where a topic or a group of related topics are discussed. A Discussion Board can contain one or more forums. **Forums can be the discussion questions your instructor wants you to reply too.** Each forum, displays the total number of posts, the number of unread posts, and the number of users who have participated in the forum.



Forum A	Description	Total Posts	Unread Posts	Total Participants
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	0	6
Surf's Up: Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, and questions.	11	10 C	4
Pick an ocean....	Soon each of you will "explore" an ocean and share your research. This can be a partner activity if you choose. If you have an idea of which ocean (or which aspect of an ocean if you prefer a more specific topic) or who you want to work with, respond to this post by Friday. Deciding on a topic will become a graded discussion post at the end of the month.	8	8	5

A Forum title: Click the forum title to view the messages. Forums containing unread posts appear in bold.

B Total Posts / Total Participants: View data on the number of posts and participants.

C Unread Posts: The **Unread Posts** column provides one-click access to the forum's unread messages.

Within each forum, users can create multiple threads. A thread includes the initial post and any replies to it. When creating a forum, your instructor has the option of allowing or not allowing you to start threads. Generally, the purpose of the forum will dictate whether or not you can start threads. A moderated, graded forum used to evaluate student performance will be tightly

controlled, and you cannot create threads. Other forums are designed for users to share opinions and thoughts on tangential or unrelated topics.

Course groups can have their own Discussion Boards that can be created using the groups tool. Group Discussion Boards are available only to users who are members of the group. If a group Discussion Board is available, access it from the groups link in the Course Menu or in the **My Groups** area. (See “How to work in groups”)

How to Create a Discussion Board Thread

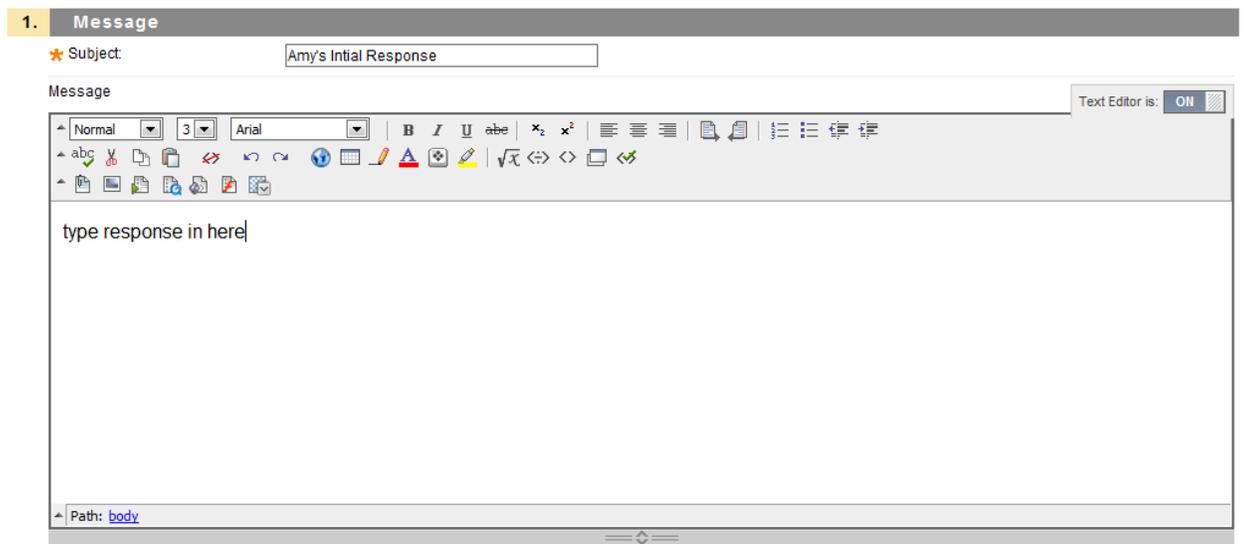
1. Click on the course menu item where the discussion board is located. (Note: this can vary among your courses. Some courses may have a menu item called “Discussion Board” or they may be placed it within your course content).
2. Click on the Forum you want to post to such as “Introduction” in the image below

Forum	Description	Total Posts	Unread Posts	Total Participants
Introduction ▾	Please introduce your self to the class.	2	0	2
Lab 1 Scientific Process ▾	Why are replications important in experiments?	1	0	1

3. Click “Create Thread”



4. Give your thread a “Subject” and enter your response in the text box

A screenshot of a web form titled "1. Message". At the top, there is a "Subject" field with a red asterisk icon and the text "Amy's Initial Response". Below the subject field is a "Message" section. It features a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. The text editor area contains the text "type response in here". At the bottom left of the form, there is a "Path:" label followed by the text "body".

5. Click “Submit” to post the thread or click “Save Draft” to submit later

3. Submit

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel **Save Draft** **Submit**

board/content/listContent.jsp?course_id= 932 1&con...

How to submit a draft post

1. Return to the Forum page. On the Forum page, point to **Display** to access on the far right side.

Search **Display** ▾

2. Select “Drafts Only” from the drop-down menu to view the draft post.
3. In the Thread column, click the name of the draft post.

Date	Thread	Author	Status	Unread Posts	Total Posts
2/2/12 4:51 PM	Draft Message (draft) ▾	Amy Grincewicz	Draft	0	1

4. On the Thread Detail page, click on “Edit” to change the message.

Edit **Set Flag** **Delete**

5. Click “Submit”

How to reply to a thread

1. Within the Forum page, click on the thread you want to reply to

Date	Thread	Author	Status	Unread Posts	Total Posts
1/24/12 4:34 PM	post comments here ▾	Amy Grincewicz	Published	0	1

2. Click “Reply”

< post comments here > **Reply** **Quote** **Set Flag**

Author: [Amy Grincewicz](#) **Total views:** 3 (Your views: 2)

Posted Date: Tuesday, January 24, 2012 4:34:54 PM EST

Edited Date: Tuesday, January 24, 2012 4:34:54 PM EST

Please reply with your comments to the forum

< post comments here > **Reply** **Quote** **Set Flag**

OK

3. Type in your reply (Note: you can change the subject)
4. Click “Submit”