

# Course Tools: Discussion Board Goucher College

## Creating a Forum

Click on the **Discussion Board** button

The screenshot shows the top navigation bar with 'HomePage' and 'Courses' tabs. A sidebar on the left contains buttons for 'Announcements', 'Syllabus', 'Faculty Informati', 'Course Documents', 'Assignments', 'Discussion Board' (highlighted with a red box and a mouse cursor), 'External Links', and 'Groups'. Below these are icons for 'Communication', 'Course Tools', 'Course Map', 'Control Panel', and 'Refresh'. The main content area shows the breadcrumb 'SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSHP IN TECH | > ANNOUNCEMENTS' and a large image of a galaxy with the text 'ED 677' overlaid. Below the image are buttons for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL', followed by the date range 'September 22, 2006 - September 29, 2006' and the message 'No announcements found.'

The example shows **Forums** already created numbered 1 and 2.

On top of the page the **Forum** button is used to create a new **Forum**

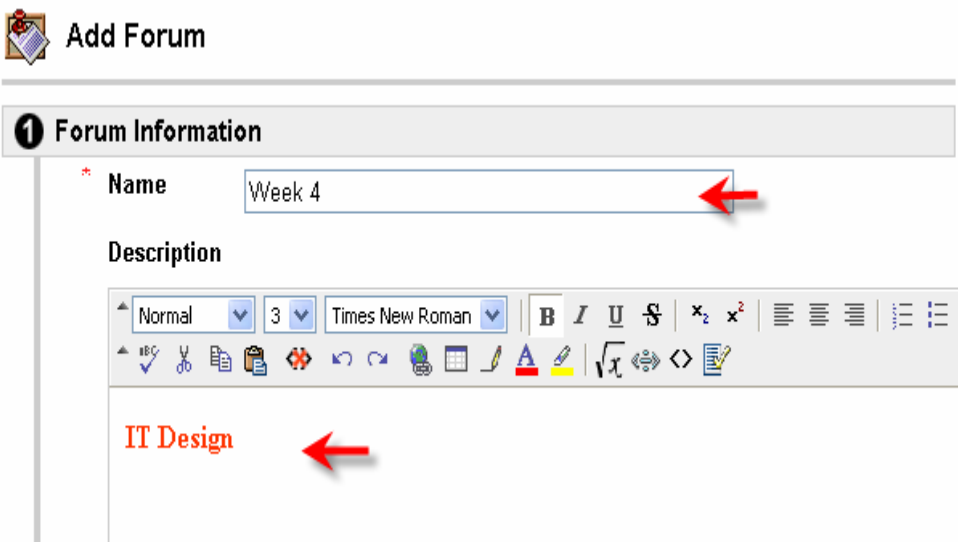

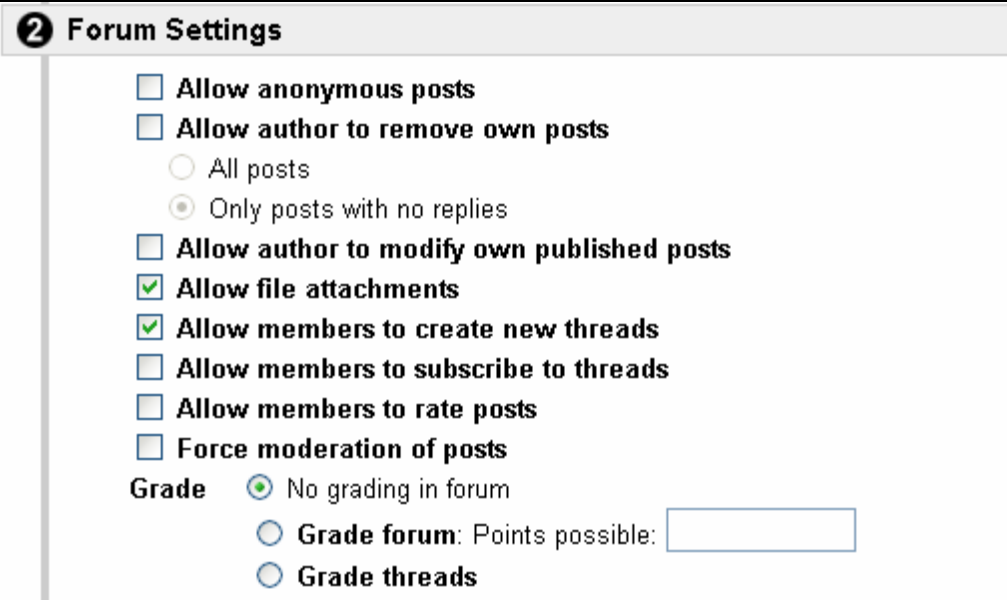
The screenshot shows the 'Discussion Board' section. A 'Forum' button is highlighted with a red box and a red arrow. Below it is a search box with filters for 'After' and 'Before' dates. A table lists forum topics:

Display Order	Forum	Total Unrea Posts	Unrea Posts
1	WEEK 1: Assistive Technology	4	4
2	WEEK 2: Ethical Practices in IT	1	1

Two forum topics are visible: 'WEEK 1: Assistive Technology' with the question 'What are the types of tools in assistive technology?' and 'WEEK 2: Ethical Practices in IT' with the question 'What is the National High Performance Technology Act of 1989?'. Red arrows point to the question text in both topics.

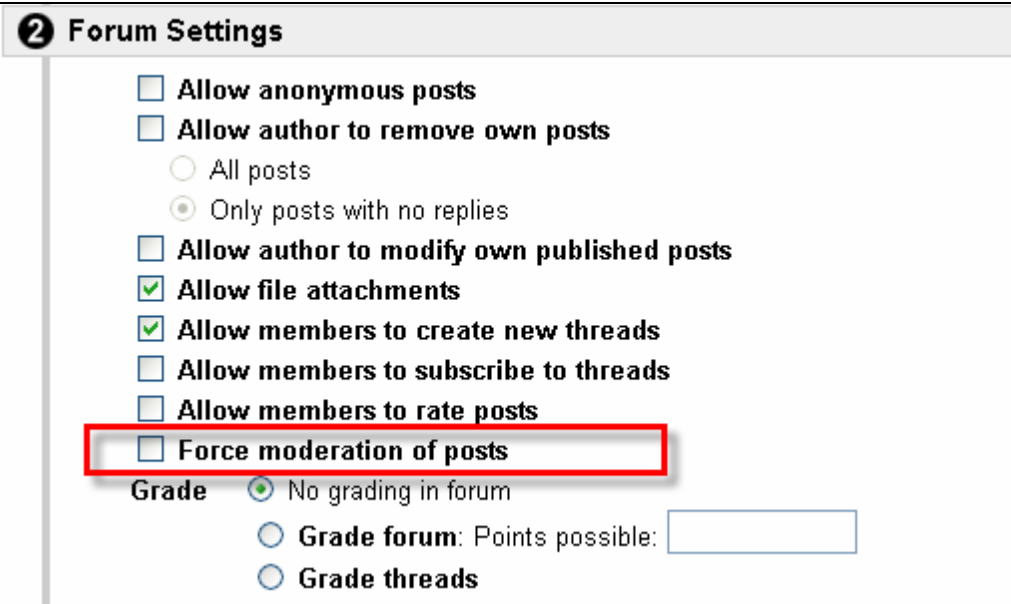
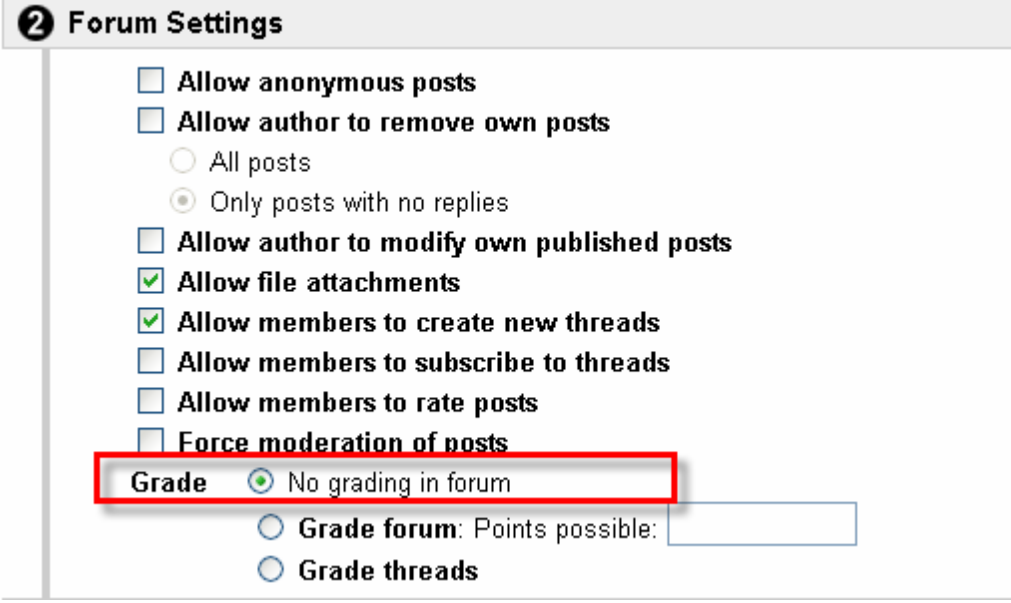
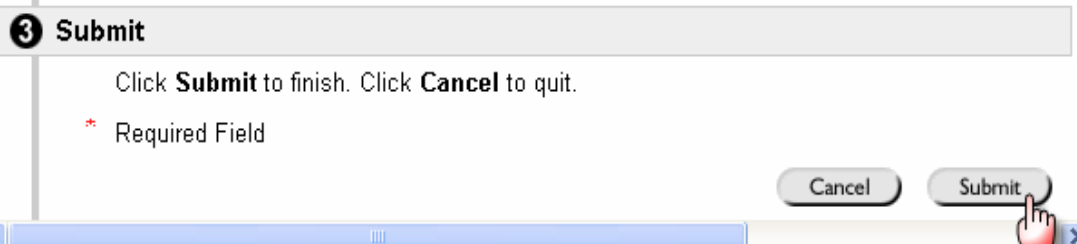
Click on **Forum**

This screenshot is identical to the previous one, but with a mouse cursor clicking on the 'Forum' button. The rest of the interface, including the search filters and the list of forum topics, remains the same.


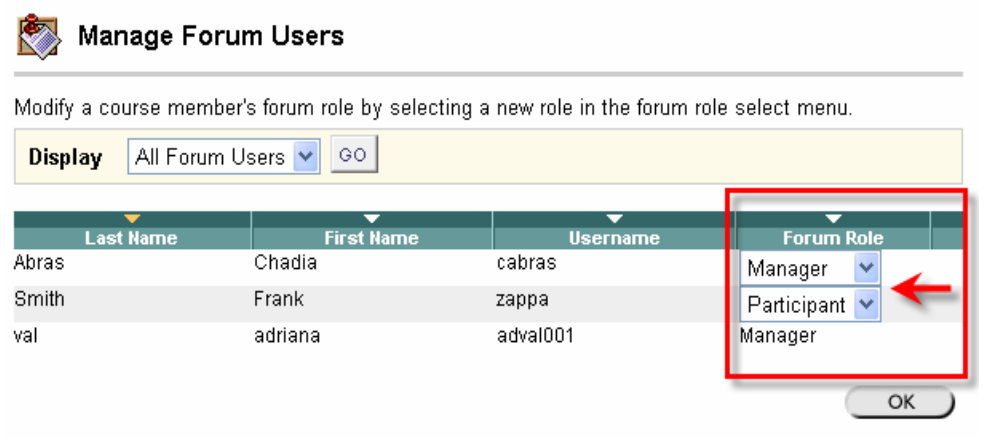
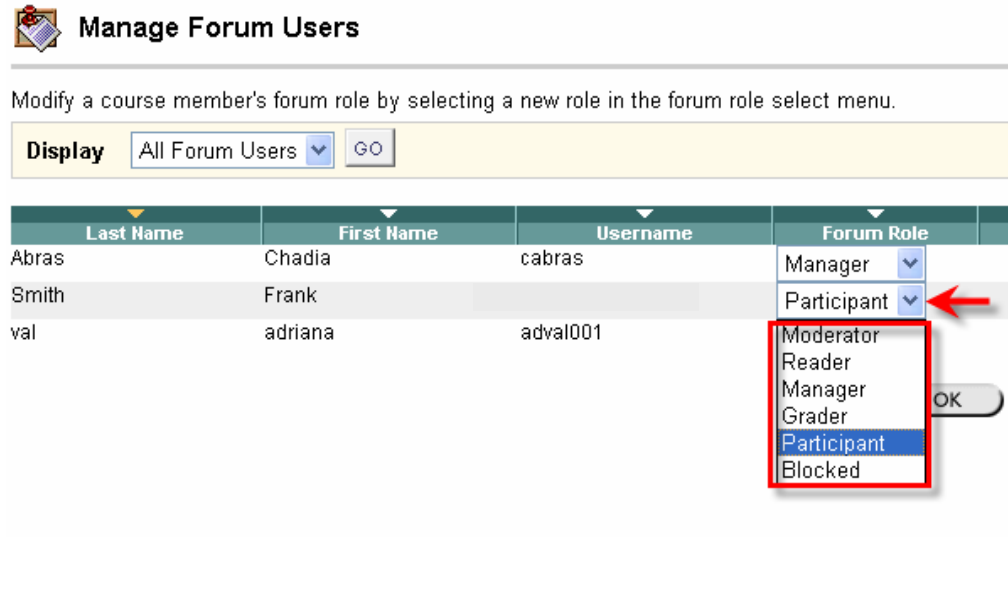
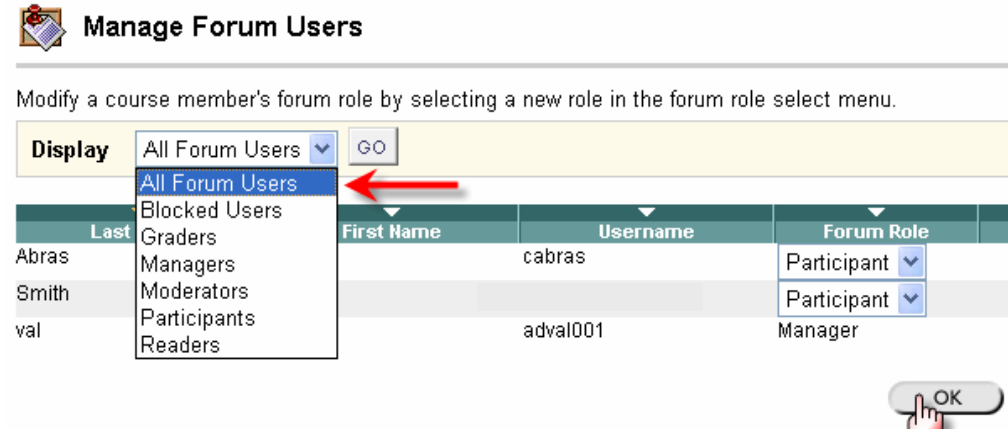

<p>The <b>Add Forum</b> page opens</p> <p>Type a <b>Name</b> for the Forum.</p> <p>Add a description.</p> <p><i>Note: Do not include questions in the <b>Forum Description</b> area. Questions should be included as threads within the Forum.</i></p>	 <p><b>Add Forum</b></p> <p><b>1 Forum Information</b></p> <p>Name <input type="text" value="Week 4"/></p> <p>Description</p> <p>IT Design</p>
<p>Select <b>Yes</b> to make the Forum available.</p> <p>To hide the Forum until ready to start the discussion, click on <b>No</b>.</p>	 <p>Available <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Forum Settings</b></p> <p>In <b>Settings</b>, instructors define the characteristics and functions that participants are allowed. You may change the settings later if you decide to allow different possibilities for participants.</p>	 <p><b>2 Forum Settings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anonymous posts</li> <li><input type="checkbox"/> Allow author to remove own posts       <ul style="list-style-type: none"> <li><input type="radio"/> All posts</li> <li><input checked="" type="radio"/> Only posts with no replies</li> </ul> </li> <li><input type="checkbox"/> Allow author to modify own published posts</li> <li><input checked="" type="checkbox"/> Allow file attachments</li> <li><input checked="" type="checkbox"/> Allow members to create new threads</li> <li><input type="checkbox"/> Allow members to subscribe to threads</li> <li><input type="checkbox"/> Allow members to rate posts</li> <li><input type="checkbox"/> Force moderation of posts</li> <li>Grade <input checked="" type="radio"/> No grading in forum       <ul style="list-style-type: none"> <li><input type="radio"/> Grade forum: Points possible: <input type="text"/></li> <li><input type="radio"/> Grade threads</li> </ul> </li> </ul>

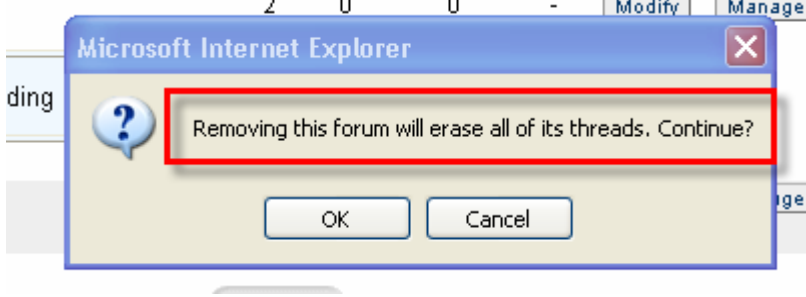

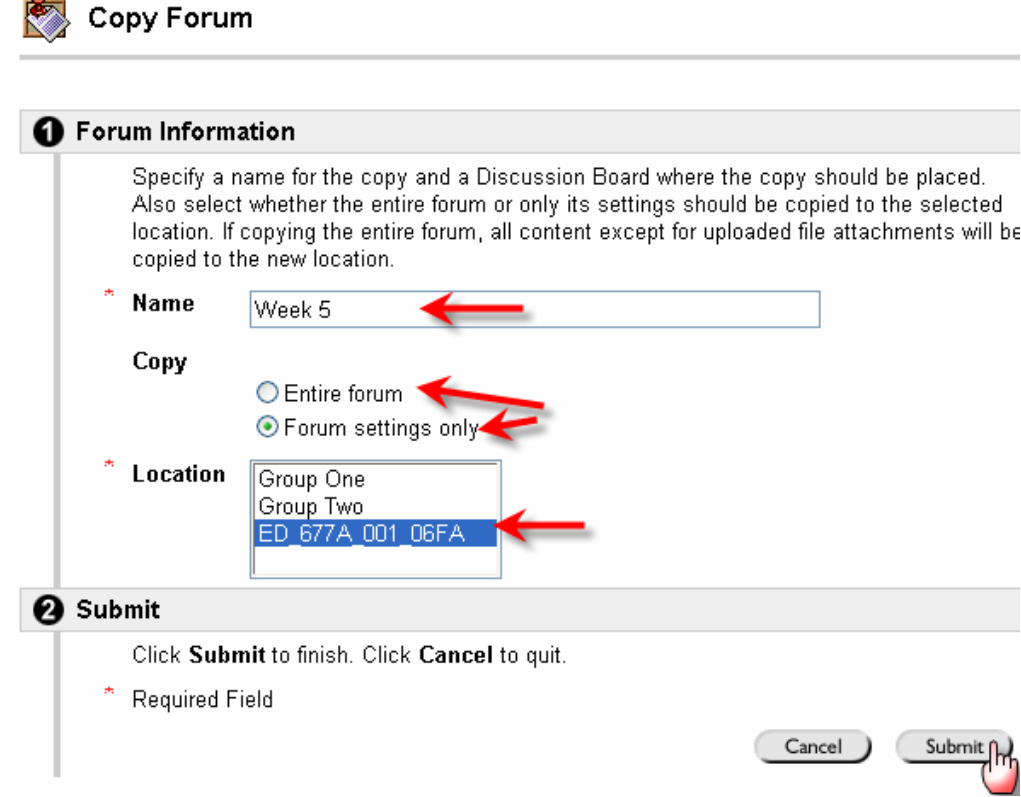
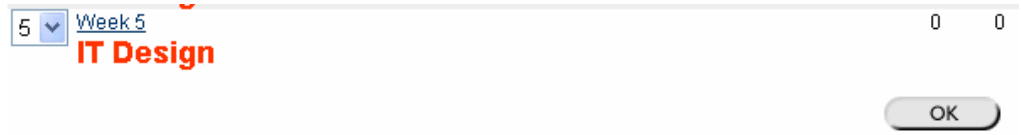
<p>By default <b>Allow file Attachments</b>, and <b>Allow members to create new threads</b> are selected. These two options must be selected for participants to be able to add a thread inside the forum, or to send file attachments with each post.</p>	<p><b>2 Forum Settings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anonymous posts</li> <li><input type="checkbox"/> Allow author to remove own posts <ul style="list-style-type: none"> <li><input type="radio"/> All posts</li> <li><input checked="" type="radio"/> Only posts with no replies</li> </ul> </li> <li><input type="checkbox"/> Allow author to modify own published posts</li> <li><input checked="" type="checkbox"/> Allow file attachments</li> <li><input checked="" type="checkbox"/> Allow members to create new threads</li> <li><input type="checkbox"/> Allow members to subscribe to threads</li> <li><input type="checkbox"/> Allow members to rate posts</li> <li><input type="checkbox"/> Force moderation of posts</li> </ul> <p>Grade <input checked="" type="radio"/> No grading in forum</p> <p><input type="radio"/> Grade forum: Points possible: <input type="text"/></p> <p><input type="radio"/> Grade threads</p>
<p><b>Allow anonymous posts</b></p> <p>Select this option only if you do not need to know who is participating in the discussion.</p>	<p><b>2 Forum Settings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anonymous posts</li> <li><input type="checkbox"/> Allow author to remove own posts <ul style="list-style-type: none"> <li><input type="radio"/> All posts</li> <li><input checked="" type="radio"/> Only posts with no replies</li> </ul> </li> <li><input type="checkbox"/> Allow author to modify own published posts</li> <li><input checked="" type="checkbox"/> Allow file attachments</li> <li><input checked="" type="checkbox"/> Allow members to create new threads</li> <li><input type="checkbox"/> Allow members to subscribe to threads</li> <li><input type="checkbox"/> Allow members to rate posts</li> <li><input type="checkbox"/> Force moderation of posts</li> </ul> <p>Grade <input checked="" type="radio"/> No grading in forum</p> <p><input type="radio"/> Grade forum: Points possible: <input type="text"/></p> <p><input type="radio"/> Grade threads</p>
<p><b>Allow author to remove own posts</b></p> <p>Select this option if you do not need to keep track of the number of posts.</p> <p>If you allow the author to remove his own posts, the default option is <b>Only posts with no replies</b>. Instructors may change it to <b>All posts</b>.</p>	<p><b>2 Forum Settings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anonymous posts</li> <li><input type="checkbox"/> Allow author to remove own posts <ul style="list-style-type: none"> <li><input type="radio"/> All posts</li> <li><input checked="" type="radio"/> Only posts with no replies</li> </ul> </li> <li><input type="checkbox"/> Allow author to modify own published posts</li> <li><input checked="" type="checkbox"/> Allow file attachments</li> <li><input checked="" type="checkbox"/> Allow members to create new threads</li> <li><input type="checkbox"/> Allow members to subscribe to threads</li> <li><input type="checkbox"/> Allow members to rate posts</li> <li><input type="checkbox"/> Force moderation of posts</li> </ul> <p>Grade <input checked="" type="radio"/> No grading in forum</p> <p><input type="radio"/> Grade forum: Points possible: <input type="text"/></p> <p><input type="radio"/> Grade threads</p>

<p><b>Allow author to modify own published posts</b></p> <p>Select this option if you would like the students to correct or modify what they previously posted.</p> <p><i>Note: This option is a better alternative than the <b>Allow Author to Remove Posts</b>.</i></p>	<p><b>2 Forum Settings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anonymous posts</li> <li><input type="checkbox"/> Allow author to remove own posts <ul style="list-style-type: none"> <li><input type="radio"/> All posts</li> <li><input checked="" type="radio"/> Only posts with no replies</li> </ul> </li> <li><input checked="" type="checkbox"/> <b>Allow author to modify own published posts</b></li> <li><input checked="" type="checkbox"/> Allow file attachments</li> <li><input checked="" type="checkbox"/> Allow members to create new threads</li> <li><input type="checkbox"/> Allow members to subscribe to threads</li> <li><input type="checkbox"/> Allow members to rate posts</li> <li><input type="checkbox"/> Force moderation of posts</li> </ul> <p>Grade <input checked="" type="radio"/> No grading in forum</p> <p><input type="radio"/> Grade forum: Points possible: <input type="text"/></p> <p><input type="radio"/> Grade threads</p>
<p><b>Allow members to subscribe to threads</b></p> <p>Select this function to give participants the possibility to receive an email every time a reply is posted.</p>	<p><b>2 Forum Settings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anonymous posts</li> <li><input type="checkbox"/> Allow author to remove own posts <ul style="list-style-type: none"> <li><input type="radio"/> All posts</li> <li><input checked="" type="radio"/> Only posts with no replies</li> </ul> </li> <li><input type="checkbox"/> Allow author to modify own published posts</li> <li><input checked="" type="checkbox"/> Allow file attachments</li> <li><input checked="" type="checkbox"/> Allow members to create new threads</li> <li><input type="checkbox"/> <b>Allow members to subscribe to threads</b></li> <li><input type="checkbox"/> Allow members to rate posts</li> <li><input type="checkbox"/> Force moderation of posts</li> </ul> <p>Grade <input checked="" type="radio"/> No grading in forum</p> <p><input type="radio"/> Grade forum: Points possible: <input type="text"/></p> <p><input type="radio"/> Grade threads</p>
<p><b>Allow members to rate posts</b></p> <p>This function is used to have peer review of a threaded discussion. The system provides a 5 star rating scale. Students may rate each other with 1 to 5 stars.</p>	<p><b>2 Forum Settings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anonymous posts</li> <li><input type="checkbox"/> Allow author to remove own posts <ul style="list-style-type: none"> <li><input type="radio"/> All posts</li> <li><input checked="" type="radio"/> Only posts with no replies</li> </ul> </li> <li><input type="checkbox"/> Allow author to modify own published posts</li> <li><input checked="" type="checkbox"/> Allow file attachments</li> <li><input checked="" type="checkbox"/> Allow members to create new threads</li> <li><input type="checkbox"/> Allow members to subscribe to threads</li> <li><input type="checkbox"/> <b>Allow members to rate posts</b></li> <li><input type="checkbox"/> Force moderation of posts</li> </ul> <p>Grade <input checked="" type="radio"/> No grading in forum</p> <p><input type="radio"/> Grade forum: Points possible: <input type="text"/></p> <p><input type="radio"/> Grade threads</p>

<p><b>Force moderation of posts</b></p> <p>Select this option if you will give moderator rights to another person.</p> <p><i>Note: If a moderator is assigned to a Forum, he or she will see the posts first. Until the posts are approved by the moderator and sent for public view, other participants will not see them.</i></p>	 <p><b>2 Forum Settings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anonymous posts</li> <li><input type="checkbox"/> Allow author to remove own posts <ul style="list-style-type: none"> <li><input type="radio"/> All posts</li> <li><input checked="" type="radio"/> Only posts with no replies</li> </ul> </li> <li><input type="checkbox"/> Allow author to modify own published posts</li> <li><input checked="" type="checkbox"/> Allow file attachments</li> <li><input checked="" type="checkbox"/> Allow members to create new threads</li> <li><input type="checkbox"/> Allow members to subscribe to threads</li> <li><input type="checkbox"/> Allow members to rate posts</li> <li><input checked="" type="checkbox"/> Force moderation of posts</li> </ul> <p><b>Grade</b> <input checked="" type="radio"/> No grading in forum</p> <p><input type="radio"/> Grade forum: Points possible: <input type="text"/></p> <p><input type="radio"/> Grade threads</p>
<p><b>Grade</b></p> <p>By default <b>No grading in forum</b> is selected.</p> <p>If <b>Grade forum</b> is selected, assign possible points.</p> <p>If the <b>grade threads</b> option is selected, the forum is closed and participants cannot add anymore threads.</p> <p><i>Note: Use this option at the end of the discussion.</i></p>	 <p><b>2 Forum Settings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anonymous posts</li> <li><input type="checkbox"/> Allow author to remove own posts <ul style="list-style-type: none"> <li><input type="radio"/> All posts</li> <li><input checked="" type="radio"/> Only posts with no replies</li> </ul> </li> <li><input type="checkbox"/> Allow author to modify own published posts</li> <li><input checked="" type="checkbox"/> Allow file attachments</li> <li><input checked="" type="checkbox"/> Allow members to create new threads</li> <li><input type="checkbox"/> Allow members to subscribe to threads</li> <li><input type="checkbox"/> Allow members to rate posts</li> <li><input type="checkbox"/> Force moderation of posts</li> </ul> <p><b>Grade</b> <input checked="" type="radio"/> No grading in forum</p> <p><input type="radio"/> Grade forum: Points possible: <input type="text"/></p> <p><input type="radio"/> Grade threads</p>
<p>Click <b>Submit</b> to post the Forum</p>	 <p><b>3 Submit</b></p> <p>Click <b>Submit</b> to finish. Click <b>Cancel</b> to quit.</p> <p>* Required Field</p> <p>Cancel Submit</p>



<p>Click on <b>Manage</b></p>	
<p>The <b>Manage Forum Users</b> page opens</p> <p>In this page, instructors will change the role of participants inside the Forum.</p>	
<p>Click on the combo box to view the roles available.</p> <p>In the example the student is a participant, but instructors may change the role, for example, to <b>Moderator</b>.</p> <p>To prevent a participant from posting messages, select blocked.</p>	
<p>The option to <b>Display</b> the users according to role and categories is available. The default displays <b>All Forum Users</b>.</p> <p>Click <b>OK</b> to exit this page.</p>	
<p>Click on the <b>Remove</b> button.</p>	

<p>A warning window opens. Click <b>OK</b> to remove the Forum. This action is final; removing a Forum will erase all threads inside. Click <b>Cancel</b> to quit.</p>	
<p>Click on the <b>Copy</b> button</p>	
<p>The <b>Copy Forum</b> page opens.</p> <p>Write a <b>Name</b> for the Forum.</p> <p><b>Entire Forum</b> will copy all threads but not the attachments.</p> <p>Select the location.</p> <p><i>Note: In <b>Location</b>, the first two options in this example correspond to the group discussion board; the third is the general discussion board.</i></p> <p>Click <b>Submit</b></p>	
<p>The copied Forum appears. To make changes use <b>Modify</b>.</p>	

## Search

The Discussion Board Forum page provides a **Search** option.

Type the search criteria (i.e. WEEK 2), select the Discussion Board you are searching for, then set the dates for before & after.

**Discussion Board**

Forum

Search   After Sep 29 2006  Before Sep 29 2006 GO

in Current Discussion Board

Display Order	Forum	Total Posts	Unread Posts
1	<a href="#">WEEK 1: Assistive Technology</a>	4	4

What are the types of tools in assistive technology?

Click **Go**

**Discussion Board**

Forum

Search   After Sep 29 2006  Before Sep 29 2006 GO

in Current Discussion Board

Display Order	Forum	Total Posts	Unread Posts
1	<a href="#">WEEK 1: Assistive Technology</a>	4	4

What are the types of tools in assistive technology?

The **Search Results** page opens

This page provides options to sort, filter, and print threads related to the search criteria.

**Search Results: "Education"**

Print  Go

Filter Author  Status  GO

**Thread:** Ethical practices **Date:** Wednesday, May 3, 2006  
**Post:** [Ethical practices](#) **Status:** PUBLISHED  
**Author:** **Overall rating:** Not rated

What is the National High Performance Technology Act of 1989, and what is its purpose?  
This act, initiated by Al Gore, created the internet. No really, it did however give federal funding to towards building a national IT infrastructure. It helped to expand IT out of big business while providing long-term funding to assist in the development of networks, software, research and other education. It was

## How to Present the Forum Question

In this example in the Forum Page the instructor has posted the name of the forum and the question below.

As soon as participants enter the forum they cannot view the question.

The next example shows a way for the students to have access to the question.

**Discussion Board**

Forum

Search   After Sep 29 2006  Before Sep 29 2006

Display Order	Forum	Total Posts
1	<a href="#">WEEK 1: Assistive Technology</a>	4

What are the types of tools in assistive technology?

Click on the **Name** of the Forum

4 [Week 4](#) 0 0

**IT Design**

Click on the **Thread** button

**Course Discussions: Week 4**

**Change Status to:** Published

Display Published  Search   After Sep 29  Before Sep 29

Select All

The thread becomes the question and the students will reply to it. In this option participants will be able to see the question when they answer.

*Note: Choose the format that is more appropriate for your course and audience.*

**Add Thread**

**1 Message**

\* **Subject:**

**Message**

Normal 3 Times New Roman **B I U S**  $x_2 x^2$

Explain each design principle

## Thread Page

To view the answers from participants or threaded discussion, click on the **Forum Link** (Name)

**Discussion Board**

Forum

Search   After Sep 29 2006  Before Sep 29 2006

Display Order	Forum	Total Posts	Unread Posts
1	<a href="#">WEEK 1: Assistive Technology</a>	4	4

What are the types of tools in assistive technology?

The **Forum** page opens.

The upper tool bar shows the tools available for this Forum.

**Course Discussions: WEEK 1: Assistive Technology**

Thread Remove Collect Lock Unlock Grade Forum **Change Status**

Display Published  Search   After Sep 29  Before Sep 29

Date	Thread	Author	Status	Unread Posts	Total Posts
8/1/06 2:16 PM	<a href="#">hello Frank</a>		Locked	1	1
8/1/06 2:19 PM	<a href="#">test</a>		Published	1	1
8/1/06 2:40 PM	<a href="#">message 1</a>		Published	1	1
8/7/06 2:17 PM	<a href="#">Message 2</a>		Published	1	1

Select All

In the example, students have posted several threads.

As instructor you may add a new thread or you may reply to a thread posted by a student.

**Course Discussions: WEEK 1: Assistive Technology**

Thread Remove Collect Lock Unlock Grade Forum **Change Status**

Display Published  Search   After Sep 29  Before Sep 29

Date	Threads	Author	Status	Unread Posts	Total Posts
8/1/06 2:16 PM	<a href="#">hello Frank</a>		Locked	1	1
8/1/06 2:19 PM	<a href="#">test</a>		Published	1	1
8/1/06 2:40 PM	<a href="#">message 1</a>		Published	1	1
8/7/06 2:17 PM	<a href="#">Message 2</a>		Published	1	1

Select All

Click on the **Thread** link to add a new thread.

**Course Discussions: WEEK 1: Assistive Technology**

Thread Remove Collect Lock Unlock Grade Forum Change Status

Display Published GO Search in Current Forum After Sep 29 Before Sep 29

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	8/1/06 2:16 PM	<a href="#">hello Frank</a>		Locked	1	1
<input type="checkbox"/>	8/1/06 2:19 PM	<a href="#">test</a>		Published	1	1
<input type="checkbox"/>	8/1/06 2:40 PM	<a href="#">message 1</a>		Published	1	1
<input type="checkbox"/>	8/7/06 2:17 PM	<a href="#">Message 2</a>		Published	1	1

Select All Go

OK

The **Add Thread** page opens

Type a **Subject** and a **Message**. Attach a file if needed. Click **Submit** to make the post public.

**Cancel** will quit the post.

**Save** will save but will not post the message; hence it will not be public.

**Add Thread**

**1 Message**

\* Subject: Answer

Message

Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup> [Formatting icons]

Review chapter 1

Path: body

**2 Attachments**

Attachments [Attach a file](#)

**3 Submit**

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

Cancel Save **Submit**

The new thread is posted, the status is **published**. This message is visible to all participants.

**Course Discussions:WEEK 1: Assistive Technology**

Thread Remove Collect Lock Unlock Grade Forum Change Status

Display Published GO Search in Current Forum After Sep 29 Before Sep 29

Date	Thread	Author	Status	Unread Posts	Total Posts
8/1/06 2:16 PM	hello Frank		Locked	1	1
8/1/06 2:19 PM	test		Published	1	1
8/1/06 2:40 PM	message 1		Published	1	1
8/7/06 2:17 PM	Message 2		Published	1	1
9/29/06 3:19 PM	Answer	adriana val	Published	0	1

To Remove, Collect, Lock or Unlock a thread:

1. Select each thread by clicking on the square box

or

2. Use the **Select All** and click **Go** to select all threads.

Thread Remove Collect Lock Unlock Grade Forum Change Status

Display Published GO Search in Current Forum After Sep 29 Before Sep 29

Date	Thread	Author	Status	Unread Posts	Total Posts
8/1/06 2:19 PM	test		Published	1	1
8/1/06 2:20 PM	hi again		Published	1	1
8/1/06 2:40 PM	message 1		Published	1	1
8/7/06 2:17 PM	Message 2		Published	1	1
9/29/06 3:19 PM	Answer	adriana val	Published	0	1

Select All Go

Select **Remove**

Removing a thread is permanent and cannot be undone.

Click **OK** to delete or **Cancel** to quit.

Thread Remove Collect Lock Unlock Grade Forum Change Status

Display Published GO Search in Current Forum After Sep 29 Before Sep 29

Date	Thread	Author	Status	Unread Posts	Total Posts
8/1/06 2:19 PM	test		Published	1	1
8/1/06 2:20 PM	hi again		Published	1	1
8/1/06 2:40 PM	message 1		Published	1	1
8/7/06 2:17 PM	Message 2		Published	1	1
9/29/06 3:19 PM	Answer	adriana val	Published	0	1

Microsoft Internet Explorer  
Delete selected thread(s)?  
OK Cancel

To **Collect** all threads in one page:

Click **Go** next to the **Select All** option

Click **Collect**

Thread Remove **Collect** Lock Unlock Grade Forum Change Status

Display Published GO Search in Current Forum After Sep 2 Before Sep 2

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	8/1/06 2:19 PM	<a href="#">test</a>		Published	1	1
<input checked="" type="checkbox"/>	8/1/06 2:20 PM	<a href="#">hi again</a>		Published	0	1
<input checked="" type="checkbox"/>	8/1/06 2:40 PM	<a href="#">message 1</a>		Published	1	1
<input checked="" type="checkbox"/>	8/7/06 2:17 PM	<a href="#">Message 2</a>		Published	1	1
<input checked="" type="checkbox"/>	9/29/06 3:19 PM	<a href="#">Answer</a>	adriana val	Published	0	1

Select All GO OK

The collected posts are shown on one page.

This page provides the option to **sort** or **filter** messages. Instructors may print the complete page and messages using the **Print** icon.

Click **OK** to exit this page

Collection:WEEK 1: Assistive Technology

Print Sort by Author GO

Filter Author Show All Status Published GO

Thread:test Post:test Date:Tuesday, August 1, 2006 Status:Published Overall rating: Not rated  
I am testing

Thread:hi again Post:hi again Date:Tuesday, August 1, 2006 Status:Published Overall rating: Not rated  
sfdasfast

Thread:message 1 Post:message 1 Date:Tuesday, August 1, 2006 Status:Published Overall rating: Not rated  
message 1

**Lock**

A locked thread is visible to participants but cannot be modified.

To unlock a thread, **select** the thread and click on **Unlock**.

Course Discussions:WEEK 1: Assistive Technology

Thread Remove **Collect** **Lock** Unlock Grade Forum Change Status

Display Published GO Search in Current Forum After Sep 2 Before Sep 2

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	8/1/06 2:19 PM	<a href="#">test</a>		Locked	1	1
<input type="checkbox"/>	8/1/06 2:20 PM	<a href="#">hi again</a>		Published	0	1
<input type="checkbox"/>	8/1/06 2:40 PM	<a href="#">message 1</a>		Published	1	1
<input type="checkbox"/>	8/7/06 2:17 PM	<a href="#">Message 2</a>		Published	1	1
<input type="checkbox"/>	9/29/06 3:19 PM	<a href="#">Answer</a>	adriana val	Locked	0	1

## Change Status

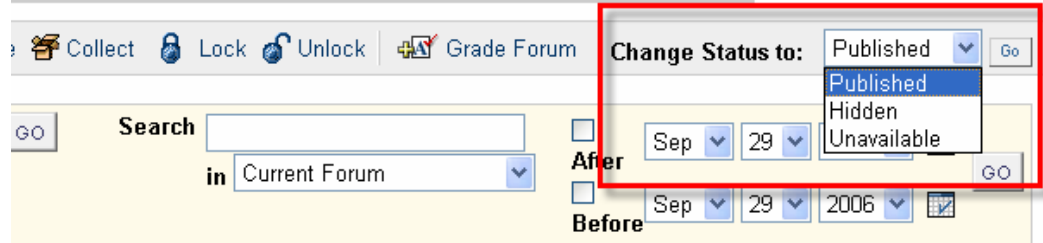
To change the status of a thread, select the thread. From **Change Status**, select among the options provided then click **Go**.

**Hidden** is a thread that is not visible.

**Unavailable** is a thread that is hidden and inaccessible to all participants except the forum manager.

TCHR LEADSHIP IN TECH I > DISCUSSION BOARD > COURSE DISCUSSIONS:WEEK 1:

### ions:WEEK 1: Assistive Technology



Thread	Author	Status	Unread Posts	Total Posts
		Locked	1	1
		Published	0	1
		Published	1	1
		Published	1	1

## Display

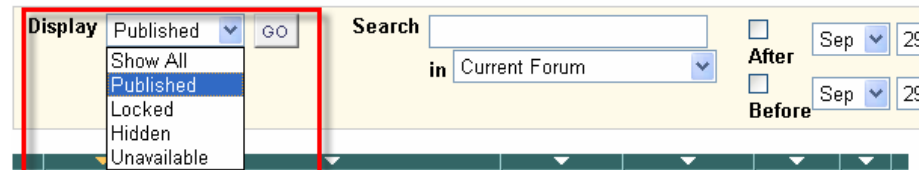
From the display dropdown menu you may select how to view threads. To view all select **Show All**

## Search

Search works the same way as explained above for the Forum.

### Course Discussions:WEEK 1: Assistive Technology

Thread Remove Collect Lock Unlock Grade Forum Change Status

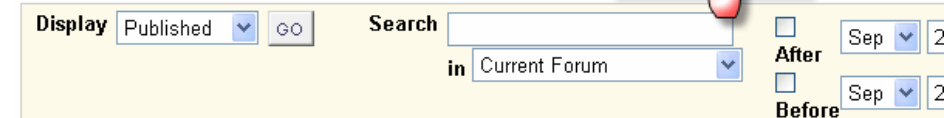


Date	Thread	Author	Status	Unread Posts	Total Posts
8/1/06 2:19 PM	<a href="#">test</a>		Locked	1	1
8/1/06 2:20 PM	<a href="#">hi again</a>		Published	0	1
8/1/06 2:40 PM	<a href="#">message 1</a>		Published	1	1
8/7/06 2:17 PM	<a href="#">Message 2</a>		Published	1	1
9/29/06 3:19 PM	<a href="#">Answer</a>	adriana val	Locked	0	1

To post a grade for the Forum, click on **Grade Forum**

### Course Discussions:WEEK 1: Assistive Technology

Thread Remove Collect Lock Unlock Grade Forum Change Status



Date	Thread	Author	Status	Unread Posts	Total Posts
8/1/06 2:19 PM	<a href="#">test</a>		Locked	1	1
8/1/06 2:20 PM	<a href="#">hi again</a>		Published	0	1
8/1/06 2:40 PM	<a href="#">message 1</a>		Published	1	1
8/7/06 2:17 PM	<a href="#">Message 2</a>		Published	0	1
9/29/06 3:19 PM	<a href="#">Answer</a>	adriana val	Published	0	1

The **Grade Forum Users** page opens

Click on the **Grade** button

### Grade Forum Users

Select the Grade button to view a user's posts and assign a grade for this forum. **Points possible:** 20

Last Name	First Name	Username	Posts	Grade	
Smith	Frank		2	-	<a href="#">Grade</a>

The **Grade** page opens

It displays all posts for the student selected. Type a grade and **Submit**

Click **OK**

*Note: The grade will automatically show in the Gradebook.*

### Grade: FrankSmith

**Points possible:** 20

Grade

 Print

Sort by

Filter Author   Status

**Thread:**Chapter 1


**Post:**[Chapter 1](#)

**Author:**Frank Smith

**Date:**Monday, October 2, 2006

**Status:**Published

**Overall rating:** Not rated

I cannot view the documents in Bb. 

**Thread:**Question


**Post:**[Question](#)

**Author:**Frank Smith

**Date:**Monday, October 2, 2006

**Status:**Published

**Overall rating:** Not rated

Where are the readings? 

The grade appears in the **Grade Forum Users** page

To change the grade click Grade.

Click **OK** to exit the page

### Grade Forum Users

Select the Grade button to view a user's posts and assign a grade for this forum. **Points possible:** 20

Last Name	First Name	Username	Posts	Grade	
Smith	Frank	<a href="#">zappa</a>	2	5	<a href="#">Grade</a>

## Replying to a Thread

Click on the thread link to open it.

Course Discussions: WEEK 1: Assistive Technology

Thread Remove Collect Lock Unlock Grade Forum Change Status to: Published GO

Display Published GO Search [ ] After Oct 02 2006 GO  
in Current Forum Before Oct 02 2006 GO

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	9/29/06 3:19 PM	<a href="#">Answer</a>	adriana val	Published	0	1
<input type="checkbox"/>	10/2/06 11:17 AM	<a href="#">Question</a>	Frank Smith	Published	0	1
<input type="checkbox"/>	10/2/06 11:18 AM	<a href="#">Clutter 1</a>	Frank Smith	Published	1	1

Select All GO

OK

The **Thread Detail** page opens.

The first window shows all the headings of the messages.

The second window and subsequent windows show the content of the messages.

Thread Detail

Collect Flag Clear Flag

Search [ ] After Oct 02 2006 GO  
in Current Thread Before Oct 02 2006 GO

Thread: [Question](#) Reply

Total posts: 1 Unread posts: 0 Previous Thread Next Thread

<input type="checkbox"/>	<a href="#">Question</a>	Frank Smith	10/2/06
--------------------------	--------------------------	-------------	---------

Refresh  Select All GO

Subject: Question Reply Modify Remove Subscribe

Author: [Frank Smith](#)  
Creation date: Mon Oct 02 11:17:56 EDT 2006  
Date last modified: Mon Oct 02 13:09:52 EDT 2006  
Total views: 3 Your views: 3

Where are the readings?

Subject: Question Reply Modify Remove Subscribe

OK

Click on the **Reply** button to answer or to give feedback.

Thread Detail

Collect Flag Clear Flag

Search [ ] After Oct 02 2006 GO  
in Current Thread Before Oct 02 2006 GO

Thread: [Question](#) **Reply**

Total posts: 1 Unread posts: 0 Previous Thread Next Thread

<input type="checkbox"/>	<a href="#">Question</a>	Frank Smith	10/2/06
--------------------------	--------------------------	-------------	---------

Refresh  Select All GO

Subject: Question Reply Modify Remove Subscribe

Author: [Frank Smith](#)  
Creation date: Mon Oct 02 11:17:56 EDT 2006  
Date last modified: Mon Oct 02 13:09:52 EDT 2006  
Total views: 3 Your views: 3

Where are the readings?

Subject: Question Reply Modify Remove Subscribe

OK

The **Reply to Post** page opens

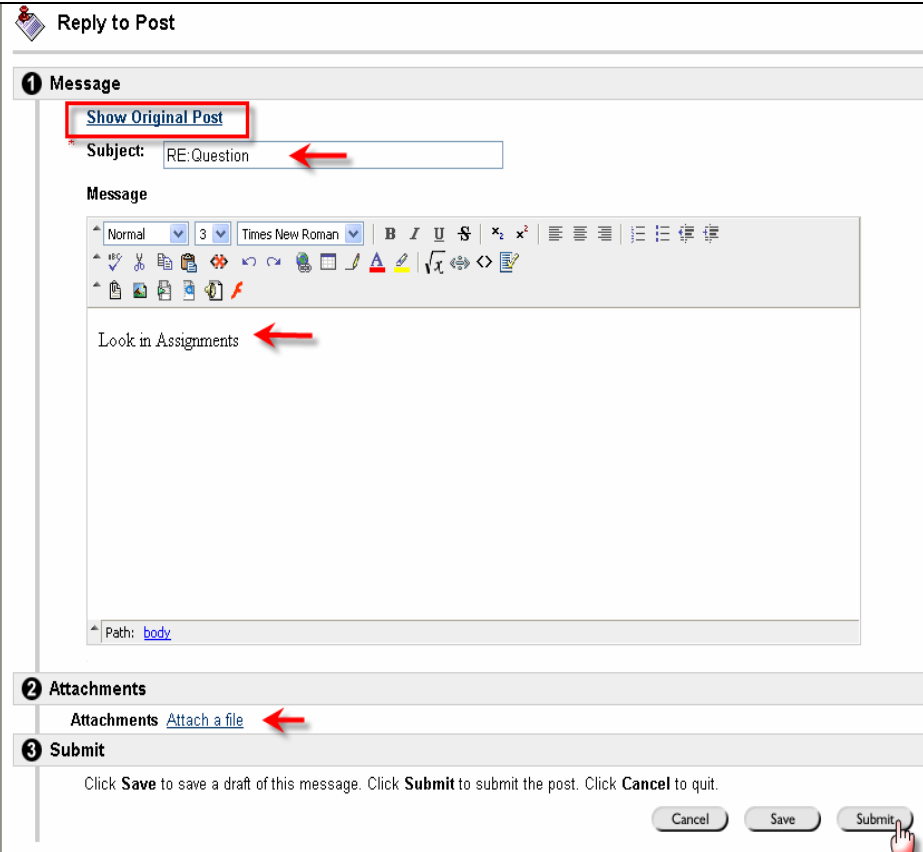
The subject shows as a reply (RE) automatically.

Type your message inside the textbox.

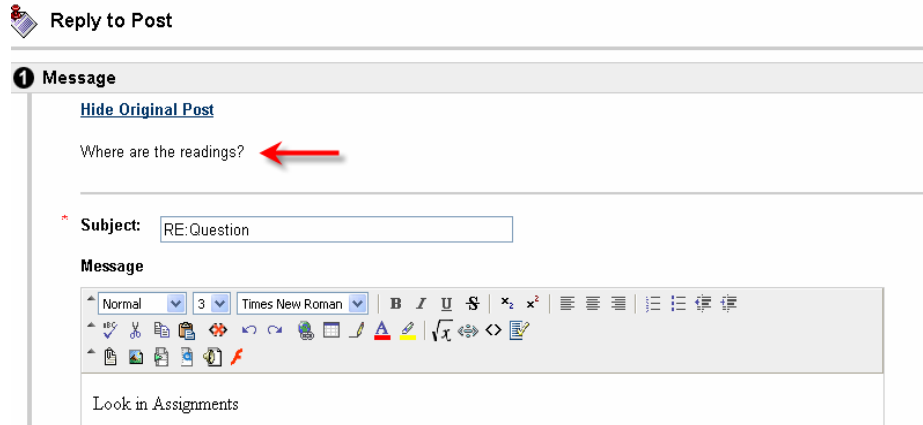
Attach a file if needed

Click **Submit**.

*Note: The option to view the original post is at the top of the page. Click on **Show Original Post**.*



It will show the original post above the subject area.



Click **Submit**.

*Note: Save only keeps a copy of the message for the author but it does not make it public.*



The reply message (RE) appears indented from the original post.

Thread Detail

Collect Flag Clear Flag

Search   After Oct 02 2006  Before Oct 02 2006 GO

in Current Thread

Thread: Question Reply

Total posts: 2 Unread posts: 0 Previous Thread | Next Thread

<input type="checkbox"/>	Question	Frank Smith	10/2/06
<input type="checkbox"/>	RE:Question	adriana val	10/2/06

Refresh Select All Go

Subject: RE:Question Reply Modify Remove Subscribe

Author: adriana val Previous Post

Creation date: Mon Oct 02 13:39:21 EDT 2006

Date last modified: Mon Oct 02 13:39:28 EDT 2006

Total views: 2 Your views: 3

--Show Parent Post--

Look in Assignments

Subject: RE:Question Reply Modify Remove Subscribe

OK

The **Thread Detail** page provides options to, **Collect** all threads in one page, or **Flag** messages that require attention.

To use these features, messages have to be selected by using the square check box or by selecting all messages from the **Select All** dropdown menu.

Thread Detail

Collect Flag Clear Flag

Search   After Oct 02 2006  Before Oct 02 2006 GO

in Current Thread

Thread: Question Reply

Total posts: 2 Unread posts: 0 Previous Thread | Next Thread

<input type="checkbox"/>	Question	Frank Smith	10/2/06
<input type="checkbox"/>	RE:Question	adriana val	10/2/06

Refresh Select All Go

Subject: RE:Question Reply Modify Remove Subscribe

Author: adriana val Previous Post

Creation date: Mon Oct 02 13:39:21 EDT 2006

Date last modified: Mon Oct 02 13:39:28 EDT 2006

Total views: 2 Your views: 3

--Show Parent Post--

Look in Assignments

Subject: RE:Question Reply Modify Remove Subscribe

OK

Example of a **Flagged** message.

To remove the flag, select the message and click on **Clear Flag**.

Thread Detail

Collect Flag Clear Flag

Search   After Oct 02 2006  Before Oct 02 2006 GO

in Current Thread

Thread: Question Reply

Total posts: 2 Unread posts: 0 Previous Thread | Next Thread

<input checked="" type="checkbox"/>	Question	Frank Smith	10/2/06
<input type="checkbox"/>	RE:Question	adriana val	10/2/06

Refresh Select All Go



Click on **Remove**

Collect Flag Clear Flag

Search   After Oct 02 2006  Before Oct 02 2006 GO

in Current Thread

Thread: [Question](#) [Reply](#)

Total posts: 2 Unread posts: 0 [Previous Thread](#) | [Next Thread](#)

<input type="checkbox"/>	<a href="#">Question</a>	Frank Smith	10/2/06
<input type="checkbox"/>	<a href="#">RE:Question</a>	adriana val	10/2/06

Refresh  Select All Go

Subject: Question [Reply](#) [Modify](#) **Remove** [Subscribe](#)

Author: [Frank Smith](#) [Next Post](#)

Creation date: Mon Oct 02 11:17:56 EDT 2006

Date last modified: Mon Oct 02 14:03:34 EDT 2006

Total views: 12 Your views: 12

Where are the readings?

Subject: Question [Reply](#) [Modify](#) [Remove](#) [Subscribe](#)

OK

A warning appears, click **OK** to delete the post, **Cancel** to quit.

*Note: Deleting a post is final and cannot be recovered.*

Microsoft Internet Explorer

Delete the post(s)?

OK Cancel

Click on **Subscribe**

Collect Flag Clear Flag

Search   After Oct 02 2006  Before Oct 02 2006 GO

in Current Thread

Thread: [Question](#) [Reply](#)

Total posts: 2 Unread posts: 0 [Previous Thread](#) | [Next Thread](#)

<input type="checkbox"/>	<a href="#">Question</a>	Frank Smith	10/2/06
<input type="checkbox"/>	<a href="#">RE:Question</a>	adriana val	10/2/06

Refresh  Select All Go

Subject: Question [Reply](#) [Modify](#) [Remove](#) **Subscribe** [Next Post](#)

Author: [Frank Smith](#)

Creation date: Mon Oct 02 11:17:56 EDT 2006

Date last modified: Mon Oct 02 14:03:34 EDT 2006

Total views: 12 Your views: 12

Where are the readings?

Subject: Question [Reply](#) [Modify](#) [Remove](#) [Subscribe](#)

OK

## Subscribe

When subscribed to a thread the subscriber will receive an email every time there is a reply to the message.

To stop the subscription to a post, click on the **Unsubscribe** button.

Thread: [Question](#) [Reply](#)

Total posts: 2 Unread posts: 0 [Previous Thread](#)

<input type="checkbox"/>	<a href="#">Question</a>	Frank Smith	10/2/06
<input type="checkbox"/>	<a href="#">RE:Question</a>	adriana val	10/2/06

[Refresh](#)  Select All [Go](#)

Subject: Question [Reply](#) [Modify](#) [Remove](#) **Unsubscribe**

Author: [Frank Smith](#) [Next Post](#)

Creation date: Mon Oct 02 11:17:56 EDT 2006  
Date last modified: Mon Oct 02 14:56:35 EDT 2006  
Total views: 18 Your views: 18

[Authors.doc](#) (19.5 kb)

Where are the readings?

Subject: Question [Reply](#) [Modify](#) [Remove](#) [Unsubscribe](#)

To navigate from thread to thread, instructors may use the **Previous Thread** / **Next Thread** link

To move inside a thread use the **Next Post** / **Previous Post** link.

**Thread Detail**

[Collect](#) [Flag](#) [Clear Flag](#)

Search   After Oct 02 2006  Before Oct 02 2006 [GO](#)

in [Current Thread](#)

Thread: [Question](#) [Reply](#)

Total posts: 2 Unread posts: 0 [Previous Thread](#)

<input type="checkbox"/>	<a href="#">Question</a>	Frank Smith	10/2/06
<input type="checkbox"/>	<a href="#">RE:Question</a>	adriana val	10/2/06

[Refresh](#)  Select All [Go](#)

Subject: Question [Reply](#) [Modify](#) [Remove](#) [Unsubscribe](#)

Author: [Frank Smith](#) [Next Post](#)

Creation date: Mon Oct 02 11:17:56 EDT 2006  
Date last modified: Mon Oct 02 15:12:30 EDT 2006  
Total views: 20 Your views: 20

[Authors.doc](#) (19.5 kb)

The **Minus Sign (-)** is used to collapse the **Thread** window

**Refresh** is used to update the **Thread** window.

**Thread Detail**

[Collect](#) [Flag](#) [Clear Flag](#)

Search   After Oct 02 2006  Before Oct 02 2006 [GO](#)

in [Current Thread](#)

Thread: [Question](#) [Reply](#)

Total posts: 2 Unread posts: 0 [Previous Thread](#)

<input type="checkbox"/>	<a href="#">Question</a>	Frank Smith	10/2/06
<input type="checkbox"/>	<a href="#">RE:Question</a>	adriana val	10/2/06

[Refresh](#)  Select All [Go](#)

Subject: Question [Reply](#) [Modify](#) [Remove](#) [Unsubscribe](#)

Author: [Frank Smith](#) [Next Post](#)

Creation date: Mon Oct 02 11:17:56 EDT 2006  
Date last modified: Mon Oct 02 15:12:30 EDT 2006  
Total views: 20 Your views: 20

[Authors.doc](#) (19.5 kb)

## Rating

If rating was allowed, participants will get the option to select from 1 to 5 stars. Select the number of stars and click rate.

Search  in   After Oct 02 2006  Before Oct 02 2006

Thread: [Chapter 1](#)

Total posts: 1 Unread posts: 0 [Previous Thread](#) | [Next Thread](#)

<input type="checkbox"/>	<a href="#">Chapter 1</a>	Frank Smith	10/2/06
--------------------------	---------------------------	-------------	---------

Select All

Subject: Chapter 1

Author: [Frank Smith](#) **Overall rating:** ☆☆☆☆☆

Creation date: Mon Oct 02 11:18:49 EDT 2006

Date last modified: Mon Oct 02 16:38:50 EDT 2006

Total views: 5 Your views: 5

I cannot view the documents in Bb.

Subject: Chapter 1

Rate this post: 0 stars   
0 stars  
1 stars  
2 stars  
3 stars  
4 stars  
5 stars

The **Overall Rating** will show as a yellow star.

Thread: [Chapter 1](#)

Total posts: 1 Unread posts: 0 [Previous Thread](#) | [Next Thread](#)

<input type="checkbox"/>	<a href="#">Chapter 1</a>	Frank Smith	10/2/06
--------------------------	---------------------------	-------------	---------

Select All

Subject: Chapter 1

Author: [Frank Smith](#) **Overall rating:** ☆☆☆☆☆

Creation date: Mon Oct 02 11:18:49 EDT 2006

Date last modified: Mon Oct 02 16:39:25 EDT 2006

Total views: 6 Your views: 6

I cannot view the documents in Bb.

Subject: Chapter 1

**Previously rated:** 1 stars

Click **OK** to close the Thread Detail page.

Search  in   After Oct 02 2006  Before Oct 02 2006

Thread: [Question](#)

Total posts: 2 Unread posts: 0 [Previous Thread](#)

<input type="checkbox"/>	<input type="checkbox"/> <a href="#">Question</a>	Frank Smith	10/2/06
<input type="checkbox"/>	<a href="#">RE:Question</a>	adriana val	10/2/06

Select All

Subject: Question

Author: [Frank Smith](#) [Next Post](#)

Creation date: Mon Oct 02 11:17:56 EDT 2006

Date last modified: Mon Oct 02 15:12:30 EDT 2006

Total views: 20 Your views: 20

[Authors.doc](#) (19.5 kb)

Where are the readings?

Subject: Question

The page with all the original threads appears.

Click **OK** to exit and return to the discussion board forum page

**Course Discussions:WEEK 1: Assistive Technology**

Thread Remove Collect Lock Unlock Grade Forum **Change Status to:** Published Go

Display Published GO Search  After Oct 02 2006 GO in Current Forum Before Oct 02 2006 GO

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	9/29/06 3:19 PM	<a href="#">Answer</a>	adriana val	Published	0	1
<input type="checkbox"/>	10/2/06 11:18 AM	<a href="#">Chapter 1</a>	Frank Smith	Published	0	1
<input type="checkbox"/>	10/2/06 2:53 PM	<a href="#">Question</a>	Frank Smith	Published	0	2

Select All Go

OK

*Note: Students cannot create a Forum; they can only add Threads after entering a Forum. However, the Add Thread option has to be enabled by the instructor.*

**Discussion Board**

Forum

Search  After Oct 02 2006 GO in Current Discussion Board Before Oct 02 2006 GO

Display Order	Forum	Total Posts	Unread Posts	Total Participants	Grade		
1	<a href="#">WEEK 1: Assistive Technology</a>	4	0	2		Modify	Manage
<p>What are the types of tools in assistive technology?</p>							
2	<a href="#">WEEK 2: Ethical Practices in IT</a>	2	2	1		Modify	Manage
<p>What is the National High Performance Technology Act of 1989?</p>							
3	<a href="#">WEEK 3: Funding for IT</a>	2	0	0	-	Modify	Manage
<p>What are the design principles for developing a sustainable IT funding process?</p>							

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