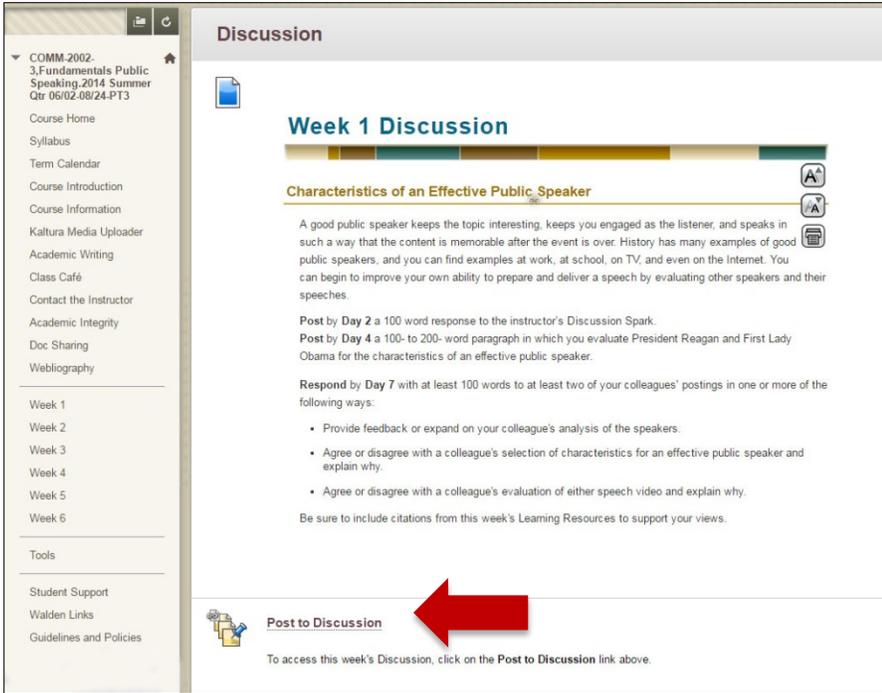


Participating in Discussion Board Assignments

Basic Discussion Board Navigation

Accessing the Discussion Board within your Course

In your course you will find a link to each discussion board assignment. The location of this link may vary across different programs, but it is usually found in the assignments area for each week or module. Select this link to access the discussion forum for that week or module.



From the forum page, you should select the thread you wish to post to. In most cases, there may be only one thread available for each week, but in some courses there may be 2 or 3 discussion assignments in a single week and in these courses there may be more options.

Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
6/2/14 11:10 PM	Discussion - Week 1	Anonymous	Published		10	75

To post your initial post, you should click “Reply” to the discussion prompt. To reply to other student posts, scroll to the post you wish to reply to and click the “Reply” button in that thread. You can also use the “Quote”

button which will automatically add the text from the post you are replying to into your own reply in a block quote.

• Include at least one reference to your textbook as you evaluate each speaker, for a total of two references in this paragraph.

Be sure to support your ideas by connecting them to the week's Learning Resources or something you have read, heard, seen, or experienced.

Read a selection of your colleagues' postings.

Respond by Day 7 (Sunday) with at least 100 words to at least two of your colleagues' postings in one or more of the following ways:

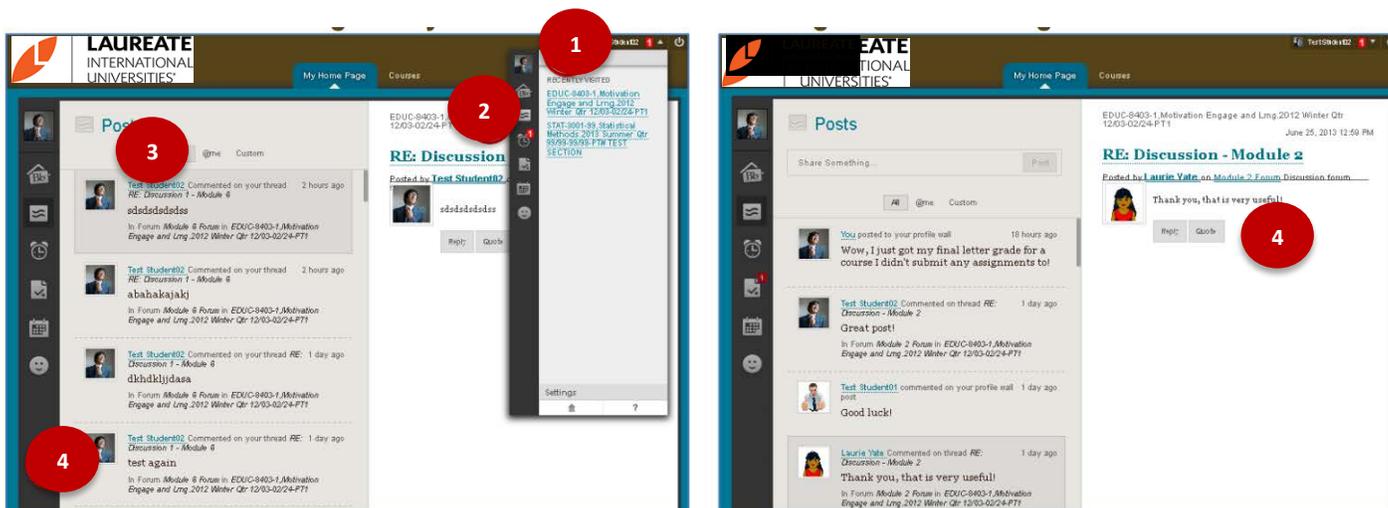
- Provide feedback or expand on your colleague's analysis of the speakers.
- Agree or disagree with a colleague's selection of characteristics for an effective public speaker and explain why.
- Agree or disagree with a colleague's evaluation of either speech video and explain why.

Be sure to include citations from this week's Learning Resources to support your views.

Click on the **Reply** button below to reveal the textbox for entering your message. Then click on the **Submit** button to post your message.



Using the Posts Tool



The below numbered items all reference a respective number icon in the above image. If you have any difficulties viewing the image or performing the tasks, please call the Student Support team for more assistance.

1. The My Posts area is a Discussion aggregation tool accessible from the Global Navigation Menu in the upper right corner of Blackboard. For more information about the Global Navigation Menu, view the My Blackboard Global Navigation tutorial available on the help site.
2. Select the Posts tool from the menu, or the box shaped icon with two squiggly lines in it. 
3. New posts from any or all of your courses are listed, with the most recent posts listed first. You can filter the posts using the buttons at the top of the page: **@me** filters only replies to your posts, **Custom** can filter posts by course, and **All** shows all new posts.
4. Click a post to read and reply to it. This is a fast and easy way to respond to active Discussions.

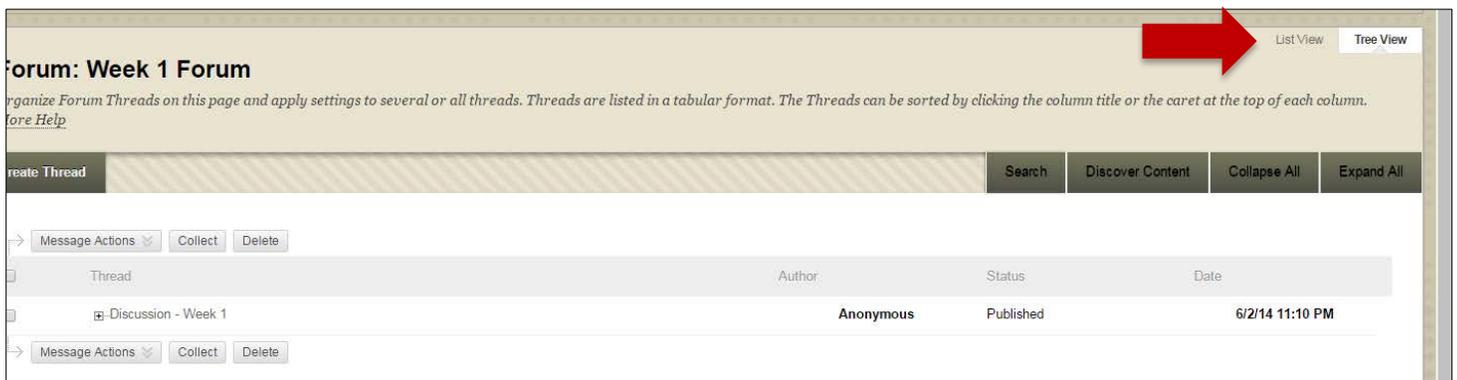
Additional Tips for Effective Discussion Board Use

Toggling between List View and Tree View

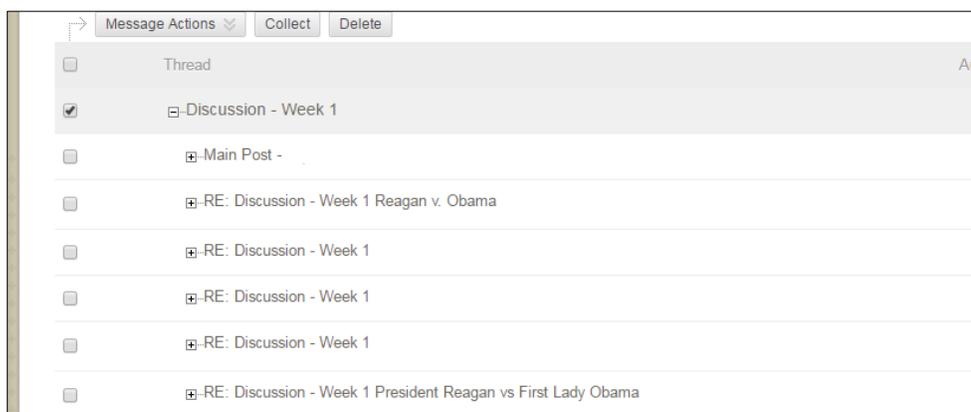
In your course you will find a link to each discussion board assignment. The location of this link may vary across different programs, but it is usually found in the assignments area for each week or module. Select this link to access the discussion forum for that week or module.



Within a forum, you can toggle between **List View** or **Tree View** by selecting the buttons in the upper right corner. List View is the default. Selecting Tree View will allow you to see the titles and authors of all the posts, but not the post body, in a single view.



Expand the thread to see all the replies by selecting the (+) icon next to the Thread title. You can collapse it again by selecting the (-) icon.



Note: Tree View may not be compatible with some assistive technology services. If you are using a screen reader or similar tool to access Blackboard, you may find it easier to access the thread directly through List View.

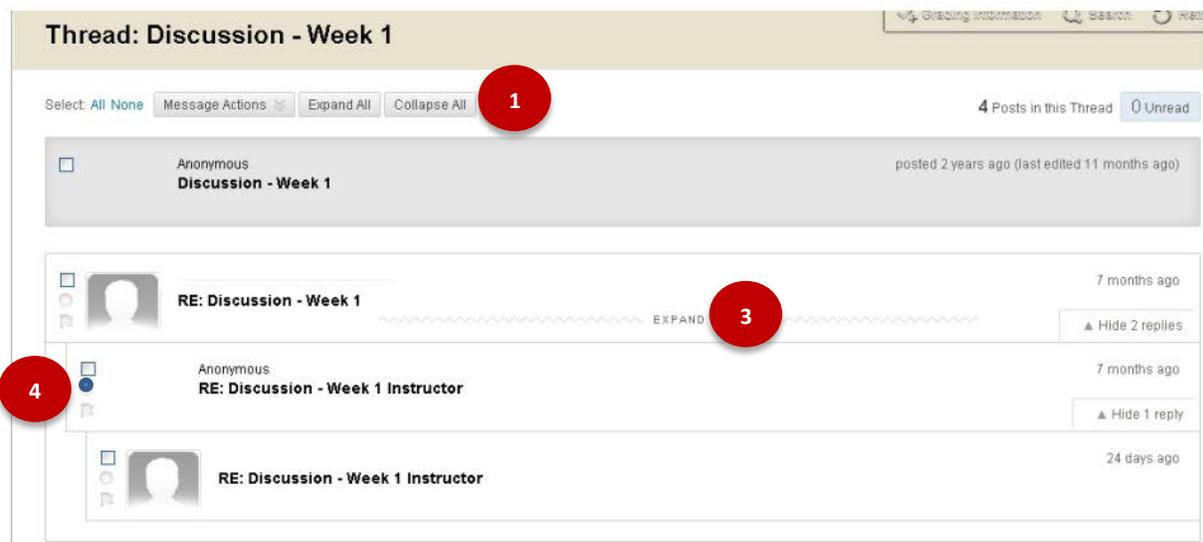
Using the Expand and Collapse Buttons

Inside any particular thread, you have the option to Expand or Collapse individual posts or all posts.

To access a thread, select it from the forum list.



Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
6/2/14 11:10 PM	Discussion - Week 1	Anonymous	Published		10	75



Thread: Discussion - Week 1

Select: All None Message Actions Expand All Collapse All 1

4 Posts in this Thread 0 Unread

Anonymous Discussion - Week 1 posted 2 years ago (last edited 11 months ago)

RE: Discussion - Week 1 7 months ago EXPAND 3

Anonymous RE: Discussion - Week 1 Instructor 7 months ago 4

RE: Discussion - Week 1 Instructor 24 days ago

The below numbered items all reference a respective number icon in the above image. If you have any difficulties viewing the image or performing the tasks, please call the Student Support team for more assistance.

1. Once the thread loads, click the “Collapse All” button at the top of the page. This will collapse all the posts in this thread. To expand them again, you can select the “Expand All” button.
2. Scroll down the page. When you scroll with all posts collapsed, they will not automatically mark as read.
3. To read a post, hover over that post. An “Expand” link with a squiggly line should appear in the middle of the post. Click on this link to read the post.
4. Note: The blue dot on the left will now turn gray to indicate that the post has been marked **read**. Clicking that gray dot will turn it blue again and mark the post **unread**.