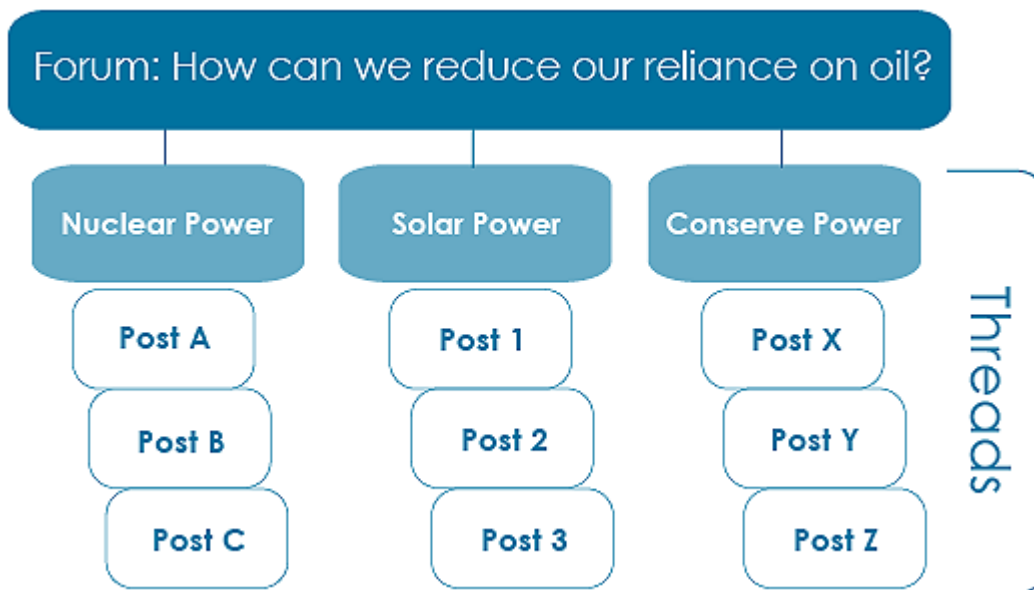




What is a Discussion Board?

A discussion board is a place in which groups of people can post messages, read other people's posts and post responses. They are used most commonly for groups to discuss things or collaborate on work. A course in Bb9 may contain several discussion boards (or forums) for different purposes, and within those there may be a number of 'threads' each having a different subject, and within those there may also be replies to the original poster.



Discussion Boards may be accessible from the Course Menu or links may be present within other Content Areas or Learning Modules. A link through the Course Menu will take you to the Discussion Board Page, whereas a link made within another content area or learning module may take you directly to within a discussion board

The Discussion Board Page

The main Discussion Board page displays a list of available discussion boards. For each discussion board, the page displays the total number of posts, the number of unread posts, and the number of users who have participated in the forum.



Forum	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	3	6
Surf's Up: Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, and questions.	10	2	7
Wave Assignment: Energy from Waves and Tides	Explore harnessing energy from waves and tides. Please narrow topic to a specific aspect such as: <ul style="list-style-type: none"> • how could the energy be extracted? • how big is this resource? 	4	0	4

- A. Click the forum title to view the messages. Forums containing unread posts appear in bold.
- B. View data on the number of posts and participants.
- C. Click the number in the Unread Posts column for one-click access to the forum's unread messages.

Viewing a Discussion Board

When you access a discussion board, a list of threads appears. The following columns display information for each thread:

- Date: Displays the date the thread was created.
- Author: Displays the name of the user who created the thread.
- Status: Indicates whether the thread is published, hidden, locked, or a draft.
- Unread Posts: Displays the number of posts not yet accessed.
- Total Posts: Includes both read and unread posts.

Forum Features

The screenshot shows a discussion board titled "Forum: Surf's Up: Wave Dynamics and Wind Waves". At the top, there is a breadcrumb trail "Discussion Board > Forum: Surf's Up: Wave Dynamics and Wind Waves" labeled A. Below this, there are tabs for "List View" and "Tree View". A "Create Thread" button is labeled B. A search bar and "Display" and "Tags" dropdowns are also present. Below these are "Thread Actions" and "Collect" buttons. The main content is a table of threads with columns: Date, Thread, Author, Status, Tags, Unread Posts, and Total Posts. The first thread, "Terminology", is highlighted with a green checkmark and labeled C. The thread title "Terminology" is labeled D. At the bottom, there is a "Displaying 1 to 5 of 5 items" message and an "Edit Paging..." button labeled E. A pop-up box for "Items per page" and "Total number of items" is shown below the main content.

	Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	9/17/10 9:05 AM	Terminology	Cathy Chu	Published		5	6
<input type="checkbox"/>	9/17/10 9:20 AM	Relevant Websites	Cathy Chu	Published		0	1
<input type="checkbox"/>	9/17/10 10:22 AM	Questions?	Cathy Chu	Published		2	2
<input type="checkbox"/>	9/18/10 12:42 PM	Opinion Paper	Cathy Chu	Published		1	1
<input type="checkbox"/>	9/22/10 10:05 AM	FAQs about this unit	Cathy Chu	Published		1	1

- Use the breadcrumbs to navigate to a previous page. Do not use the browser navigation controls because page load errors may occur.
- Use the Action Bar functions to perform various actions, including:
 - Create Thread: Add a new thread to a forum.
 - Search: Search for Discussion Board content. The search field is collapsed by default to save screen space.
 - Thread Actions: Make a selection from the drop-down list. Edit the status of the selected threads and perform other actions, such as marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.
 - Collect: Gather selected threads onto one page where you can sort, filter, or print them.
- Select one or multiple threads' check boxes or select the check box in the header row to select all threads for an action, such as collecting.
- Click a thread title to read the posts. Forum titles containing unread posts appear in bold type.
- Click Edit Paging to determine the number of items to view per page. Type a number in the box and click Go. Click the X to close the pop-up box.

List View and Tree View

After clicking a discussion board title, a page loads displaying all discussion board threads. You can view the page in either List View or Tree View. This choice remains in effect until you change it and you may change it at any time. On the discussion board page, in the upper-right corner, switch between the two views.

In List View, threads are presented in table format. Threads containing unread posts appear in bold type.

- A. To sort a column, click the column heading or caret.
- B. Select the check box next to a thread and make a selection from the Thread Actions drop-down list on the Action Bar. You can select multiple threads or select the check box in the header to select all threads. Actions include marking threads read or unread and setting or clearing flags.

Click Tree View to show the thread starter messages and their replies.

	Message Actions	Collect
<input type="checkbox"/>		
<input type="checkbox"/> Terminology	Cathy Chu	9/17/10 10:05 AM
<input checked="" type="checkbox"/> Fetch	Mei Wong	9/17/10 11:36 AM
<input checked="" type="checkbox"/> Longshore drift defined	Andy Farrell	9/18/10 11:09 AM
<input type="checkbox"/> Relevant Websites	Cathy Chu	9/17/10 10:20 AM
<input type="checkbox"/> Questions?	Cathy Chu	9/18/10 10:53 AM
<input type="checkbox"/> Wave video???	Mei Wong	9/17/10 11:39 AM
<input type="checkbox"/> FAQs about this unit	Cathy Chu	10/18/10 10:31 PM
<input type="checkbox"/> Opinion Paper	Cathy Chu	9/22/10 12:42 PM


- A. Select the check box next to a thread and make a selection from the Message Actions drop-down list on the Action Bar. You can select multiple threads or select the check box in the header to select all threads. Actions include marking threads read or unread and setting or clearing flags.
- B. On the Action Bar, use the Collapse All and Expand All functions to hide or show all posts included in all threads. You can also create threads and collect posts.
- C. You can expand and collapse threads by using the plus and minus icons next to the titles. If a thread starter message contains unread posts, the thread starter title appears in bold type.

Viewing a Discussion Thread

When you click a thread, the Thread Detail page appears. The page is divided into three sections:

- Section 1: The Action Bar contains functions that allow you to select, flag, mark read/unread, or collect posts.
- Section 2: The message list contains a list of all the posts in the thread, beginning with the initial post. The selected post is highlighted. Use the plus and minus icons to expand and collapse the posts.




- Section 3: The current post contains the text of the selected post and information about the post.



Thread Detail

[Subscribe](#)
[Search](#)
[Refresh](#)

[Terminology](#) > [Reply](#)

Total Posts: 4 **Unread Posts: 3**

Message Actions

Collect

Select:

[All](#)

[None](#)

1

<input type="checkbox"/>	Terminology	Cathy Chu	2/27/11 11:52 PM
<input type="checkbox"/>	Breaking Wave	Christopher Casper	2/28/11 12:09 AM
<input type="checkbox"/>	RE: Breaking Wave	Tony Brown	2/28/11 12:13 AM
<input type="checkbox"/>	Surface Tension	Tony Brown	2/28/11 12:14 AM

2

Select:

[All](#)

[None](#)

Message Actions

Collect

Terminology

>

3

Author:

[Cathy Chu](#)

Posted Date:

Sunday, February 27, 2011 11:52:40 PM EST

Edited Date:

Sunday, February 27, 2011 11:52:40 PM EST

Total views:

7 (Your views: 2)

Overall Rating:

☆☆☆☆☆

Your Rating:

☆☆☆☆☆

Reply

Quote

Set Flag

Understanding ocean waves has a lingo all its own. Some concepts are easier to understand than others. We usually have some good conversations about specific terms as we help each other fully comprehend their meanings.

Page 5 of 11

For further help contact your Faculty eLearning Team: ellearning@manchester.ac.uk

Functions on the Thread Detail Page

Thread Detail

[Subscribe](#) **A**

[Terminology](#) > [Reply](#) **C**

Total Posts: 6 Unread Posts: 2

B
Select: [All](#) [None](#)

<input type="checkbox"/>	Terminology	Cathy Chu	9/17/10 10:05 AM
<input type="checkbox"/>	"Fetch"	Mei Wong	9/17/10 11:36 AM
<input type="checkbox"/>	RE: "Fetch"	Cathy Chu	9/17/10 2:53 PM
<input type="checkbox"/>	Longshore drift defined	Andy Farrell	9/18/10 11:09 AM
<input type="checkbox"/>	RE: Longshore drift defined	Mina Akbar	9/18/10 11:12 AM

Select: [All](#) [None](#)

< [Longshore drift defined](#) > **D**

Author: [Andy Farrell](#) **Total views:** 11 (Your views: 2)
Posted Date: Thursday, September 18, 2010 11:09:17 AM EDT **Overall Rating:** ★★★★★
Edited Date: Thursday, September 18, 2010 11:09:17 AM EDT **Your Rating:** ★☆☆☆☆

≡ [Parent Post](#) **E**

In simple terms, at least this is how I think about it because I used to live on the Gulf coast, longshore drift is just the waves moving the sand.

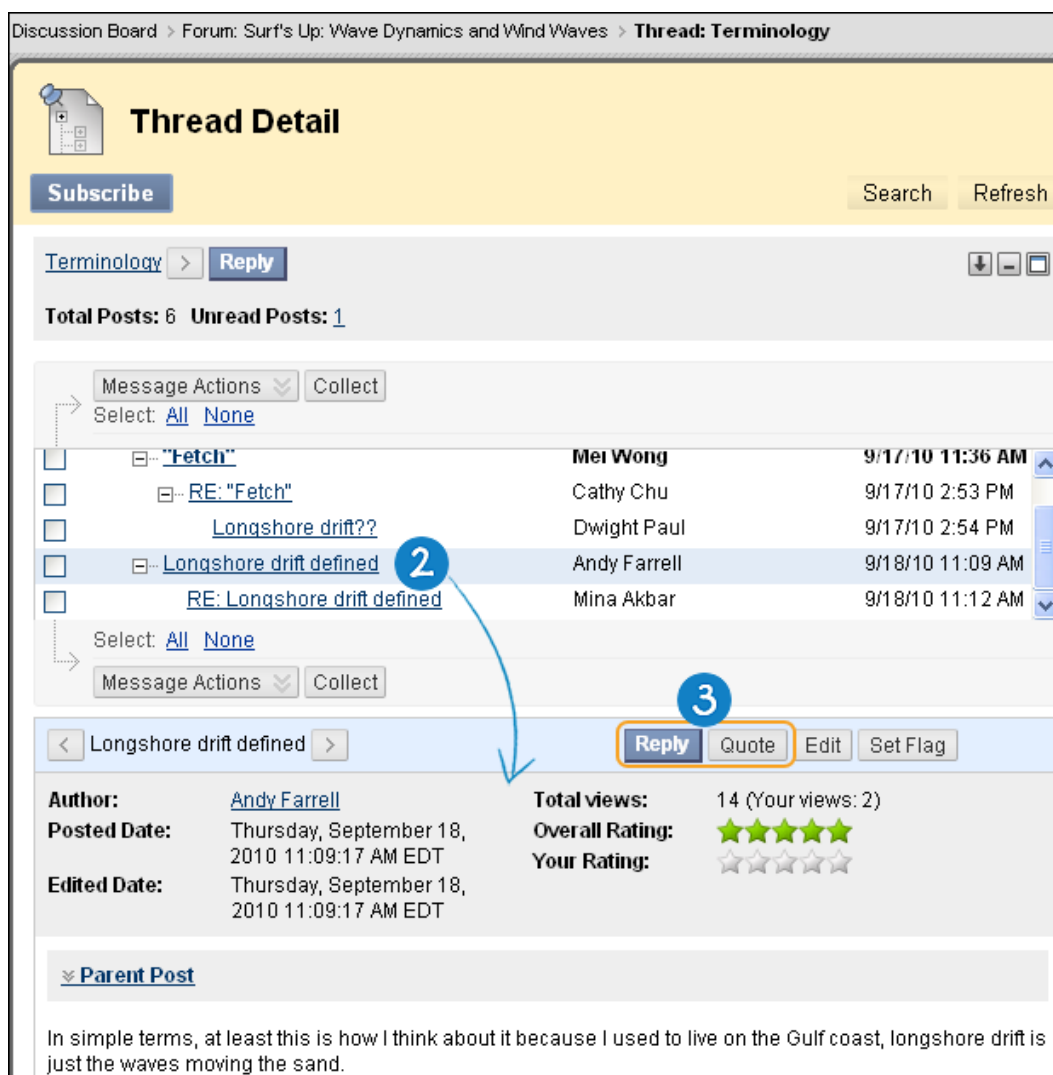
- A. On the Action Bar, you can access functions such as Subscribe, Unsubscribe, or Search. When subscribed to a thread, you receive an email alert when a post is updated or a reply is posted. This email is sent to your University email address. Instructors may have disabled this function. The search field is hidden by default to save screen space.
- B. Select one or multiple threads' check boxes and make a selection in the Message Actions drop-down list on the Action Bar. Actions include marking threads read or unread and setting or clearing flags. You can also use the functions for collecting posts and selecting all posts.
- C. Arrange your view using the icons on the Action Bar:
 - Swap Up or Down: Switches the message tree section and the reply section of the screen.
 - Hide or Restore to Minimum: Collapses or displays the message tree section of the screen.
 - Maximize or Minimize: Displays the message tree fully or just a portion of the message tree.
- D. Use the Move to previous message or Move to next message arrows for navigating between messages in the thread.
- E. Click Parent Post to display or hide the parent message in the thread.

Replying to Posts

If the thread status is published, you can reply to posts. You cannot reply to posts in locked or hidden threads (this might be where your tutor has deliberately locked down a thread when the opportunity for discussion has passed.)

QUICK STEPS: Replying to Posts

1. Access a discussion board and select a thread.
2. On the Thread Detail page, click a post's title. The post appears in the current post portion of the content frame. You can view the text of the post and information about the post, such as the Author and Posted Date.
3. Click Reply. Alternatively, click Quote to include the post's text as part of your reply.



Discussion Board > Forum: Surf's Up: Wave Dynamics and Wind Waves > Thread: Terminology

Thread Detail

[Subscribe](#) [Search](#) [Refresh](#)

[Terminology](#) > [Reply](#) [Download](#) [Print](#) [Close](#)

Total Posts: 6 Unread Posts: 1

Message Actions [Collect](#)

Select: [All](#) [None](#)

	Author	Date
<input type="checkbox"/> Fetch	Mei Wong	9/17/10 11:36 AM
<input type="checkbox"/> RE: "Fetch"	Cathy Chu	9/17/10 2:53 PM
<input type="checkbox"/> Longshore drift??	Dwight Paul	9/17/10 2:54 PM
<input checked="" type="checkbox"/> Longshore drift defined	Andy Farrell	9/18/10 11:09 AM
<input type="checkbox"/> RE: Longshore drift defined	Mina Akbar	9/18/10 11:12 AM

Select: [All](#) [None](#)

Message Actions [Collect](#)


[Longshore drift defined](#) [Reply](#) [Quote](#) [Edit](#) [Set Flag](#)


Author: [Andy Farrell](#)

Posted Date: Thursday, September 18, 2010 11:09:17 AM EDT

Edited Date: Thursday, September 18, 2010 11:09:17 AM EDT

Total views: 14 (Your views: 2)

Overall Rating: 

Your Rating: 

[Parent Post](#)

In simple terms, at least this is how I think about it because I used to live on the Gulf coast, longshore drift is just the waves moving the sand.

4. On the Reply to Post page, click View Original Post on the Action Bar to include the original message on the page while replying. Click Close Original Post to hide the original post from view. If needed, edit the Subject.
5. In the Message box, type your reply. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.

6. Alternatively, in the Attachments section, attach a file using one of the following options:
 - To upload a file from your computer, click Browse My Computer.
 - If your school licenses content management, click Browse Content Collection.
7. Click Save Draft to store a draft of the message or click Submit to publish your reply.

Result

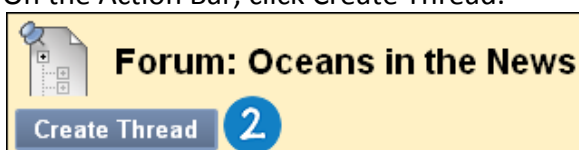
Your reply appears on the Thread Detail page, indented under the parent post. If you attached a file, a paper clip icon appears in the post's row. Click the title to open the post in the current post portion of the content frame. Use the Move to previous message and Move to next message arrows to view another post or use the breadcrumbs to return to the forum or the Discussion Board page

Creating Threads

Depending on which forum settings an instructor has selected, students may be allowed to create new threads.

QUICK STEPS: Creating Threads

1. Access a discussion board.
2. On the Action Bar, click Create Thread.



3. On the Create Thread page, type a Subject.
4. In the Message box, type instructions, a description, or a question. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
5. Alternatively, in the Attachments section, attach a file using one of the following options:
 - To upload a file from your computer, click Browse My Computer.
 - If your school licenses content management, click Browse Content Collection.
6. Click Save Draft to store a draft of the post or click Submit to create a thread.

Collecting Posts

On the Thread Detail page, you can read one post at a time. To read multiple posts from the same page, use the Collect function. Once posts are collected, you can filter, sort, print, and tag them.

The Collect function is also available from the forum page, where you can gather all the posts made to different threads. This is a good way of reading threads if you are more familiar with reading in a linear order.

Example

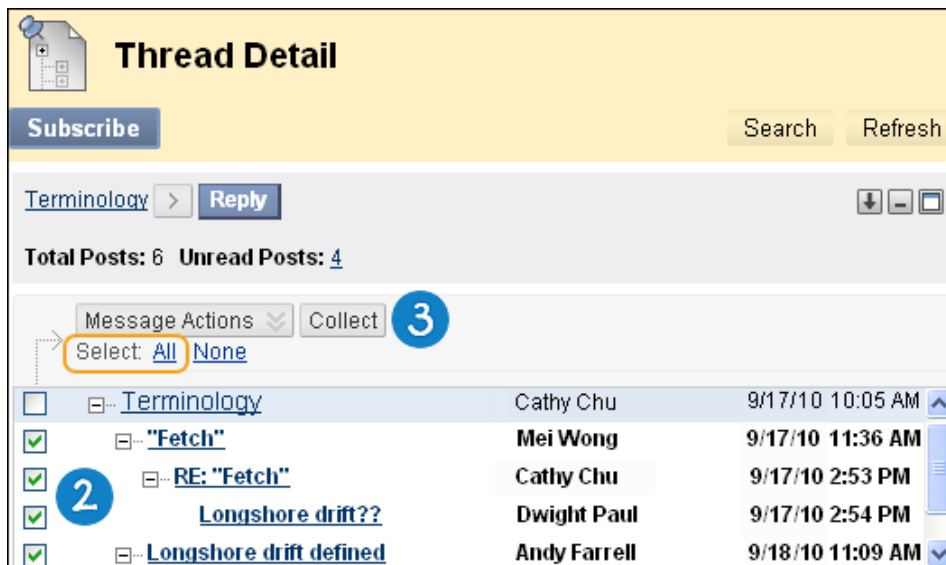
A student posts a question to request help and seven classmates reply. The student can collect the initial post and the replies on one Collection page to read or print.

QUICK STEPS: Collecting Posts

1. Access a discussion board and select a thread.
2. On the Thread Detail page, select the check boxes of the posts to collect. If a post has replies and you want them to appear on the Collection page, click the plus sign to expand the post and select the check boxes for those messages.

Note: To select all the posts in a thread, click Select: All above the message list. All check boxes for all the posts are selected whether they are expanded or collapsed.

3. On the Action Bar, click Collect.



Thread Detail

Subscribe Search Refresh

Terminology > Reply

Total Posts: 6 Unread Posts: 4

Message Actions Collect 3

Select: All None

	Terminology	Cathy Chu	9/17/10 10:05 AM
<input checked="" type="checkbox"/>	"Fetch"	Mei Wong	9/17/10 11:36 AM
<input checked="" type="checkbox"/>	RE: "Fetch"	Cathy Chu	9/17/10 2:53 PM
<input checked="" type="checkbox"/>	Longshore drift??	Dwight Paul	9/17/10 2:54 PM
<input checked="" type="checkbox"/>	Longshore drift defined	Andy Farrell	9/18/10 11:09 AM

Result

On the Collection page, you can read and print the results. On the Action Bar, click Print Preview to open the page in a new window in printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the Filter function and the Sort by and Order drop-down lists on the Action Bar. Sort options for messages include the following:

- Author's Last Name
- Author's First Name
- Subject
- Date of Last Post
- Thread Order
- Overall Rating, if the forum settings include rating posts



Collection

Print Preview Filter

Sort by: Author's Last Name Order: Ascending

Mark Tag Text Add

Select: All None

Thread:	Terminology	Posted Date:	September 17, 2008 2:53 PM
Post:	RE: "Fetch"	Status:	Published
Author:	Anonymous	Overall Rating:	★★★★★
In plain English, fetch, often called the fetch length, is a term for the length of water over which a given wind has blown. It is used in geography and meteorology and is usually associated with coastal erosion. It plays a large part in longshore drift as well.			
Tags: None Add Reply Quote Mark as Read			
Thread:	Terminology	Posted Date:	September 18, 2008 11:09 AM
Post:	Longshore drift defined	Status:	Published
Author:	Andy Farrell	Overall Rating:	★★★★★
In simple terms, at least this is how I think about it because I used to live on the Gulf coast, longshore drift is just the waves moving the sand.			
Tags: None Add Reply Quote Mark as Read			
Thread:	Terminology	Posted Date:	September 17, 2008 2:54 PM
Post:	Longshore drift??	Status:	Published
Author:	Dwight Paul	Overall Rating:	★★★★★

On this page, you can also reply to posts and mark messages read or unread. Click the Quote function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the Thread Detail page.