



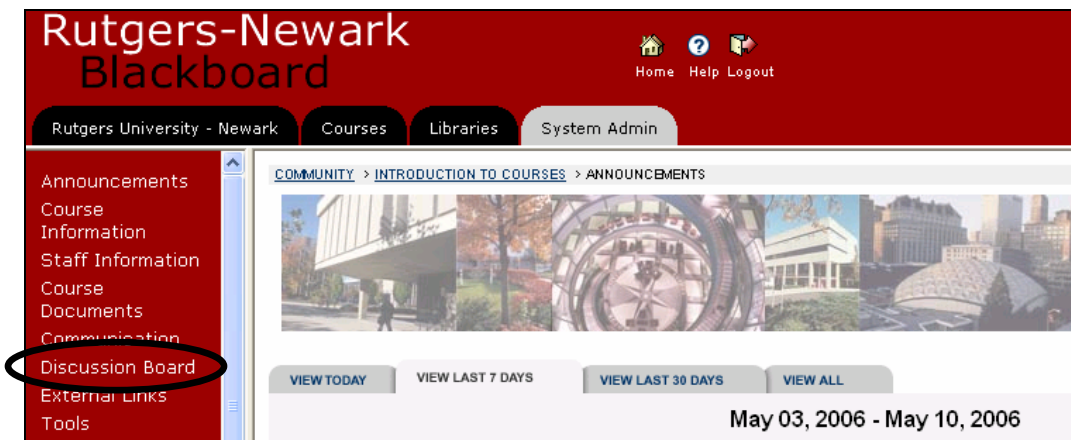
# Discussion Board for Students

<http://blackboard.newark.rutgers.edu>

Blackboard provides a discussion board as a communication tool for asynchronous use, meaning you and your classmates do not have to be online at the same time to have a conversation. Using the Discussion Board is as easy as reading and sending email. The messages are posted within a **forum**. In previous versions of Blackboard, you were presented with a hierarchy of postings with indentations to illustrate the relationship between messages. **In Version 7, you are first presented with the initial threads. You will need to click into these top-level postings before being able to see any responses.**

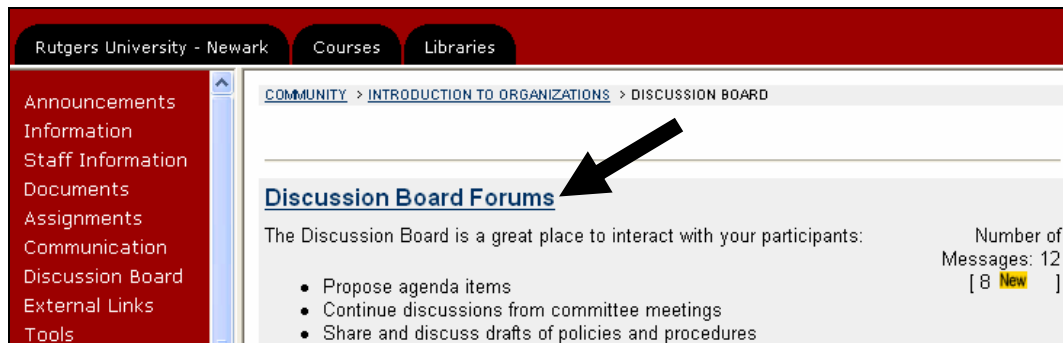
## Accessing the Discussion Board

**Step 1:** Click on the **Discussion Board** button from the navigation menu.



## Reading a Message

**Step 1:** Click the name of the forum you would like to enter.



**Note:** *In Version 7, you are first presented with the initial threads. You will need to click into these top-level postings before being able to see any responses.*

**Step 2:** Click the name of the initial thread message that you would like to read.

Course Discussions: Discussion Board Forums

Collect

Display:   Search:   After: Jun 06 2007   Before: Jun 06 2007

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	5/10/06 11:20 AM	<a href="#">I can see it - why can't hey?</a>	RUTGERS 1 OAT	Locked	2	2
<input type="checkbox"/>	8/16/06 9:50 AM	<a href="#">Not getting my Email?</a>	RUTGERS 1 OAT	Locked	6	7
<input type="checkbox"/>	8/25/06 9:40 AM	<a href="#">Can't add someone</a>	RUTGERS 2 OAT	Locked	4	4

Select All

**Note:** You can see the number of unread posts as well as the total number of posts within a thread.

**Step 3:** Click the name of the message that you would like to read.

INTRODUCTION TO ORGANIZATIONS (ORG-FS-OAT-INTROORGANIZATIONS) > DISCUSSION BOARD > DISCUSSION BOARD FORUMS > THREAD DETAIL

Thread Detail

Collect Flag Clear Flag

Search:   After: Jun 06 2007   Before: Jun 06 2007

Thread: [Can't add someone](#)

Total posts: 4 Unread posts: 4

<input type="checkbox"/>	<a href="#">Can't add someone</a>	RUTGERS 2 OAT	8/25/06 9:40 AM
<input type="checkbox"/>	<a href="#">Re: Can't add someone</a>	JOY MCDONALD	8/25/06 9:40 AM
<input type="checkbox"/>	<a href="#">Re: Can't add someone</a>	RUTGERS 2 OAT	8/25/06 9:40 AM
<input type="checkbox"/>	<a href="#">Re: Can't add someone</a>	JOY MCDONALD	8/25/06 9:40 AM

Select All

Subject: Can't add someone

Author: [RUTGERS 2 OAT](#)

Creation date: Wednesday, November 9, 2005 11:46:25 AM EST  
 Date last modified: Friday, August 25, 2006 9:40:20 AM EDT  
 Total views: 17 Your views: 1

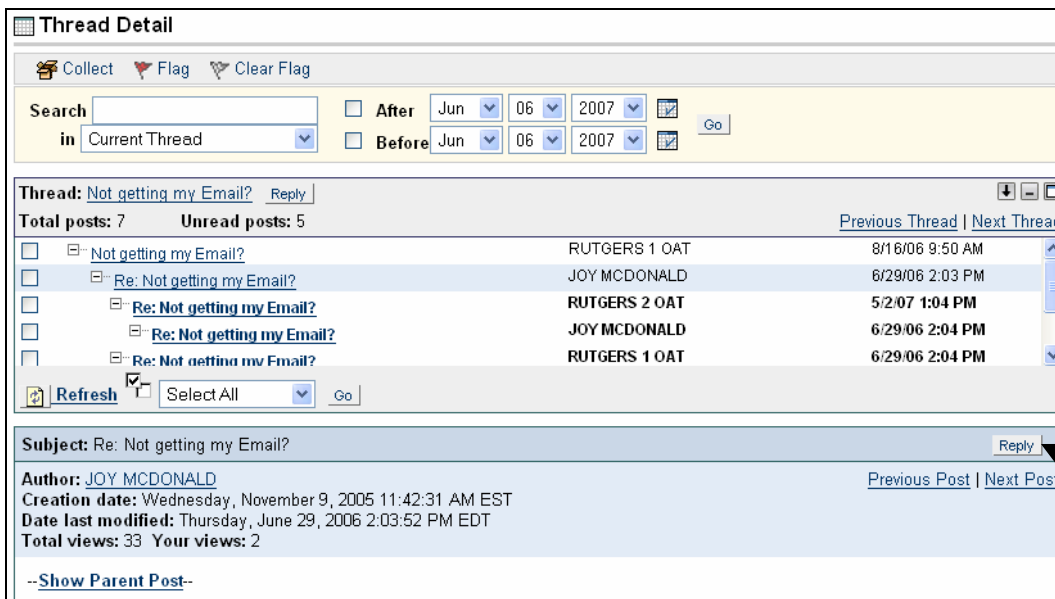
**Note:** The posting will be displayed below the hierarchy. The hierarchy can be moved below the message text, minimized, or maximized using the button on the right, just above the link for Previous/Next Thread as shown below.



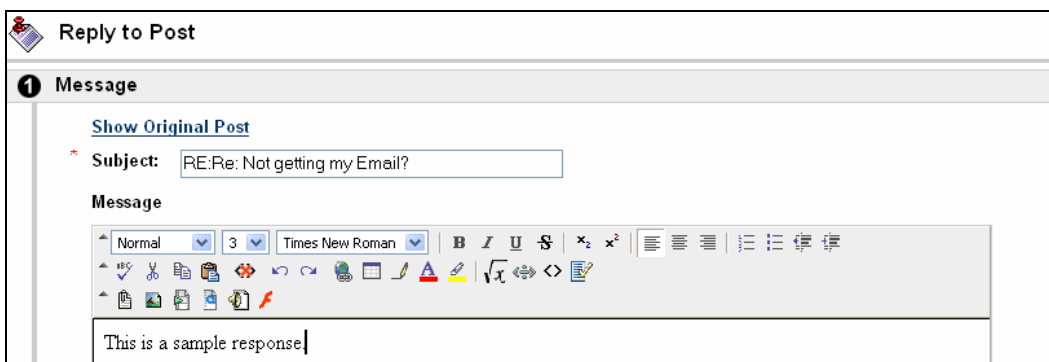
## Replying to a Message

**Step 1:** Navigate to the appropriate message to respond to.

**Step 2:** Click the **Reply** button.



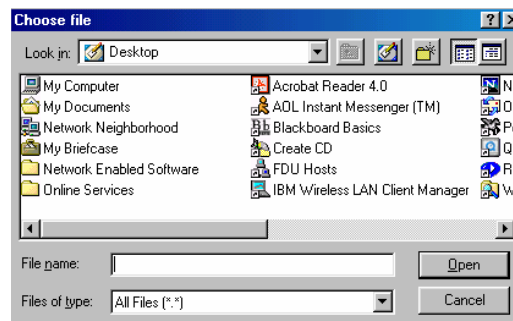
**Step 3:** Enter the appropriate information in the text fields. By default the reply automatically fills in the subject for you. This subject can be changed if you like.



**Note:** To see the message that you are responding to, click the *Show Original Post* link at the top.

*Blackboard has spell check and equation editor features that are available. You may have additional features for formatting if the Visual text Box Editor option is enabled.*

**Step 4:** If you wish to attach a file to your posting, click the **Attach File** link, locate and select the file, and click **Open**.

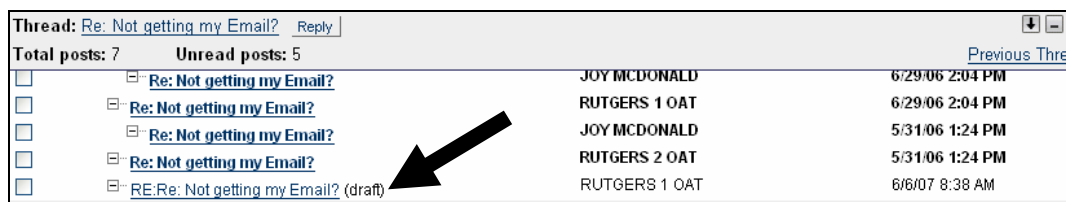


**Step 5:** Click **Submit** to post your message immediately or click **Save** to continue working on the post at a later time (see next section for details).

**Step 6:** Click **OK** to return to the main Discussion Board page or click the link of the next message you would like to read.

## Using the Save Feature

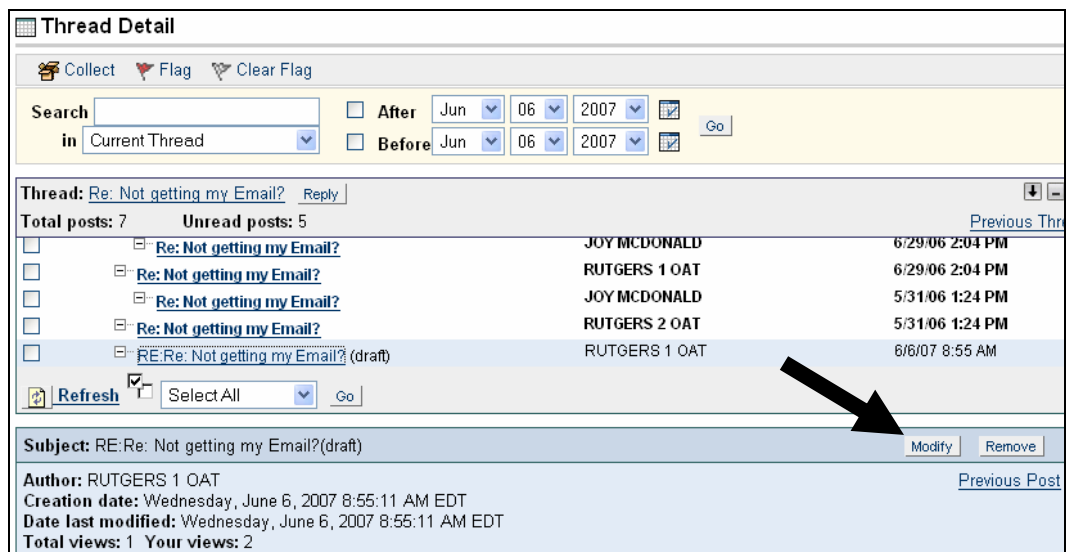
Version 7 now allows you to save a posting before submitting it. This is particularly helpful if you are working on a lengthy response, you need more time to reply, or if you have an intermittent internet connection. Messages which have been saved, but not submitted, are designated as **(draft)** messages. The draft message is visible to you, but not to other users.



Thread: <a href="#">Re: Not getting my Email?</a> <a href="#">Reply</a>			
Total posts: 7	Unread posts: 5	<a href="#">Previous Thre</a>	
<input type="checkbox"/>	<a href="#">Re: Not getting my Email?</a>	JOY MCDONALD	6/29/06 2:04 PM
<input type="checkbox"/>	<a href="#">Re: Not getting my Email?</a>	RUTGERS 1 OAT	6/29/06 2:04 PM
<input type="checkbox"/>	<a href="#">Re: Not getting my Email?</a>	JOY MCDONALD	5/31/06 1:24 PM
<input type="checkbox"/>	<a href="#">Re: Not getting my Email?</a>	RUTGERS 2 OAT	5/31/06 1:24 PM
<input type="checkbox"/>	<a href="#">RE:Re: Not getting my Email? (draft)</a>	RUTGERS 1 OAT	6/6/07 8:38 AM

**Step 1:** Navigate to the appropriate message.

**Step 2:** Click the **Modify** button.



**Thread Detail**

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

Search   After Jun 06 2007  Before Jun 06 2007

in [Current Thread](#)

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Thread: [Re: Not getting my Email?](#) [Reply](#)

Total posts: 7 Unread posts: 5 [Previous Thre](#)

<input type="checkbox"/>	<a href="#">Re: Not getting my Email?</a>	JOY MCDONALD	6/29/06 2:04 PM
<input type="checkbox"/>	<a href="#">Re: Not getting my Email?</a>	RUTGERS 1 OAT	6/29/06 2:04 PM
<input type="checkbox"/>	<a href="#">Re: Not getting my Email?</a>	JOY MCDONALD	5/31/06 1:24 PM
<input type="checkbox"/>	<a href="#">Re: Not getting my Email?</a>	RUTGERS 2 OAT	5/31/06 1:24 PM
<input type="checkbox"/>	<a href="#">RE:Re: Not getting my Email? (draft)</a>	RUTGERS 1 OAT	6/6/07 8:55 AM

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

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**Subject:** RE:Re: Not getting my Email?(draft) [Modify](#) [Remove](#)

**Author:** RUTGERS 1 OAT [Previous Post](#)

**Creation date:** Wednesday, June 6, 2007 8:55:11 AM EDT

**Date last modified:** Wednesday, June 6, 2007 8:55:11 AM EDT

**Total views:** 1 **Your views:** 2

**Step 3:** Click **Submit**.

## Using the Collect Feature

If you find that clicking through individual postings is clumsy or time consuming, you can use the collect feature to display the postings on one page. This is especially helpful if you need to print and/or save multiple posting or if your Internet connection is slow.

**Step 1:** Navigate to the appropriate forum or thread.

**Step 2:** Select the appropriate thread or posting by clicking in the appropriate boxes to the left of each thread or posting. A **checkmark** will appear. You can also use the **Select All**, **Deselect All**, or **Invert Selection** option from the pull-down menu.

Course Discussions:Discussion Board Forums

Collect

Display   Search   After Jun 06 2007   Before Jun 06 2007

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	5/10/06 11:20 AM	<a href="#">I can see it- why can't hey?</a>	RUTGERS 1 OAT	Published	1	2
<input checked="" type="checkbox"/>	8/16/06 9:50 AM	<a href="#">Not getting my Email?</a>	RUTGERS 1 OAT	Published	5	8
<input checked="" type="checkbox"/>	8/25/06 9:40 AM	<a href="#">Can't add someone</a>	RUTGERS 2 OAT	Published	2	4

Select All

**Step 3:** Click **Collect**.

Course Discussions:Discussion Board Forums

Collect

Display   Search   After Jun 06 2007   Before Jun 06 2007

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	5/10/06 11:20 AM	<a href="#">I can see it- why can't hey?</a>	RUTGERS 1 OAT	Published	1	2
<input checked="" type="checkbox"/>	8/16/06 9:50 AM	<a href="#">Not getting my Email?</a>	RUTGERS 1 OAT	Published	5	8
<input checked="" type="checkbox"/>	8/25/06 9:40 AM	<a href="#">Can't add someone</a>	RUTGERS 2 OAT	Published	2	4

Select All

## Using the Subscribe Feature

Blackboard allows you to subscribe to a thread which will send you an email notification when additional messages have been posted. This is a feature that has to be enabled by your instructor, so it may not be available in all forums.

Subject: Re: Not getting my Email?

Author: JOY McDONALD [Previous Post](#) | [Next Post](#)  
Creation date: Wednesday, November 9, 2005 11:42:31 AM EST  
Date last modified: Thursday, June 29, 2006 2:03:52 PM EDT  
Total views: 44 Your views: 10

Overall rating:       
Rate this post:

--Show Parent Post--

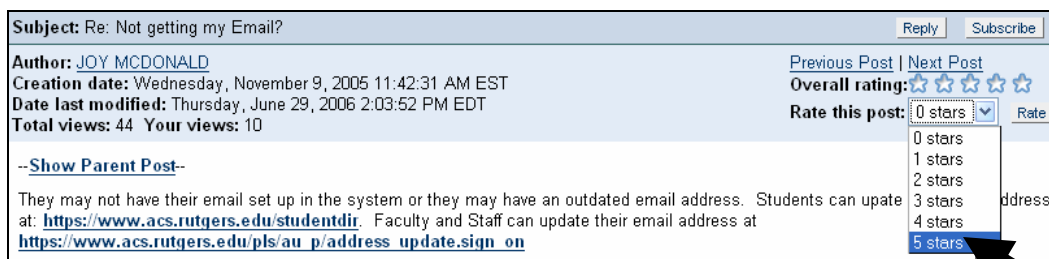
They may not have their email set up in the system or they may have an outdated email address. Students can update their email address at: <https://www.acs.rutgers.edu/studentdir>. Faculty and Staff can update their email address at [https://www.acs.rutgers.edu/pls/au\\_p/address\\_update.sign\\_on](https://www.acs.rutgers.edu/pls/au_p/address_update.sign_on)

**Step 1:** Navigate to the appropriate thread.

**Step 2:** Click the **Subscribe** button.

## Using the Rate Feature

Blackboard allows you to rate individual postings. This is a feature that has to be enabled by your instructor, so it may not be available in all forums.



The screenshot shows a forum post with the following details:

- Subject:** Re: Not getting my Email?
- Author:** JOY MCDONALD
- Creation date:** Wednesday, November 9, 2005 11:42:31 AM EST
- Date last modified:** Thursday, June 29, 2006 2:03:52 PM EDT
- Total views:** 44 **Your views:** 10

Navigation and rating options include:

- [Reply](#) [Subscribe](#)
- [Previous Post](#) [Next Post](#)
- Overall rating:** ☆☆☆☆
- Rate this post:** 0 stars (dropdown menu)
- [Rate](#)

The dropdown menu for "Rate this post" is open, showing options from 0 stars to 5 stars. A black arrow points to the "5 stars" option.

Below the post, there is a link to "Show Parent Post" and a message: "They may not have their email set up in the system or they may have an outdated email address. Students can update at: <https://www.acs.rutgers.edu/studentdir>. Faculty and Staff can update their email address at [https://www.acs.rutgers.edu/pls/au\\_p/address\\_update.sign\\_on](https://www.acs.rutgers.edu/pls/au_p/address_update.sign_on)

- Step 1:** Navigate to the appropriate thread.
- Step 2:** Select appropriate number of stars from the **Rate this Post** pull-down menu.
- Step 3:** Click **Rate**.