

The Discussion Board feature of Blackboard provides instructors with a number of management options for discussion board forums. Instructors can edit individual forum roles, as well as how users are able to view and post to a discussion forum. This tutorial covers basic forum management options.

Accessing a Discussion Board to Manage

1. Log into your course using your instructor username and password.
2. To manage a discussion board available to your whole class, click on **Discussion Board** in the Course Menu.

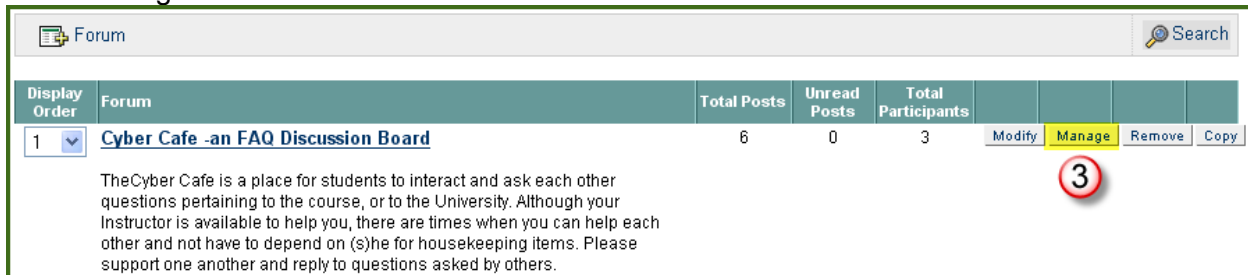


*Note: to manage a **Group Discussion Board**, you will need to locate the discussion board via a different path, by clicking **Control Panel** from the main course menu, then clicking*

***Discussion Board** under Course Tools, and finally clicking on the title of the group discussion board you wish to manage.*

Managing Forum Users and Roles

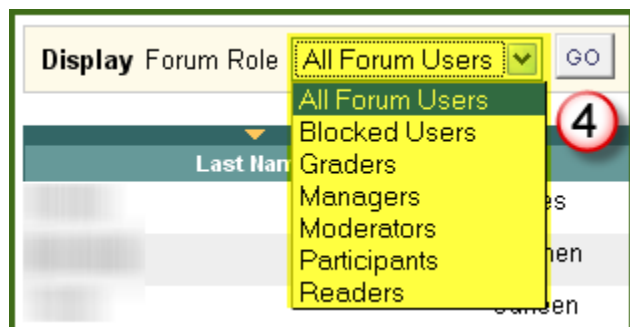
3. On the Discussion Board Page, click the **Manage** button for the discussion board you wish to manage.



From the Manage Forum Users screen, you can sort users by forum role or assign new Forum Roles to users.

To sort users by Forum Role:

4. Select the type of user you want to view from the drop-down menu next to **Display Forum Role**, and then click **GO**.



To set new Forum Roles for users:

5. To modify the forum role for an individual user, use the drop-down menu to the right of a user's name to change their role.

Forum Roles include:

- **Blocked Users** – these users don't have privileges in a forum
- **Graders** – use this role to designate grading privileges to a TA without giving them full control of the manager of the forum.
- **Managers** – these users are typically instructors who have complete control of the forum

- **Moderators**- same privileges as Managers, but this user role has the authority to approve or return a post to another user if it is not appropriate. A moderator can also modify and delete all posts. They can lock a thread to stop further participation. In general, this role is used in situations that need close examination.
- **Participants** – This is the default role for students. Users can read, create threads (if creation is enabled in settings), modify, and delete posts
- **Readers** – Users with this role can only read threads. Users are restricting from posting or participation. This is convenient for an administrator or guest who wants to view a discussion.

Last Name	First Name	Username	Forum Role
...	Participant
...	Participant
...	Moderator
...	Reader
...	Manager
...	Grader
Guest	Faculty Student	facultystudent003	Participant
Guest	Faculty Student	facultystudent004	Blocked

Managing Forum Threads

6. In the Forum View of a discussion board, there are several options available for managing forum threads. To access the Forum View, follow steps 1 and 2 above, and then click on the title of the forum for which you want to manage threads (in other words, log into the discussion board as you normally would to post to the discussion board).

Forum options include:

- **+ Thread** – Creates a new thread. Click the +Thread button to create a new thread within the discussion forum, and fill out the requested information.
- **Remove** – This option removes a thread (including all of the posts within the thread) – use it carefully as deleted threads cannot be recovered! To remove a thread, select the thread you wish to remove by clicking in the box to the left of each thread. Then click the Remove button. An alternative to removing threads is setting a thread as “Hidden” from the drop down status box.
- **Collect** – This option gathers selected threads into a single page where they can be sorted, filtered or printed. Choose all threads you wish to collect by putting a check in the box to the left of the thread(s), then click the Collect button.

- **Mark Read or Mark Unread** – These options allow you to quickly set forum threads as “Read” or “Unread”. Choose all threads you wish to mark as Read or Unread by placing a check in the box to the left of the thread(s), then click the appropriate Mark button.
- **Change Status to** – This drop-down menu allows you to modify the status of selected threads. Place a check in the box to the left of the thread you want to change the status of, choose the appropriate drop-down option, and click GO. Drop-down options include:
 - **Published** – this is the default for posted threads and allows users access to the discussion thread to post, reply, etc.
 - **Hidden** – this option hides threads from participant users’ view (hidden threads are not displayed and cannot be modified).
 - **Unavailable** – this option makes threads no longer available to participants and most other user roles. Only forum Managers are able to view Unavailable threads by choosing to display them.
 - **Locked** – when a thread is locked, the thread has “read only” status - no changes can be made to the thread. An instructor may choose to lock threads during the grading process to prevent users from updating or changing posts.
 - **Unlocked** – a previously-locked thread can be unlocked so changes can be made by the student.

For more information . . .

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from the *Control Panel* in Blackboard.