



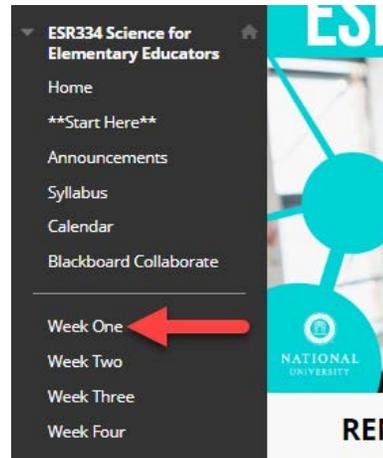
Job Aid Objective: This job-aid will provide faculty with an introduction to participating in the Discussion Board within a course in Blackboard.

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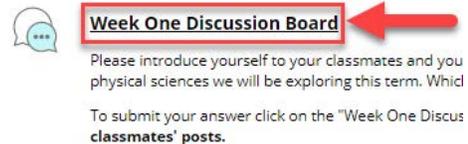
- Using the content area links to access the Discussion Board (p.1)
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Using the content area links to access the Discussion Board: Most courses have built-in Discussion Board links within content areas, which makes it easier to navigate within a specific module (*E.g. Week 1 or Unit 1*). Alternatively, the Discussion Board can also be accessed through the direct link within the left-hand navigation menu (*See page 3-4*).

Step 1: Click on the module link in the left-hand navigation menu.



Step 2: Scroll down to the Discussion Board content area and click on the title.



Step 3: Click on the specific weekly discussion link.

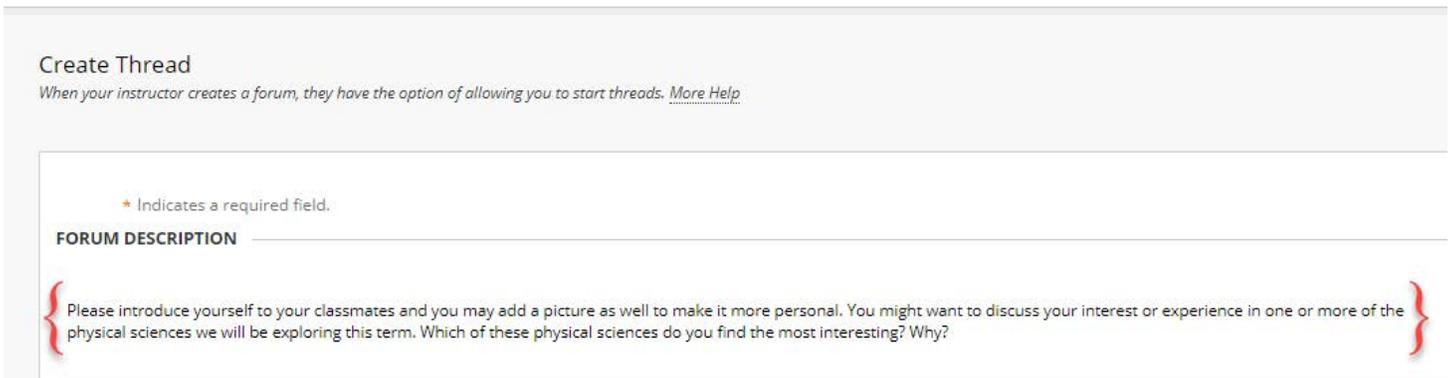
| FORUM | DESCRIPTION | TOTAL POSTS | UNREAD POSTS |
|---|--|-------------|--------------|
| Week One Discussion Board | Please introduce yourself to your classmates and you may add a picture as well to make it more personal. You might want to discuss your interest in one or more of the physical sciences we will be exploring this term. Which of these physical sciences do you find the most interesting? Why? | 29 | 29 |

Creating a Thread

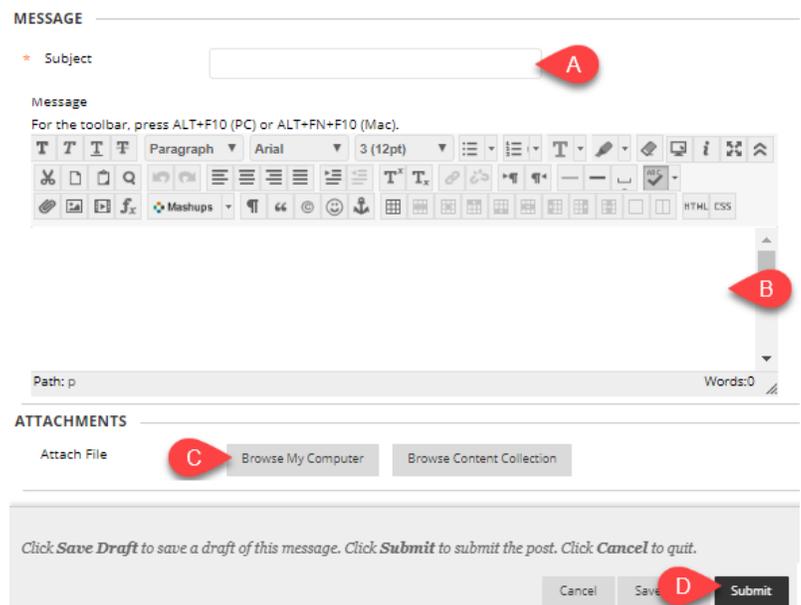
Step 1: Next, select Create Thread.



Step 2: Review the forum description.

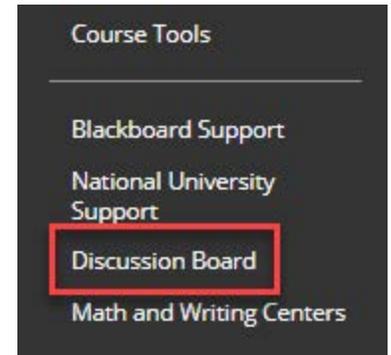


Step 3: Provide a subject for your discussion board post (A). In the text submission box, type your response (B). If required, you can attach a file by clicking Browse My Computer (C). Once you are finished, click Submit (D).

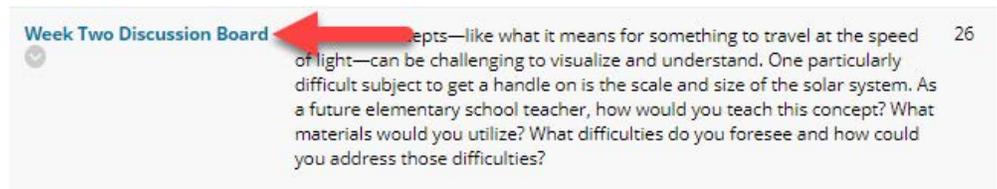


Navigation Menu Discussion Board link: There is a direct link to Discussion Board in the left-hand navigation menu, this links to the main discussion board that lists all the forums and associated threads.

Step 1: On the left-hand navigation menu of the course, select the Discussion Board link (*E.g. what link looks like in a live course*).



Step 2: Click on the discussion board link (*E.g. what the link looks like in a live course*).



**Follow the steps on page 2 to create a thread.*

Replying to a post

Step 1: Within the Discussion Board page, select the forum link you want to reply to.

| FORUM | DESCRIPTION | TOTAL POSTS | UNREAD POSTS |
|---|--|-------------|--------------|
| Virtual Office | <p>The Virtual Office is the place to ask general questions about the class:</p> <ul style="list-style-type: none">You may ask about assignments, directions, class concepts, or readings.If you have personal issues or concerns, it is better to email the instructor directly instead of posting in this forum. <p>Click on the "Virtual Office" link above to navigate to the Virtual Office discussion board.</p> <ul style="list-style-type: none">Once on that page, click on "Create Thread" to add your questions or comments.After you are finished composing your message, click on the "Submit" button located at the bottom right-hand corner of the page. | 0 | 0 |
| Week One Discussion Board | Please introduce yourself to your classmates and you may add a picture as well to make it more personal. You might want to discuss your interest or experience in one or more of the physical sciences we will be exploring this term. Which of these physical sciences do you find the most interesting? Why? | 29 | 29 |
| Week Two Discussion Board | ...—like what it means for something to travel at the speed of light—can be challenging to visualize and understand. One particularly difficult subject to get a handle on is the scale and size of the solar system. As a future elementary school teacher, how would you teach this concept? What materials would you utilize? What difficulties do you foresee and how could you address those difficulties? | 26 | 26 |

Step 2: Select the thread you want to reply to.

Forum: Week Two Discussion Board
In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)

Create Thread Grading Information Subscribe Search Display ▾

| Thread Actions | Collect | DATE | THREAD | AUTHOR | STATUS | UNREAD POSTS | UNREAD REPLIES TO ME | TOTAL POSTS |
|----------------|---------|-----------------|---|----------|-----------|--------------|----------------------|-------------|
| | | 5/1/20 12:06 PM | Outside Activity | Victor | Published | 4 | 0 | 4 |
| | | 5/1/20 12:00 PM | Planet Model | Claudia | Published | 6 | 0 | 6 |
| | | 5/1/20 11:57 AM | PENTREST IS THE BEST WEBSITE TO FIND IDEAS! | Linda | Published | 4 | 0 | 4 |
| | | 5/1/20 11:54 AM | Outside Activity | Joceline | Published | 4 | 0 | 4 |

Step 3: After reading the Thread, select the Reply button.

Thread: Planet Model Search Refresh

Select: All None Thread 5 of 6

Message Actions Expand All Collapse All 6 Post(s) in this Thread 5 Unread 0 Unread Replies to Me

Claudia Planet Model 12 days ago

To helping children understand solar system, I would first create visual model. Shows how turning and effects that each planet has. The showing of being able to see solar system that you are learning makes thing easier to understand. Students will need create their own solar systems so that they learn the order, size, etc. In addition to displaying video explain the functionality, because all students have different learning abilities, because some can be visual, sound or practical learning. To get them to understanding how our universe is, I'll show you this video:

<https://www.youtube.com/watch?v=Rj2bQWH6GCM>

It does a huge job of showing everything in perspective.

Reply Quote Email Author

Step 4: Type your response in the Message text box (A). If required, attach a file by using either “Browse My Computer” or “Browse Content Collection” and follow any subsequent prompts (B). Then click the Submit button to post your reply (C).

* Indicates a required field.

* Subject:

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Doing something visual is definitely a lot better in my opinion then just sitting in front of a class and just saying how far the distances are. Showing them and interacting with them and making some sort of hands on experiment would definitely help the kids understand better. I know personally I can learn something by doing it myself almost instantly but reading it out of a book it would take me a lot longer then doing it hands on. Great post!

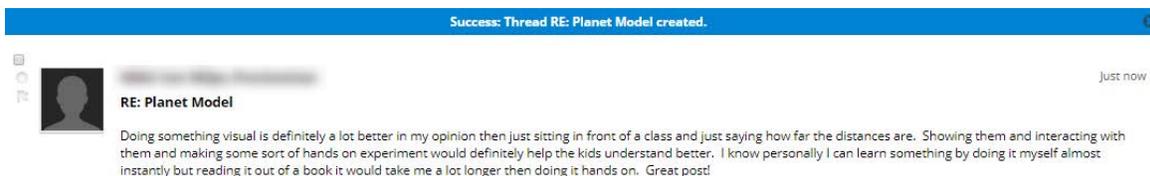
Path: p Words:82

Attach File:

A (points to text box) **B** (points to Attach File buttons) **C** (points to Submit button)

Cancel Save Draft **Submit**

**Note: By default, your reply will be posted at the bottom of the Thread page.*

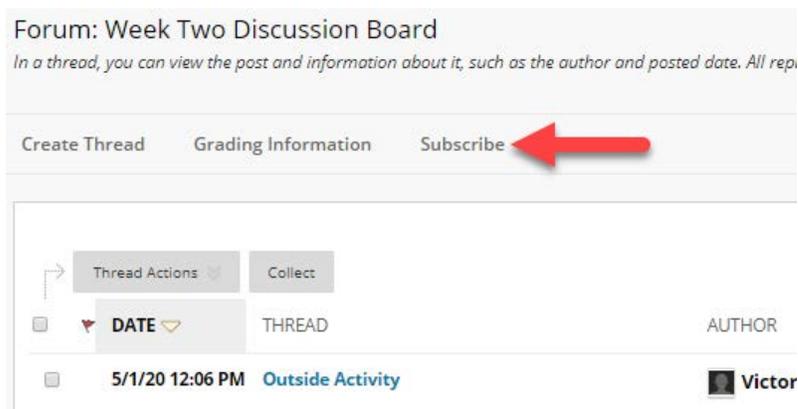


Subscribing to a Forum: You may want to subscribe to a forum to receive email notifications so you can stay up-to-date in the discussion board.

Step 1: Within the Discussion Board page, select the forum link you want to subscribe to.

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|---|--|-------------|--------------|
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Step 2: Click the Subscribe button.



Step 3: A blue banner will appear at the top of the Forum page with the following confirmation message, "Success: Subscribed to Forum." *Note: If you want to unsubscribe to a forum, simply click on the Unsubscribe button, which will give you a similar confirmation message.*

