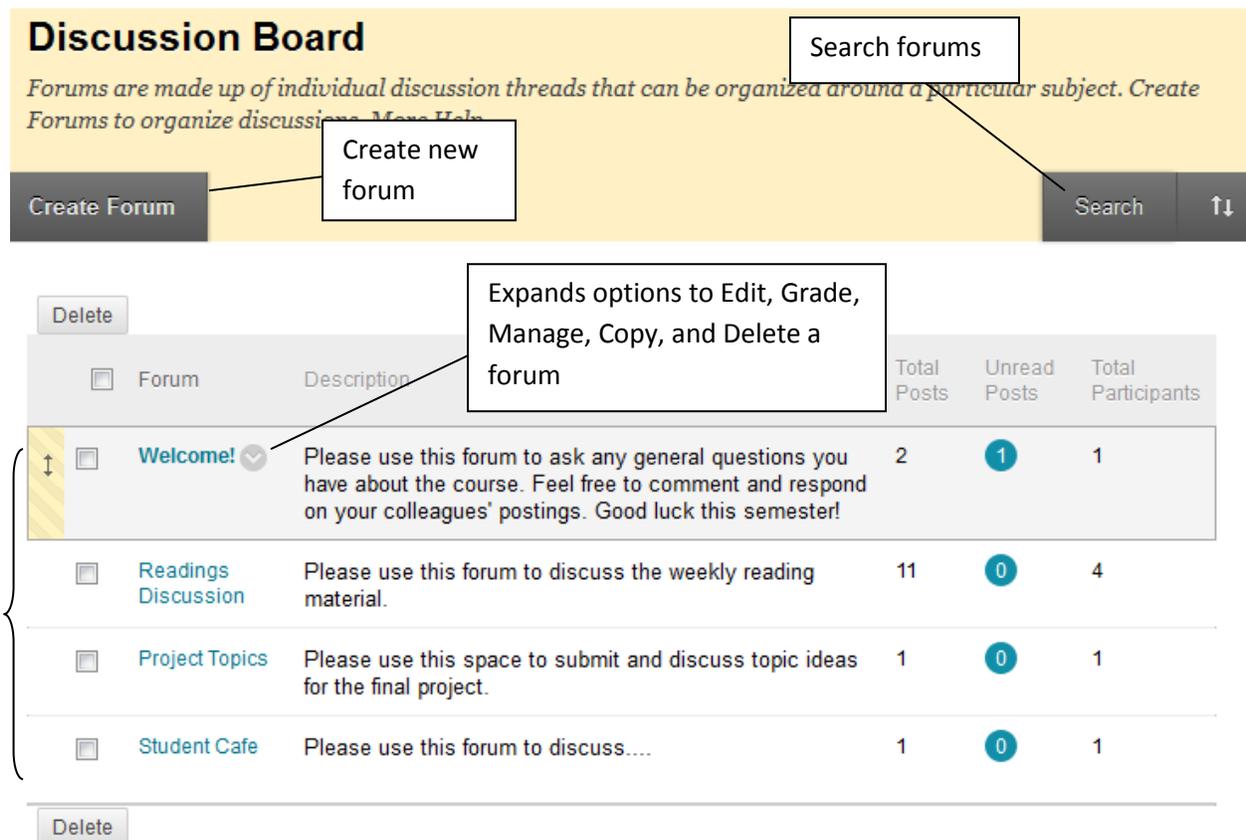


## Discussion Board

The discussion board allows students and instructors to participate in threaded class discussions in an “asynchronous” environment - participants do not need to be online at the same time to participate. There is a ‘post first’ option that instructors can select which requires students to post to the board before they are able to read what others’ have posted.

Discussions are organized into **forums**, which function as topics. Within each forum are **threads**, which consist of an initial post and the series of replies to that post. Students do not have permission to create forums – this must be done by instructors. Students can then create and respond to threads within a forum.



**Discussion Board**

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Search forums

Create new forum

Create Forum

Search

Expands options to Edit, Grade, Manage, Copy, and Delete a forum

Forum	Description	Total Posts	Unread Posts	Total Participants
Welcome!	Please use this forum to ask any general questions you have about the course. Feel free to comment and respond on your colleagues' postings. Good luck this semester!	2	1	1
Readings Discussion	Please use this forum to discuss the weekly reading material.	11	0	4
Project Topics	Please use this space to submit and discuss topic ideas for the final project.	1	0	1
Student Cafe	Please use this forum to discuss....	1	0	1

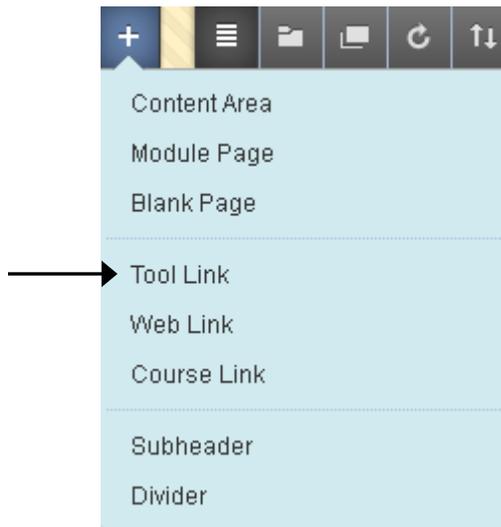
Forums

### Adding a discussion board to a site:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



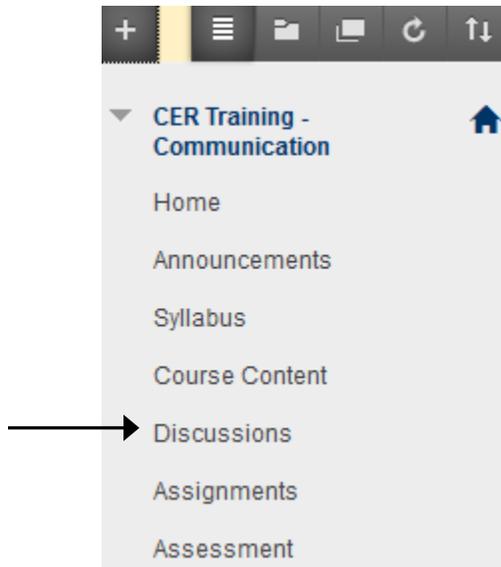
1. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'



2. Give the discussions area a name and choose 'Discussion Board' for the tool type. Check the box to make it available to users and click Submit.

A screenshot of the 'Add Tool Link' form. The form has a light blue background. It contains the following fields: 'Name:' with a text input field containing 'Discussions'; 'Type:' with a dropdown menu set to 'Discussion Board'; and a checked checkbox labeled 'Available to Users'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

2. Once added to the course menu, click on the link to begin using the discussion board.



## Adding a forum to the discussion board:

1. Navigate to your discussion board and click the 'Create Forum' button in the upper left.

Create Forum

2. Fill in the information about the forum:

Step 1: Give the forum a name and use the textbox to add a description, if desired.

### 1. Forum Information

\* Name

Description

**T** *T* **T** Arial 3 (12pt) **T**

Use this space to discuss ideas for the final project.

Step 2: Make the forum available to students or not, and set date and time restrictions if desired.

### 2. Forum Availability

Available  Yes  No

Enter Date and Time Restrictions  Display After     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Step 3: Choose settings for the forum (see "Forum Settings at a Glance" at the end of this document for more detail) and click Submit.

### 3. Forum Settings

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

*If participants are required to create threads in order to view other threads in the forum, or edit their own posts, and cannot post anonymously. Those options will be set for you*

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Create and Edit

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

Force Moderation of Posts

Additional Options

Allow Post Tagging

Allow Members to Rate Posts

Cancel

Submit

3. The new forum should now be added to the forum list. Click the forum link to access threads.

Success: Forum Project Topics created.

## Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum

Search



Delete

<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/>	<a href="#">Welcome!</a>	Please use this forum to ask any general questions you have about the course. Feel free to comment and respond on your colleagues' postings. Good luck this semester!	2	1	1
<input type="checkbox"/>	<a href="#">Readings Discussion</a>	Please use this forum to discuss the weekly reading material.	11	0	4
<input type="checkbox"/>	<a href="#">Student Cafe</a>	Please use this forum to discuss....	1	0	1
<input type="checkbox"/>	<a href="#">Project Topics</a>	Use this space to discuss ideas for the final project.	0	0	0

Delete

### Adding a thread to a forum:

1. Navigate to your discussion board and click on a forum from the forum list.

<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/>	<a href="#">Welcome!</a>	Please use this forum to ask any general questions you have about the course. Feel free to comment and respond on your colleagues' postings. Good luck this semester!	2	1	1
<input type="checkbox"/>	<a href="#">Readings Discussion</a>	Please use this forum to discuss the weekly reading material.	11	0	4
<input type="checkbox"/>	<a href="#">Student Cafe</a>	Please use this forum to discuss....	1	0	1
<input type="checkbox"/>	<a href="#">Project Topics</a>	Use this space to discuss ideas for the final project.	0	0	0

2. Click the 'Create Thread' button in the upper left.

Create Thread

3. Fill in the information about the thread:

Step 1: Fill in the subject and enter the message in the text box.

## 2. Message

✳ Subject

Message

Rich text editor toolbar: Bold, Italic, Underline, Arial, 3 (12pt), Bulleted List, Numbered List, ABC, Link, Unlink, Print, Info, Refresh, Close.

Here are some ideas that you may choose from, or that may inspire you:

1. DEVELOPMENT OF AN AUTO-SUMMARIZATION TOOL
2. DEVELOPMENT OF A FEATURE-RICH, RESUME BUILDER APPLICATION
3. DEVELOPMENT OF A CAMPAIGN INFORMATION SYSTEM
4. DEVELOPMENT OF A PRACTICAL RESOURCE MANAGEMENT SYSTEM (RMS)
5. DEVELOPMENT OF A PRACTICAL ONLINE TICKETS RESERVATION SYSTEM FOR MOVIE THEATRES

Step 2: Attach a file if desired, and click Submit when ready to post.

## 3. Attachments

Attach File

Browse My Computer

Browse Content Collection

## 4. Submit

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel

Save Draft

Submit

4. The new thread should now be added to the list of threads. Click on the thread to read or reply to it.

Success: Thread Some ideas for inspiration... created.

List View Tree View

### Forum: Project Topics

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Subscribe Search Display

Thread Actions	Collect	Delete	Date	Thread	Author	Status	Unread Posts	Total Posts
Thread Actions	Collect	Delete	5/9/13 12:12 PM	<a href="#">Some ideas for inspiration...</a>	Amy Brusini	Published	0	1

### Replying to a thread:

1. Navigate to the desired thread within a forum and click on it to expand the thread.

	Date	Thread	Author	Status	Unread Posts	Total Posts
	5/13/13 10:24 AM	<a href="#">Fast-food restaurant ordering system</a>	test3 student	Published	1	1
	5/13/13 10:22 AM	<a href="#">Library Management Solution</a>	test2 student	Published	1	1
	5/9/13 12:12 PM	<a href="#">Some ideas for inspiration...</a>	Amy Brusini	Published	0	3

Thread Actions: Collect, Delete

2. The original thread (“Some ideas for inspiration”) and all of its reply messages are displayed in an expanded format. To collapse any of the individual messages, push the mouse towards the top of the message box until the ‘Collapse’ icon appears. Click the mouse and the message will collapse. Hover in the same area to see the ‘Expand’ icon and click to expand.

To collapse or expand all messages at once, use the buttons at the top of the thread.

Select: All None Message Actions Expand All Collapse All is Thread 0 Unread

Click to collapse or expand all messages at once

Click to collapse or expand a message (icon appears when mouse is in top portion of message box)

**Amy Brusini** INSTRUCTOR MANAGER 3 days ago

**Some ideas for inspiration...**

Here are some ideas that you may choose from, or that may inspire you:

1. DEVELOPMENT OF AN AUTO-SUMMARIZATION TOOL
2. DEVELOPMENT OF A FEATURE-RICH, RESUME BUILDER APPLICATION
3. DEVELOPMENT OF A CAMPAIGN INFORMATION SYSTEM
4. DEVELOPMENT OF A PRACTICAL RESOURCE MANAGEMENT SYSTEM (RMS)
5. DEVELOPMENT OF A PRACTICAL ONLINE TICKETS RESERVATION SYSTEM FOR MOVIE THEATRES

Reply Quote Edit Delete

---

**test1 student** Email Author 49 minutes ago

**RE: Some ideas for inspiration...**

I'm intrested in doing a resume bulider application. It seems like it might be somewhat difficult, but I'm hoping I can handle it.

▲ Hide 1 reply

---

**Amy Brusini** INSTRUCTOR MANAGER 48 minutes ago

**RE: Some ideas for inspiration...**

I think this is a great choice for you - it will be challenging, but I think you have the skills to handle it.

3. To reply to a message, hover inside the message box and click ‘Reply.’ (Note: ‘Quote’ will include a copy of the existing message in the reply, ‘Edit’ allows you to edit the message, and ‘Delete’ will delete the message.)

There is also the option to send a private email to the author of any post.

Select: [All](#) [None](#) [Message Actions](#) [Expand All](#) [Collapse All](#) 3 Posts in this Thread [0 Unread](#)

**Amy Brusini** INSTRUCTOR MANAGER 3 days ago

**Some ideas for inspiration...**

[EXPAND](#)

**test1 student** [Email Author](#)

**RE: Some ideas for inspiration...**

I'm intrested in doing a resume bulider application. It seems like it might

[Reply](#) [Quote](#) [Edit](#) [Delete](#)

**Amy Brusini** INSTRUCTOR MANAGER

**RE: Some ideas for inspiration...**

I think this is a great choice for you - it will be challenging, but I think you have the skills to handle it.

Send private email to the author of the post

Click to Reply, Edit, or Delete a message (options appear when mouse is inside message box)

4. Fill in the information about the reply:

Step 1: Edit the subject line if needed and enter the reply in the text box.

\* Subject

Message

**T T T** Arial 3 (12pt) **T** [List](#) [More](#) [REC](#) [Link](#) [Image](#) [Fullscreen](#) [Close](#)

One suggestion I have for you is to do a Google search of existing resume builder applications. Take a look at several and see what works well and not so well, and use this information to help you decide what you might want to include in your design.

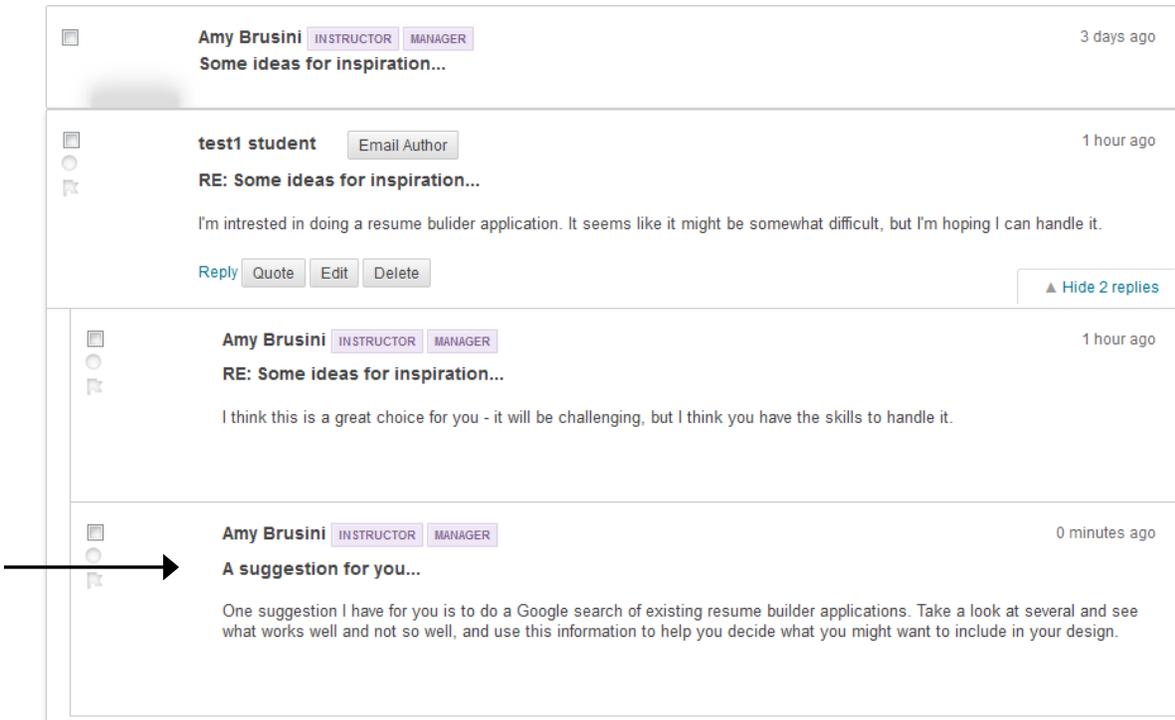
Step 2: Attach a file if desired, and click Submit when ready to post.

Attach File

[Browse My Computer](#) [Browse Content Collection](#)

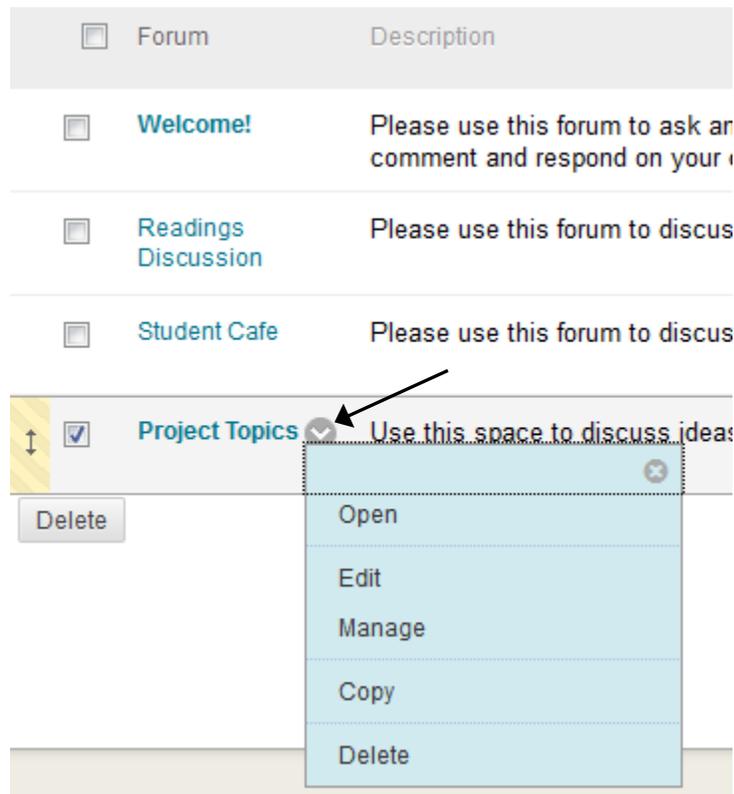
[Cancel](#) [Save Draft](#) [Submit](#)

5. The reply is now posted.



## Forum Options

Use the edit dropdown next to the forum name to expand its options.



**Open** – open the forum

**Edit** – modify the forum settings

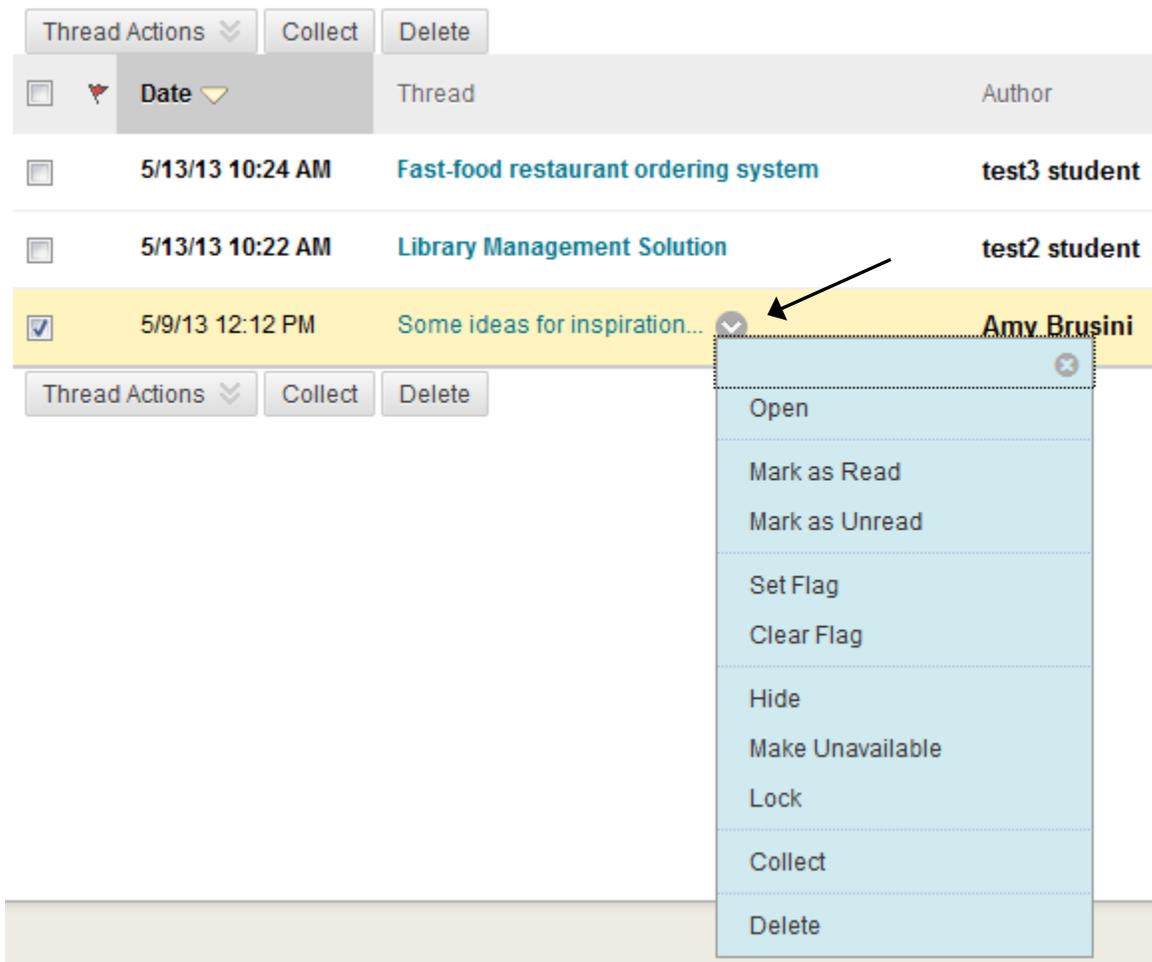
**Manage** – modify a participant’s role in the forum (moderator, participant, grader, etc.)

**Copy** – copy the forum or forum settings to another discussion board in the course site

**Delete** – delete the forum

## Thread Options

Use the edit dropdown next to the thread name to expand its options.



The screenshot shows a forum interface with a table of threads. At the top, there are buttons for 'Thread Actions', 'Collect', and 'Delete'. The table has columns for 'Date', 'Thread', and 'Author'. Three threads are listed: 'Fast-food restaurant ordering system' by test3 student, 'Library Management Solution' by test2 student, and 'Some ideas for inspiration...' by Amy Brusini. The third thread is highlighted in yellow, and a dropdown menu is open next to it, showing options: Open, Mark as Read, Mark as Unread, Set Flag, Clear Flag, Hide, Make Unavailable, Lock, Collect, and Delete. An arrow points to the dropdown arrow icon on the thread row.

<input type="checkbox"/>	Date	Thread	Author
<input type="checkbox"/>	5/13/13 10:24 AM	Fast-food restaurant ordering system	test3 student
<input type="checkbox"/>	5/13/13 10:22 AM	Library Management Solution	test2 student
<input checked="" type="checkbox"/>	5/9/13 12:12 PM	Some ideas for inspiration...	Amy Brusini

**Open** – open the thread

**Mark as Read/Unread** - mark thread as read or unread

**Set Flag/Clear Flag** – set or clear a flag on a thread

**Hide** - make a locked thread invisible to users

**Make Unavailable** - make a thread hidden and inaccessible to all users except forum managers

**Lock** – make a thread read-only; users may not post to a locked thread

**Unlock** - make a thread read-write; users may read and post to unlocked threads

**Collect** - select one or more posts or threads to be included in a page that can be sorted, filtered, printed, and saved as a document

**Delete** – delete the thread

## Viewing threads using the 'Collect' option

The 'Collect' option is a feature which allows you to easily select and view multiple threads/posts at once. They can then be sorted and printed, if desired.

1. Navigate to a particular forum within the discussion board. Click to open the forum.

<input type="checkbox"/> Forum	Description	Total Posts	Unread Posts
<input type="checkbox"/> <a href="#">Welcome!</a>	Please use this forum to ask any general questions you have about the course. Feel free to comment and respond on your colleagues' postings. Good luck this semester!	2	1
<input type="checkbox"/> <a href="#">Readings Discussion</a>	Please use this forum to discuss the weekly reading material.	11	0
<input type="checkbox"/> <a href="#">Student Cafe</a>	Please use this forum to discuss....	1	0
<input type="checkbox"/> <a href="#">Project Topics</a>	Use this space to discuss ideas for the final project.	6	2

Delete

2. Select the threads that you wish to view using the checkboxes on the left and click the 'Collect' button at the top.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Date	Thread
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/13/13 10:24 AM	<a href="#">Fast-food restaurant ordering system</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/13/13 10:22 AM	<a href="#">Library Management Solution</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/9/13 12:12 PM	<a href="#">Some ideas for inspiration...</a>

3. All threads that you have selected and all posts within them will be displayed for easy viewing. Use the 'Sort by' and 'Ordering' dropdowns to sort the results. Use the 'Filter' button to filter results more precisely. 'Print Preview' can be used to view and print collected threads.



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

Sort by [Subject](#) [Order](#) ▲ [Ascending](#)

Thread: Some ideas for inspiration...  
Post: [A suggestion for you...](#)  
Author: **Amy Brusini** [INSTRUCTOR](#) [MANAGER](#)  
Posted Date: May 13, 2013 11:58 AM  
Status: Published

One suggestion I have for you is to do a Google search of existing resume builder applications. Take a look at several and see what works well and not so well, and use this information to help you decide what you might want to include in your design.

[Reply](#) [Quote](#) [Mark as Unread](#)

Thread: Fast-food restaurant ordering system  
Post: [Fast-food restaurant ordering system](#)  
Author: **test3 student**  
Posted Date: May 13, 2013 10:24 AM  
Status: Published

I'm interested in developing a fast-food restaurant ordering system.

[Reply](#) [Quote](#) [Mark as Read](#)

Thread: Library Management Solution  
Post: [Library Management Solution](#)  
Author: **test2 student**  
Posted Date: May 13, 2013 10:22 AM  
Status: Published

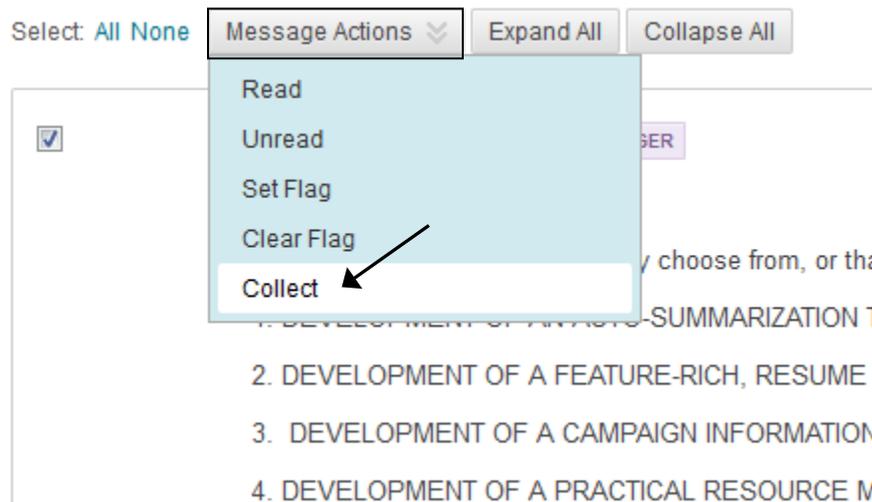
What do you think of developing a library management solution? Would this be possible?

[Reply](#) [Quote](#) [Mark as Read](#)

Thread: Some ideas for inspiration...  
Post: [RE: Some ideas for inspiration...](#)  
Author: **Amy Brusini** [INSTRUCTOR](#) [MANAGER](#)  
Posted Date: May 13, 2013 10:19 AM  
Status: Published

I think this is a great choice for you - it will be challenging, but I think you have the skills to handle it.

4. The Collect option is also available within individual threads. Navigate to a desired thread within a forum. Select the posts you wish to view and click the 'Message Actions' dropdown and choose 'Collect.'



## Grading Discussion Board Posts

### Making a Forum 'Gradable' and Grading a Forum:

1. When creating a forum, select 'Grade Discussion Forum' from the settings and enter in the points possible. Also decide if and how often you want participants in this forum to be included in the 'needs grading' status of the Grade Center. For example, if the option is selected and the number of posts is set to 1, the 'needs grading' status will appear each time a participants posts. If the number of posts is set to 5, the 'needs grading' status will appear only after a participant has posted five times.

**Note:** If the forum has already been created, and you'd like to change it to a graded forum, click the edit dropdown to the right of the forum name and choose 'Edit' to edit the settings. Click Submit.

### 3. Forum Settings

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Show participants in "needs grading" status  after every  Posts

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Selecting this box will show forum participants in the 'needs grading' status of the grade center each time they post.

2. Once the forum has been created and you are ready to grade it, select it from the list of forums.

<input type="checkbox"/>	Forum	Description
<input type="checkbox"/>	Welcome!	Please use this forum to ask any general questions you have about the course. Feel free to comment and respond on your colleagues' postings. Good luck this semester!
<input type="checkbox"/>	Readings Discussion	Please use this forum to discuss the weekly reading material.
<input type="checkbox"/>	Student Cafe	Please use this forum to discuss....
<input checked="" type="checkbox"/>	Project Topics	Use this space to discuss ideas for the final project.

- Click the 'Grade Discussion Forum' button at the top.

Create Thread    **Grade Discussion Forum** ←    Search    Display ▾

Thread Actions ▾    Collect    Delete

<input type="checkbox"/>	Date ▾	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	4/15/14 4:17 PM	<a href="#">Ideas for Projects...</a>	Amy Brusini	Published	0	3
<input type="checkbox"/>	4/15/14 4:04 PM	<a href="#">Topic Idea</a>	test1 student	Published	1	1
<input type="checkbox"/>	10/13/10 2:53 PM	<a href="#">My project topic idea</a>	test2 student	Published	0	1

- Locate the student you wish to grade and select the corresponding 'Grade' button for that student.

<input type="checkbox"/>	Last Name ▲	First Name	Username	Posts	Grade
<input type="checkbox"/>	student	test3	test3_student	0	-- <input type="button" value="Grade"/>
<input type="checkbox"/>	student	test2	test2_student	2	-- <input type="button" value="Grade"/>
<input type="checkbox"/>	student	test1	test1_student	2	-- <input type="button" value="Grade"/>

- The list of posts made by this particular student appears. Enter the grade, any feedback to the student (optional), and any grading notes for yourself (optional.) Click Submit to save the grade.

Click 'Forum Statistics' to expand a display of participation statistics by this particular student.

Select: All None    Mark ▾    Sort by: Subject    Order: ▲ Ascending

Thread: Ideas for Projects...    Posted Date: April 16, 2014 2:11 PM  
 Post: RE: Ideas for Projects...    Status: Published  
 Author: test1 student    Overall Rating: ★★★★★

I'd like to do something with soil pH and plant growth. Can I make an appointment to come talk to you about it in more detail?

---

Thread: Topic Idea    Posted Date: April 15, 2014 4:04 PM  
 Post: Topic Idea    Status: Published  
 Author: test1 student    Overall Rating: ★★★★★

I'm still contemplating my ideas for now.

Forum Statistics ▾

test1 student (2)

4/15/14 4:04 PMGrade

FEEDBACK - SHOWN TO LEARNER

I think you'll find it's a fascinating topic. I would be happy to meet with you to discuss in more detail.

Character count: 108

GRADING NOTES - PRIVATE

Character count: 0

Select: All None    Mark ▾

6. The grade is automatically entered into the Grade Center.

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Username	<input type="checkbox"/> Project Topics
<input type="checkbox"/> student	test1	test1_student	5.00
<input type="checkbox"/> student	test2	test2_student	
<input type="checkbox"/> student	test3	test3_student	--

**Note:** The 'Grade Forum' feature allows you to add/edit a grade for the forum as a whole – not for each individual entry. (I.e. Blackboard creates **one column** in the grade center for the forum – not multiple columns for each post.) If you want to enter a separate grade for each post, you will need to manually create your own columns in the grade center.

### Making a Thread 'Gradable' and Grading the Thread:

7. When creating a forum, select 'Grade Threads' from the settings.

**Note:** When this setting is selected, students are not allowed to create new threads – the instructor must create all new threads. Blackboard displays a message letting you know that this setting has been set for you (in blue).

### 3. Forum Settings

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

*If participants are required to create threads in order to view other threads in the forum, they cannot delete or cannot post anonymously. Those options will be set for you automatically.*

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

This type of forum requires a specific set of options enabled. Those options were set for you:

- Allow Members to Create New Threads was turned OFF

8. Once the forum has been created, the instructor has to create the first thread so that students can participate. Follow the steps for "Adding a Thread to a Forum."

Before clicking Submit, there will be additional options in the Grading section:

-Check the box to grade the thread and enter in the points possible.

-Decide if and how often you want participants in this thread to be included in the 'needs grading' status of the Grade Center. For example, if the option is selected and the number of posts is set to 1, the 'needs grading' status will appear each time a participant posts. If the number of posts is set to 5, the 'needs grading' status will appear only after a participant has posted five times.

-Enter a due date, if desired. If a student posts after the due date, it will be marked late.

-Add a rubric if desired.

-Click Submit.

#### 4. Grading

*If a Due Date is set, submissions are accepted after this date, but*

Grade Thread

Points possible:

Show participants in "needs grading" status  after every  Posts

Due Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

Selecting this box will show forum participants in the 'needs grading' status of the grade center each time they post.

9. When you are ready to grade the thread, click the 'Grade Thread' button in the last column of the list of threads:

Thread Actions	Collect	Delete	Date	Thread	Author	Status	Unread Posts	Total Posts	Grade
<input checked="" type="checkbox"/>			5/31/13 12:02 PM	Week 4 Discussion	Amy Brusini	Published	1	4	<input type="button" value="Grade Thread"/>
<input type="checkbox"/>			1/19/11 1:45 PM	Week 3 Discussion	Virginia Hall	Published	0	1	<input type="button" value="Grade Thread"/>

10. Locate the student you wish to grade and select the corresponding 'Grade' button for that student.

Last Name	First Name	Username	Posts	Grade
<input type="checkbox"/> student	test3	test3_student	0	-- <input type="button" value="Grade"/>
<input type="checkbox"/> student	test2	test2_student	1	-- <input type="button" value="Grade"/>
<input type="checkbox"/> student	test1	test1_student	2	-- <input type="button" value="Grade"/>

11. The list of posts made by this particular student appears. Enter the grade, any feedback to the student (optional), and any grading notes for yourself (optional.) Click Submit to save the grade.

Click 'Thread Statistics' to expand a display of participation statistics by this particular student.

The screenshot shows a Blackboard discussion thread with two posts. The first post is by 'test1 student' with the text 'I don't trust the integrity of the source...'. The second post is also by 'test1 student' with the text 'No, I don't agree with the evidence presented by the author in this article. I don't think his source is very reliable, and he also only cites one source.' To the right, the 'Thread Statistics' sidebar is open, showing a grade of 7/10 for 'test1 student (2)'. Below the grade, there is a 'FEEDBACK - SHOWN TO LEARNER' section with the text 'Some good points, but I think you could have expanded on your ideas somewhat.' and a 'GRADING NOTES - PRIVATE' section which is currently empty. A 'Submit' button is visible at the bottom of the sidebar.

12. The grade is automatically entered into the Grade Center.

Last Name	First Name	Username	Week 1 Article
student	test1	test1_student	7.00
student	test2	test2_student	--
student	test3	test3_student	--

**Note:** The 'Grade Threads' feature allows you to add/edit a grade for the thread as a whole – not for each individual entry. (I.e. Blackboard creates **one column** in the grade center for the thread – not multiple columns for each post.) If you want to enter a separate grade for each post, you will need to manually create your own columns in the grade center.

## Forum Settings at a Glance

When creating a new forum, an instructor has several settings to choose from:

<b>Setting:</b>	<b>Description:</b>
Standard View	All threads visible all the time.
Participant must create a thread in order to view other threads in this forum.	Prevents students from viewing/copying other students' responses to the thread.
No Grading in Forum	Members will not be graded for individual contributions to the Forum.
Grade Forum	Enables grading at the Forum level. A column in the Grade Center is created for the Forum.
Grade Threads	Enables grading at the Thread level. A column in the Grade Center is created for the Thread.
Do not allow subscriptions	No subscriptions for this Forum.
Allow members to subscribe to Threads	Allows subscription to threads only. When a new message in a thread is posted, members who are subscribed receive an email notice that a new message is posted.
Allow members to subscribe to Forum	Allows subscription to the entire Forum. When a new message or thread is posted, members who are subscribed receive an email notice that new material is posted.
Allow Anonymous Posts	Posts can be submitted anonymously. Anonymous posts cannot be graded.
Allow Author to Delete Own Posts	Users can delete all their own posts, or just posts with no replies. Deleted posts cannot be recovered.
Allow Author to Edit their Own Published Posts	Users can edit their published posts – no record of the original post is saved.
Allow Members to Create New Threads	Members are permitted to create new threads in the Forum. This setting cannot be used when threads are graded.
Allow File Attachments	Messages within the Forum are allowed to contain file attachments.
Allow Users to Reply with Quote	Users can include the text of the original message in any replies to that message. This is enabled by default.
Force Moderation of Posts	Requires that all messages are reviewed and approved or rejected by a moderator. Messages that are approved are posted and messages that are rejected are returned to the author.
Allow Members to Rate Posts	Posts can be rated using a five star system to encourage quality posts.
Show participants in 'Needs Grading' status (option appears if grading a forum)	If selected, participant names will display in the 'Needs Grading' status inside the Grade Center.