



## Blackboard 8.x Discussion Board Interface Overview

### Introduction

Forum messages can be accessed via two views: Tree or List. Most features are present in both views but may be displayed differently. Choose Tree or List View by clicking the button in the top right. Note that the button that is *not* clickable is the view you are presently in.

### Tree View

- Tree View is similar to former Blackboard forum interface.
- Flagging a message is present only in Tree View. (Please note that you are only flagging a message for yourself.)
- To grade a thread, you must click into the thread.

### List View

- List View is the newer interface. This is the view that displays when you first open Discussions.
- The ability to sort messages by date, thread (subject line), author, status, or number of unread or total posts is found only in this view.
- In this view as well, it is possible to set the status of a thread to Published, Hidden, Unavailable, Locked, or Unlocked. These states are defined in the table below.

Status	Meaning
Published	All discussion forum participants can view.
Hidden	Thread will not automatically display to students but if students choose to view Hidden messages, they will be able to access them.
Unavailable	Students will not see a thread at all.
Locked	Thread can be viewed but not replied to.
Unlocked	Thread can be viewed and replied to.
<i>Note:</i> The archive function does not exist in 7.3. Hiding threads is the closest option.	

### Other Useful Information

It is possible to create a draft post by clicking Save. To publish a post, it is necessary to click Submit.

Subject lines of unread messages and threads are in bold.

Select All and Collect are available in both views, but Select All is now in the footer bar and requires clicking Go. Collect remains in the header.

It is possible to search all discussion forums at once, including group discussions. In the main course Discussions page, click the Search button in the right header. Under the Search box, select All Forums in Course from the drop down box.

If you have selected Grade Forum in the Forum settings, you will see a Grade column with a clickable icon in the list of discussion boards. Clicking that icon accesses a list of students. Clicking the Grade icon next to a student accesses a list of that student's threads, any one of which is clickable. There is a text box for entering the grade at the top of the page. If you have selected Grade Thread, grading is most intuitively done in List View where there will be a Grade column with an Enable icon for creating a gradable item for a thread. Note that students *cannot* start new threads if Grade Thread is selected. They *can* reply to existing threads.