

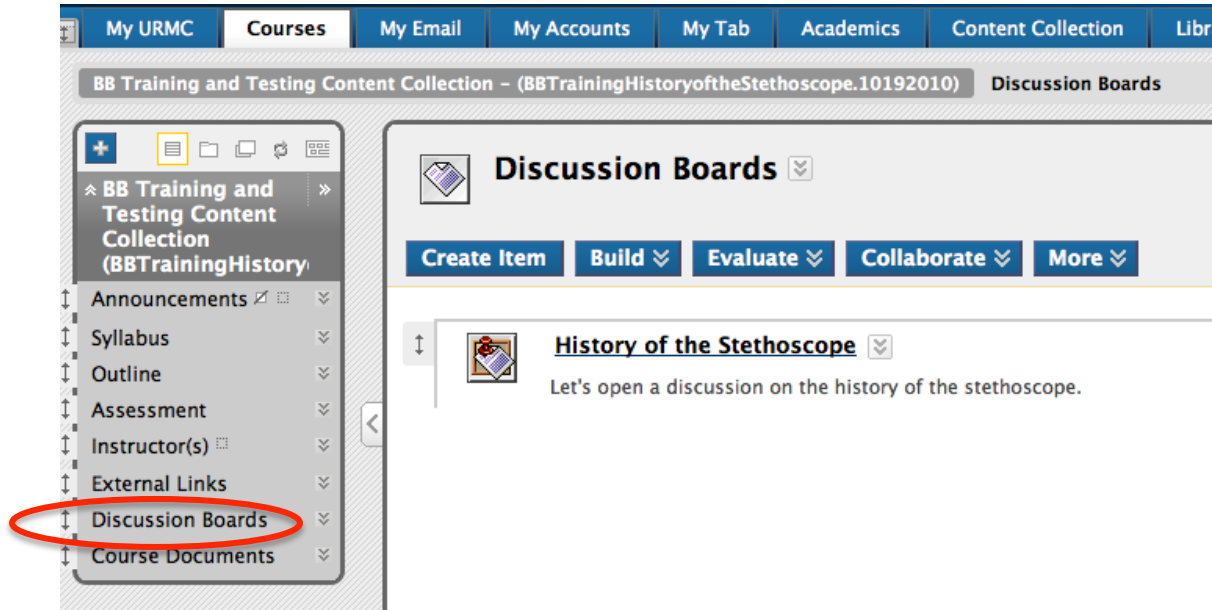
## About the Discussion Board

The Discussion Board is an outcomes-based learning tool that is applied in a number of ways to enhance learning and measure performance.

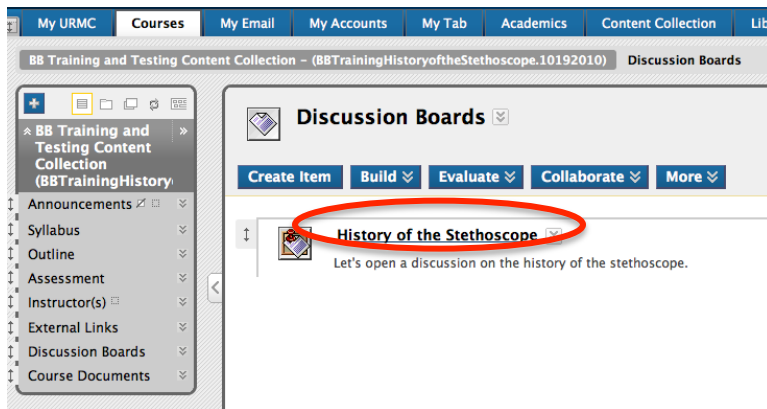
## View and Organize Discussion Board Content

Forums can appear throughout a Course, in any area where an Instructor chooses. All Forums that are not a part of a group are accessible from various points in the Course or by going to the Discussion Board tool. The Discussion Board tool centralizes all of the Forums in the Course.

For the purpose of this documentation, the discussion board is contained in an individual content area.



When users open the Discussion Board, by clicking on the link, they will only see those Forums they can access.



Instructors, Administrators, and other user roles with similar permissions can only view unavailable Forums. The unavailable status of a Forum is displayed on the Discussion Board page, beneath the name of the Forum.

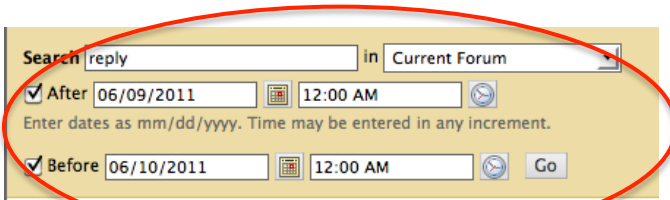


### Searching the Discussion Board

Users can search for a specific text string (phrase, word, or part of a word) in the Discussion Board.

To access the search function,

1. Click Search.
2. Type a search term in the Search field. Select an area to search in from the drop-down list: Current Discussion Board or All Forums in Course.
3. Click Go.



Users can narrow their search by adding a timeframe to the text string.

### Thread Status

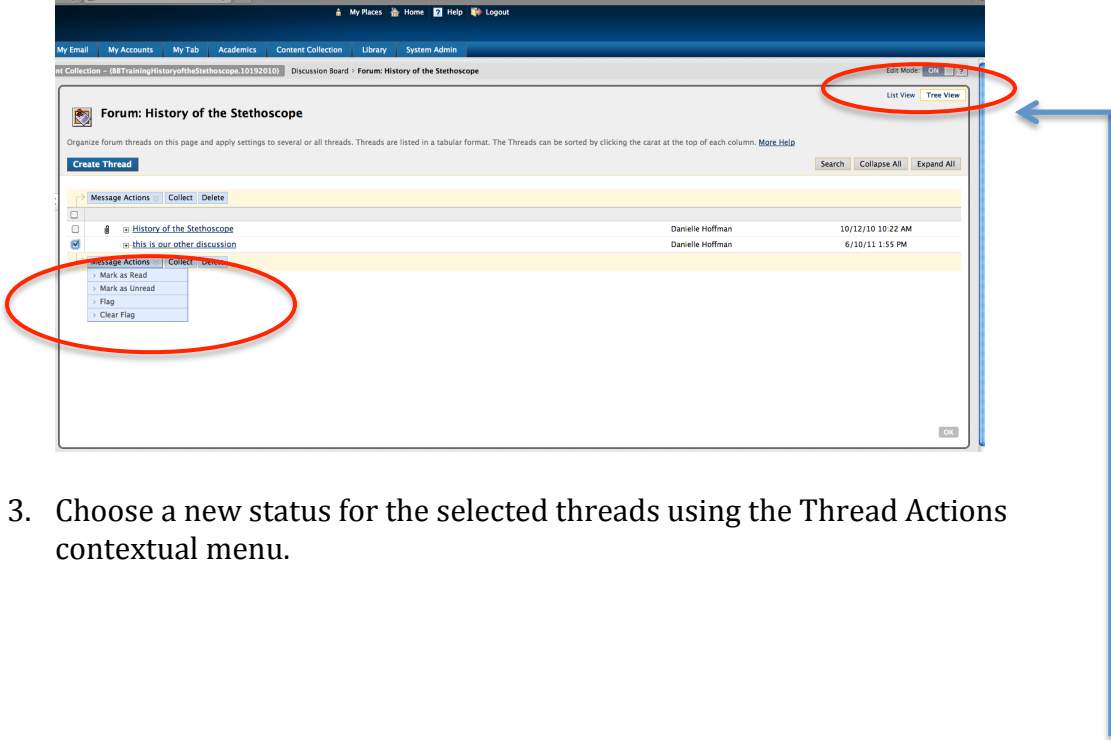
The Forum Manager can change the status of a thread to one of the following:

- **Published:** A published thread is available to users.
- **Locked:** Users may read the thread but not edit or add to it. Locking a thread allows grades to be assigned without users updating or changing posts.

- **Unlocked:** Unlocking a thread allows users to edit and add to the thread.
- **Hidden:** Hidden threads do not display unless the user chooses. Hidden threads may not be edited. Hiding threads deletes outdated threads and makes relevant content easier to find.
- **Unavailable:** Unavailable threads are only visible to Forum managers. Even then, Forum managers must choose to view these threads. Making threads unavailable means those other users cannot view the thread.

Follow these steps to change the status of a thread:

1. Open a Forum in the Discussion Board.
2. Select threads.



3. Choose a new status for the selected threads using the Thread Actions contextual menu.

## Forum View

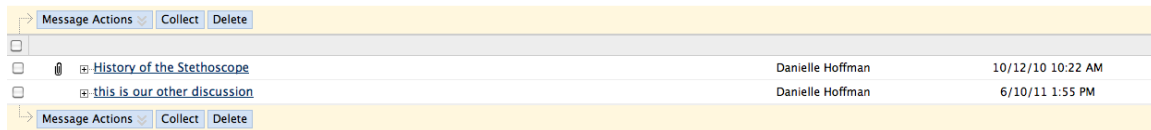
The Forum view lists the threads in the Forum and includes several options for displaying and managing threads. The Forum is viewed in one of two contexts: Tree View or List View. This choice remains in effect until the user changes it; it is changed at any time. These choices are available above the Action Bar.

### Tree View

The Tree View presents the thread starter messages and their child messages. The child messages are expanded or collapsed for the entire view by using the Expand All or Collapse All buttons. Individual threads are expanded and collapsed by using the plus/minus icon next to each message. Unread threads and messages are displayed in bold type. If a thread starter message has unread children, then the thread starter message is displayed in bold if it is collapsed.

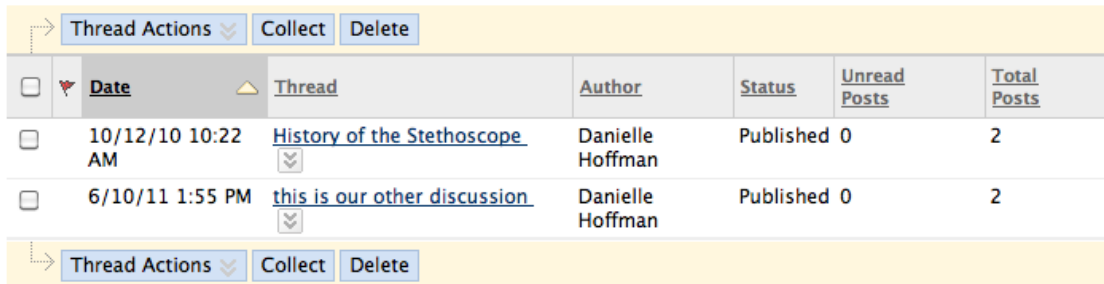
A search function is available at the top of the page.

Tree View represented below



The screenshot shows the Tree View interface. At the top, there is a yellow bar with a 'Message Actions' dropdown menu and 'Collect' and 'Delete' buttons. Below this, two threads are listed. Each thread has a square icon on the left, a plus sign, and a minus sign. The first thread is 'History of the Stethoscope' by Danielle Hoffman, dated 10/12/10 10:22 AM. The second thread is 'this is our other discussion' by Danielle Hoffman, dated 6/10/11 1:55 PM. At the bottom, there is another yellow bar with a 'Message Actions' dropdown menu and 'Collect' and 'Delete' buttons.

List View represented below



The screenshot shows the List View interface. At the top, there is a yellow bar with a 'Thread Actions' dropdown menu and 'Collect' and 'Delete' buttons. Below this is a table with the following columns: 'Date', 'Thread', 'Author', 'Status', 'Unread Posts', and 'Total Posts'. There are two rows of data. The first row is for 'History of the Stethoscope' by Danielle Hoffman, published on 10/12/10 10:22 AM, with 0 unread posts and 2 total posts. The second row is for 'this is our other discussion' by Danielle Hoffman, published on 6/10/11 1:55 PM, with 0 unread posts and 2 total posts. At the bottom, there is another yellow bar with a 'Thread Actions' dropdown menu and 'Collect' and 'Delete' buttons.

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	10/12/10 10:22 AM	<a href="#">History of the Stethoscope</a>	Danielle Hoffman	Published	0	2
<input type="checkbox"/>	6/10/11 1:55 PM	<a href="#">this is our other discussion</a>	Danielle Hoffman	Published	0	2