

## Managing Student Interactions with Blackboard

This document will show you how to use:

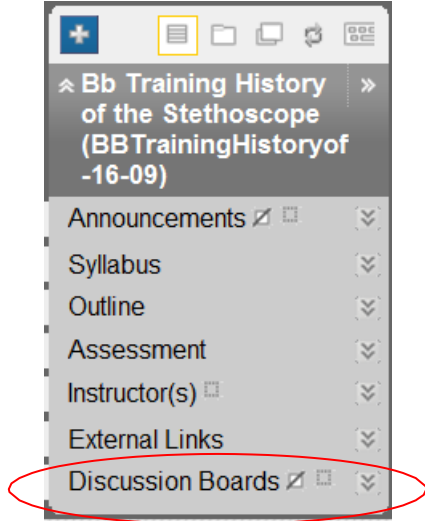
- Discussion Forums
- Groups
- Email within a Blackboard course

### Discussion Forum

Adding a link to a Discussion Board forum places the forum in the content area. This creates a streamlined experience where users interact with each other in the same area where they discover content. A link can connect to an existing forum or a new forum can be created and linked.

For advanced documentation on Discussion Boards please see the [Blackboard Tutorials for Instructors and Designer, under Communication Tools in Blackboard](#)

- To add a Discussion Board forum, click on the link, **Discussion Boards** on the left side **Course menu**.



- At the next window, click the radio button the “Link to Discussion Board Page”.
- Click the button, “Create New Forum”.
- At the next window, type the name of the discussion forum in the \*Name field, and add a description.
- Set the Forum settings, where you can control the options the students have within the forum.

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**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.

**3. Forum Settings**

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New 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

Allow Members to Rate Posts

Force Moderation of Posts

Grade  No Grading in Forum

Grade Forum: Points possible:

Grade Threads

- At the next window, in the “text” field, type text to begin the discussion amongst your students.
- Under Options, by default, the radio button to “Available” is selected “Yes”. Make the appropriate changes to the Options area as you need.
- Click **Submit**.

**Edit Link: Discussion Board**

★ Indicates a required field.

**1. Link Information**

★ Link Name

Color of Name

Link

Text

Visual Editor:  ON

Normal  Arial

Let's open a discussion on the history of the stethoscope.

Path:

**2. Options**

Available  Yes  No

Track Number of Views  Yes  No

Date Restrictions

Display After

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

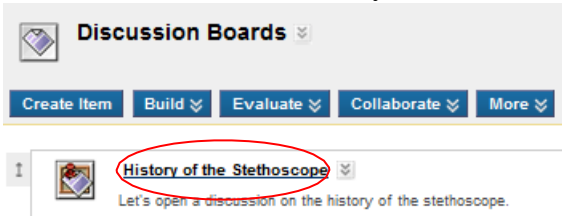
Display Until

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

**3. Submit**

Once that's complete, you'll be brought back to the **Discussion Board** content area and can see your change.

- Click on the text, "History of the Stethoscope" to add a new thread.



- At the next window, click the "Create Thread" button.
- In the \*Subject field, type the name of the subject for the thread, "History of the Stethoscope".
- Type your message in the text box, attach a document, if need be.
- Click **Submit**.

- Within that thread, students can reply to the thread to create a new post, by clicking on the thread name.



- At the next window, details of the post are displayed, and you will see the **Reply** button.



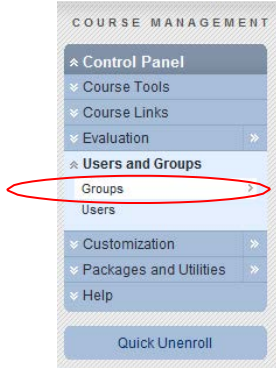
I think we should start with the stethoscope creating date.

- Click **Reply**, type your message in the message field.
- Click **Submit**.

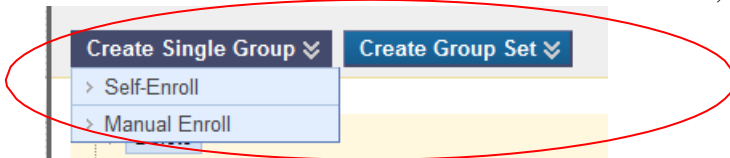
## Groups

Groups allow you to create formal groups of students to collaborate on work. Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing student to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a group.

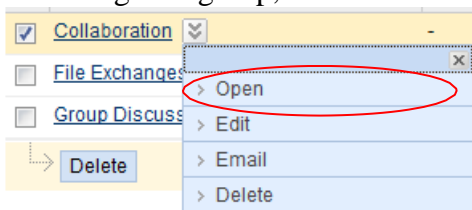
- Select **Users and Groups** from the **Course Management** menu.



- Click on either the **Create Single Group** or **Create Group Set** tab, depending on your need, and choose from either **Self-Enroll** or **Manual Enroll**, again depending on your need.



- At the next window, add a title and description of the created group.
- Check the boxes for the Group Options that you want to allow. Make sure the number of groups to create is filled in.
- Click **Submit**
- To manage the group, click on the **Open** next to the group name, and click **open**.



The students can exchange files and discuss topics by going to **Users and Groups > Group > name of the group**.

<input type="checkbox"/>	Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/>	Collaboration	-	No	Yes
<input type="checkbox"/>	File Exchanges 1	File Exchanges	Yes	Yes
<input type="checkbox"/>	Group Discussion Board 1	Group Discussion Board	No	Yes

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## Send E-mail

You can send email to any individual or group in the course.

### Send Email

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- ▶ [All Users](#)  
Send email to all of the users in the Course.
- ▶ [All Groups](#)  
Send email to all of the Groups in the Course.
- ▶ [All Student Users](#)  
Send email to all of the Student users in the Course.
- ▶ [All Teaching Assistant Users](#)  
Send email to all of the Teaching Assistant users in the Course.
- ▶ [All Instructor Users](#)  
Send email to all of the Instructor users in the Course.
- ▶ [All Observer Users](#)  
Send email to all Observer users in the Course.
- ▶ [Single / Select Users](#)  
Select which users will receive the email.
- ▶ [Single / Select Groups](#)  
Select which Groups will receive the email.
- ▶ [Single / Select Observer users](#)  
Send an email to selected Observer users.

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