



Best Practices for Discussion Boards in Bb

1- Use a forum for every week/topic of discussion

Using a different forum for each week (or topic) will make the discussion boards more organized and have a clear structure. Using only one forum for all class discussions and topics can result in slow loading of the pages in Bb.

The screenshot shows a Blackboard Discussion Board interface. At the top, it says "Discussion Board" and "Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)". Below this is a navigation bar with "Create Forum" and "Search" buttons. The main content area is titled "Weekly Forum Structure" in large yellow text. Below the title is a table with columns: Forum, Description, Total Posts, Unread Posts, and Total Participants. The table contains one row for "Week 1 - Introduction".

Forum	Description	Total Posts	Unread Posts	Total Participants
Week 1 - Introduction	Create a new thread by introducing yourself. Check out at least one other classmate thread and reply to him/her. Introduction threads should be no less than 100 words and no longer than 250 words.	2	0	1

A weekly forum will need to be created for each discussion. Students must be allowed to create threads. So make sure this setting is checked!

Allow Members to Create New Threads

2- Provide Clear Instructions and Expectations

Having clear instructions and expectations from the very beginning sets the class discussion on the right track. Even if you have the directions and expectations mentioned in the syllabus, putting them in the description box helps students to know what they are expected to do and, most importantly, it will avoid confusion.

The screenshot shows a Blackboard forum description box for "Week 1". The text inside the box provides clear instructions and expectations for the discussion.

Reply to the following questions:
1- Question sample one
2- Question sample two
Your answer should not be less than 100 words and no more than 250 words.
You are required to participate in the discussion to gain points.
answers should reflect deep analysis and critical thinking. It should not be like "I agree with you" or "I think you are wrong"
Discussion begin Monday at 8 PM and finishes next Monday at 10 PM



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LEARNING TECHNOLOGIES

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3-Set hyperlinks (and external web URLs) to be open in a new page:

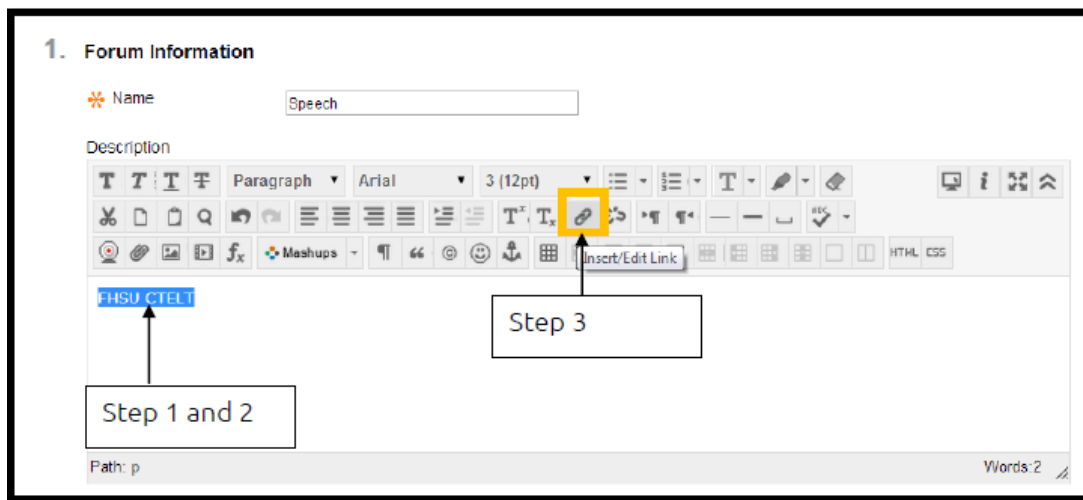
It's always a good idea to have two browser windows open when posting hyperlinks to Blackboard. One window can be the website from which you are copying and pasting the link. The other browser window should be your Blackboard course.

[All links in Bb Should be set to open in a New Tab/Window](#)

Step 1: Create an item, a thread in the Discussion Board or an Announcement.

Step 2: Type the title of the website.

Step 3: Highlight the text you wish to make into a link, then click the Hyperlink button in the second row of buttons. It looks like a chain link.

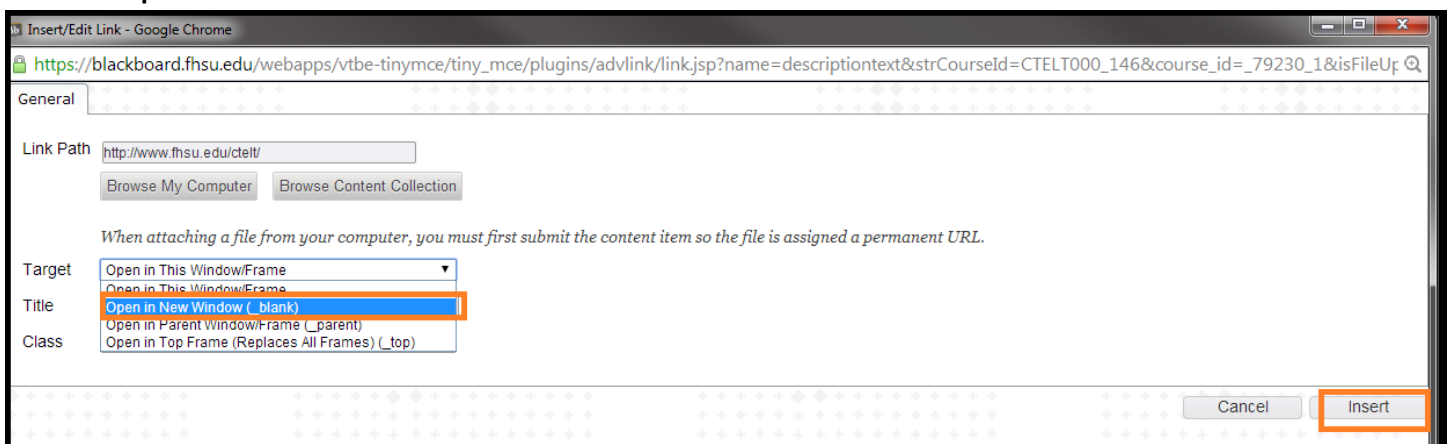


Step 4: The Insert/Edit Link page will open in a pop-up window.

Step 5: Paste the entire URL (web address) into the Link Path box.

Step 6: Change the Target to "Open in a New Window"

Step 7: Select Insert to save the link.



Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.



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Other best practices can be:

4. Ask questions that stimulate actual discussion, not simply replies.

Avoid asking questions that will generate the same answer from every student. Instead, ask students to find examples/persuade others of something/evaluate websites they've discovered/etc. Thought-provoking discussion prompts can encourage students to apply what they are learning and extend those ideas beyond the text or the course itself.

5. Require students to participate in discussions as a way to signal that their ideas are important.

It is also good to expect (i.e., require) students to respond to the ideas of their peers constructively and critically. Include an example of a "good discussion post" and a "good response" along with some criteria for grading so that your expectations are clear.

6. Use the "Participants must create a thread in order to view the other threads in this forum" option.

This feature ensures that students will present their responses before reading what others have posted and simply summarizing those.

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.

7. Do not allow anonymous posts.

There may be circumstances in which anonymous posting is appropriate (sensitive topics of discussion, for example) but consider this carefully before opting to turn it on.

Create and Edit

leave it
unchecked

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies



Forward thinking. World ready.

8. Allow students to subscribe to forums.

When you check this option, students receive notification e-mails when someone replies to what they've posted in the forum. This can encourage additional conversation as students respond to one another's ideas.

A screenshot of a forum subscription settings form. The form is titled "Subscribe" and contains five radio button options. The first three options are: "Do not allow subscriptions", "Allow members to subscribe to threads", and "Allow members to subscribe to forum". The last two options are: "Include body of post in the email" and "Include link to post". The "Allow members to subscribe to forum" option is selected, and the entire form is enclosed in a black border with an orange highlight around the selected option and its sub-options.

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

9. Be responsive and present in the discussions.

It can be difficult to balance between “hovering” and being “absent” in the discussions. Allow students to respond to one another freely, and you then can participate in the conversation with guidance, encouragement, or even some devil’s advocate questioning.

10. Consider establishing one forum simply for “general” questions.

Encourage students to help one another by responding to general course questions. This can be a good place to clarify expectations for assignments, as well.