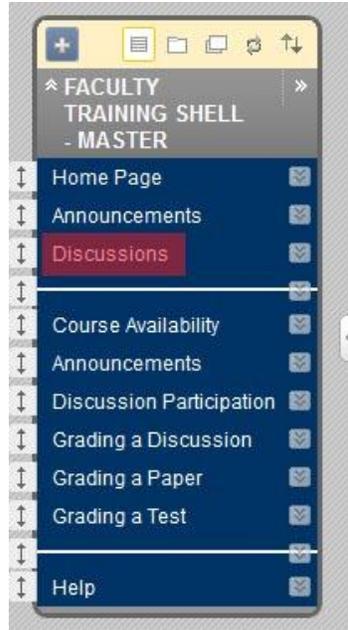


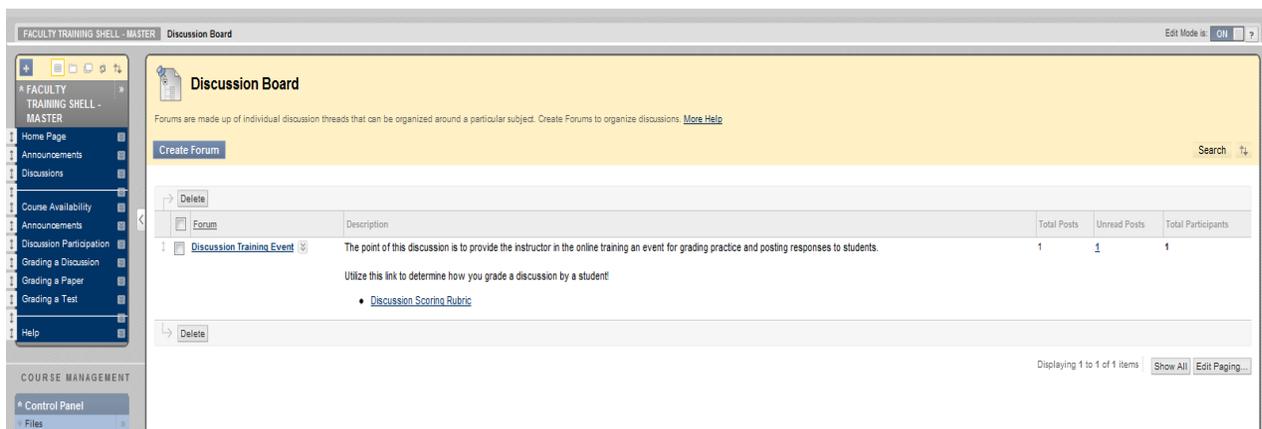
Responding to a Student in a Discussion

Purpose Statement: The purpose of this document is to walk an instructor through the process of responding to a Student in a Discussion in Blackboard.

- 1 The first step is to access the Discussion. Starting at the Home Page from within the course, Access the Discussion tab from the Main Course Menu. *This is located on the left hand side of the screen.* Click on “Discussion” Tab in order to enter.



- 2 The following picture represents a view of the Discussion Area. All Discussions in a course can be seen from this view. In this example we only have one discussion.



- 3 When you Mouse Over, or place your mouse, on the discussion, you can click on it to enter the actual discussion threads.

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 ↕

Forum	Description	Total Posts	Unread Posts	Total Participants
Discussion Training Event	The point of this discussion is to provide the instructor in the online training an event for grading practice and posting responses to students. Utilize this link to determine how you grade a discussion by a student! <ul style="list-style-type: none"> Discussion Scoring Rubric 	1	1	1

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

4 In order to begin reading and responding to the threads, simply click on a thread to expand it to your view.

Forum: Discussion Training Event List View [Tree View](#)

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](#) [Grade Forum](#) Search Collapse All Expand All

Message Actions	Collect	Delete
Initial Post		
	Joe Student	1/22/12 11:45 AM
Message Actions	Collect	Delete

5 Once you have opened the View User Activity shown below, you will find (2) key areas:

1. Area (1) is the post, or thread, from the student for your review.
2. Area (2) is the button you click in order to post a reply. *It is important to note that if other students have replied to this student, you will be able to see those listed in the window above the #2.*

[Initial Post](#) [Reply](#) ⌵ ⌵ ⌵

Total Posts: 1 Unread Posts: 0

Message Actions Collect

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

Initial Post	Joe Student	1/22/12 11:45 AM

Select: [All](#) [None](#) 2

Message Actions Collect

[Initial Post](#) [Reply](#) [Quote](#) [Edit](#) [Set Flag](#) [Delete](#)

Author: [Joe Student](#) 1 **Total views:** 6 (Your views: 1)

Posted Date: Sunday, January 22, 2012 11:45:15 AM EST

Edited Date: Sunday, January 22, 2012 11:45:15 AM EST

This is the initial post of Joe Student!

According to the Grading Rubric, I am required to submit this post early in the week. It should attempt to answer or partially answer the question posed for the discussion, demonstrate evidence of the assigned reading for the week, and stimulate discussion amongst my peers and instructor. Adding a citation when I used information from outside of the text or course is a good thing as well!
<http://www.wikipedia.com> (Oops! Should it be a more credible or professional resource?)

[Initial Post](#) [Reply](#) [Quote](#) [Edit](#) [Set Flag](#) [Delete](#)

1 Once in the reply window, you simply enter your response to the student. A copy of the post from the student is supplied in the upper portion of this view for your convenience.

This screenshot shows a message view interface. At the top, there is a header bar with the number '1' and the word 'Message'. A 'Close Original Post' button is located in the top right corner. The message content includes the author 'Joe Student', the date 'Sunday, January 22, 2012 11:45:15 AM EST', and the subject 'Thread'. The main text of the message reads: 'This is the initial post of Joe Student! According to the Grading Rubric, I am required to submit this post early in the week. It should attempt to answer or partially answer the question posed for the discussion, demonstrate evidence of the assigned reading for the week, and stimulate discussion amongst my peers and instructor. Adding a citation when I used information from outside of the text or course is a good thing as well! http://www.wikipedia.com (Oops! Should it be a more credible or professional resource?)'. Below the text is a 'Subject' field containing 'RE: Initial Post'. A rich text editor is visible below the message, with a 'Text Editor is: ON' indicator. The editor's toolbar includes options for font style, size, color, bold, italic, underline, and alignment. The main text area of the editor is currently redacted with a solid red background. At the bottom left of the editor, the path is shown as 'Path: body'.

2 1. Finally, Do not forget to hit the "Submit" button in the lower right hand corner of this view in order to save and make your work visible.

This screenshot shows the same message view as above, but with a reply typed into the rich text editor. The 'Submit' button is now visible in the top right corner of the editor area. The typed reply text reads: 'Joe, Nice post, but can you share with me at least one source other than wikipedia that might be more credible or professional?'. The path at the bottom left of the editor is now 'Path: body > div'. The 'Cancel', 'Save Draft', and 'Submit' buttons are located in the top right corner of the editor area.

3 Once you have submitted your reply, you will see it listed beneath the student's original thread or post.

