

Using the Group Discussion Board

As always when you start your Blackboard Course you are brought into the Announcements page area, from here click on the Communication folder located in the Navigation bar.

The screenshot displays the Blackboard interface for Berkeley College. At the top, the Berkeley College logo is on the left, and navigation links for Home, Help, and Logout are in the center. A yellow banner on the right asks "NEED HELP? CLICK HERE". Below this is a navigation bar with tabs for Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. The "Courses" tab is active, showing a breadcrumb trail: "INSTRUCTIONAL DESIGN TEST COURSE (INSTRUCTIONAL DESIGN TEST COURSE) > ANNOUNCEMENTS".

The left sidebar contains a navigation menu with the following items: Instructional Design Test Co, Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication (highlighted with a red circle), Discussion Board, External Links, and Tools. A "Refresh" button is located below the menu.

The main content area is titled "Announcements" and features the Berkeley College logo. Below the logo are filters for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". A date range "April 22, 2009 - April 29, 2009" is displayed. A single announcement is shown, dated "Sat, Apr 18, 2009" with the subject "Important Course Information" and posted by "Michael Samman". The text of the announcement reads: "Important course information may be posted here so always read your announcements."

At the bottom of the page, there is a copyright notice: "© 1997-2009 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending. Accessibility information can be found at <http://access.blackboard.com>." The text "Blackboard Academic Suite™" is also visible above the copyright notice.

Next click on the Group Pages link

The screenshot shows the Berkeley College website interface. At the top, there is a navigation bar with the Berkeley College logo on the left and a 'NEED HELP? CLICK HERE' button on the right. Below the logo is a menu with 'Home', 'Courses', 'Content Collection', 'Library', 'Student Self Service', 'E-Mail', 'Online Card Office', and 'Community'. The 'Courses' menu is expanded, showing a list of options: 'Instructional Design Test Co...', 'Announcements', 'Course Information', 'Staff Information', 'Course Documents', 'Assignments', 'Communication', 'Discussion Board', 'External Links', and 'Tools'. A 'Refresh' button is located below this list. The main content area is titled 'INSTRUCTIONAL DESIGN TEST COURSE (INSTRUCTIONAL DESIGN TEST COURSE) > COMMUNICATIONS'. Under this title, there is a 'Communications' section with several links: 'Announcements', 'Collaboration', 'Discussion Board', 'Group Pages' (circled in red), 'Messages', 'Roster', 'Send Email', and 'Pronto'.

Next: Click on your designated group, it will be underlined.

The screenshot shows the Berkeley College website interface, similar to the previous one. The 'Courses' menu is expanded, and the 'Communication' option is selected. The main content area is titled 'INSTRUCTIONAL DESIGN TEST COURSE (INSTRUCTIONAL DESIGN TEST COURSE) > COMMUNICATIONS > GROUP PAGES'. Under this title, there is a 'Group Pages' section with three links: 'Group A' (circled in red), 'Group B', and 'Group C'. Below each link is a description: 'This is your group for Group Discussions' for Group A, 'Not your designated group' for Group B, and 'Also not your designated group.' for Group C.

Next: Click on the Group Discussion Board

The screenshot shows the Berkeley College website interface. At the top, there is a navigation bar with the college logo and a 'NEED HELP? CLICK HERE' button. Below this is a secondary navigation bar with links for Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. The main content area is titled 'Group Page: Group A' and includes a breadcrumb trail: 'INSTRUCTIONAL DESIGN TEST COURSE (INSTRUCTIONAL DESIGN TEST COURSE) > COMMUNICATIONS > GROUP PAGES > GROUP A > GROUP PAGE: GROUP A'. A left sidebar contains a tree view of course-related items, with 'Group Discussion Board' highlighted by a red circle. Below the sidebar is a 'Refresh' button. The main content area shows a 'Group Members' section with a table listing members.

Name	Email
Student 01	student-01@mymail.berkeleycollege.edu

Next: Select a Forum that has been made available to your group

The screenshot shows the Berkeley College website interface for the Discussion Board. At the top, there is a navigation bar with the college logo and a 'NEED HELP? CLICK HERE' button. Below this is a secondary navigation bar with links for Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. The main content area is titled 'Discussion Board' and includes a breadcrumb trail: 'INSTRUCTIONAL DESIGN TEST COURSE (INSTRUCTIONAL DESIGN TEST COURSE) > COMMUNICATIONS > GROUP PAGES > GROUP A > GROUP DISCUSSION BOARD'. A left sidebar contains a tree view of course-related items, with 'Discussion Board' highlighted. Below the sidebar is a 'Refresh' button. The main content area features a search bar with options for 'After' and 'Before' dates, and a table listing forums. The 'Group A' forum is highlighted by a red circle.

Forum	Total Posts	Unread Posts	Total Participants
Group A	0	0	0
This is your discussion forum	0	0	0

Next: Either add a new thread or reply to an already posted thread.

The screenshot displays the Berkeley College website interface. At the top, the Berkeley College logo is on the left, and navigation links for Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community are in the center. A 'NEED HELP? CLICK HERE' button is on the right. Below the navigation bar, a breadcrumb trail reads: INSTRUCTIONAL DESIGN TEST COURSE (INSTRUCTIONAL DESIGN TEST COURSE) > COMMUNICATIONS > GROUP PAGES > GROUP A > GROUP DISCUSSION BOARD > GROUP A > ADD THREAD. The main content area is titled 'Add Thread' and features a 'Message' section with a 'Subject:' label and an input field. Below the subject field is a rich text editor with a toolbar containing options for font style (Normal, Times New Roman), size (3), bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and source code. A 'Refresh' button is located in the left sidebar.