



BLACKBOARD COMMUNICATION TOOLS WORKSHOP

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Workshop Objectives

Upon completion of this workshop participants will be able to:

- Create discussion forums and threads
- Set forum and thread options
- Understand how the Discussion Board integrates with the Grade Center
- Participate in and administer class discussions
- Set discussion thread display and search options
- Collect discussion posts for sorting and assessing student work
- Understand discussion rating and tagging
- Customize the course menu to add a Discussion Board link
- Use the email tool to send messages
- Create groups and enable communication tools among group members
- Assign students into groups
- Understand the difference between class discussions and group discussions

Blackboard at Georgetown University: <http://campus.georgetown.edu>

Instructors control their Blackboard course through the **Control Panel**. The most basic actions relating to communication tools are outlined in the table below.

Create a Forum	Control Panel > Discussion Board > click on course name > Add Forum > Fill in information > Submit.
View and Reply to Post	Control Panel > Discussion Board > click on course name > select Forum > select Thread > click on post > click reply > type response > Submit.
Collect Discussion Posts	Control Panel > Discussion Board > click on course name > select Forum > select Thread > click on desired posts > click Collect.
Add Discussion Board link	Control Panel > Manage Course Menu> Add Tool Link > Select Discussion Board > Submit.
Send Email	Control Panel > Send Email > All Users > enter subject and message > Submit.
Create Group	Control Panel > Manage Groups > Add Group > Name Group and select options > Submit.
Add Students into Groups	Control Panel > Manage Groups > click Modify button (next to group name) > click Add Users to Groups > click Search to pull up roster > Place checkmark next to appropriate students > Submit.
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