Navigating the Discussion Board

1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Enter the course with the Discussion Board you would like to navigate.
3. Locate the Forum and click on the title to enter it.
4. From here you can select the type of view in the top right of the page.
   a. **List View** – default view to see threads in a list.
   b. **Tree View** – a friendlier view where you can see a thread with all of the response threads on one screen, instead of having to enter each one individually (see screenshot below).

![Figure 1](http://www.towson.edu/blackboard)

5. On this screen, you can also select multiple threads using the checkboxes to the left of the Thread and apply Message Actions to them. These action include Mark as Read, Mark as Unread, Flag and Clear Flag.
6. You’re also able to view certain threads together by clicking the checkboxes to the left of the Thread and clicking Collect at the top of the page.
7. You can grade the entire discussion forum by clicking Grade Discussion Forum at the top.