

Navigating the Discussion Board

1. Navigate to 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).

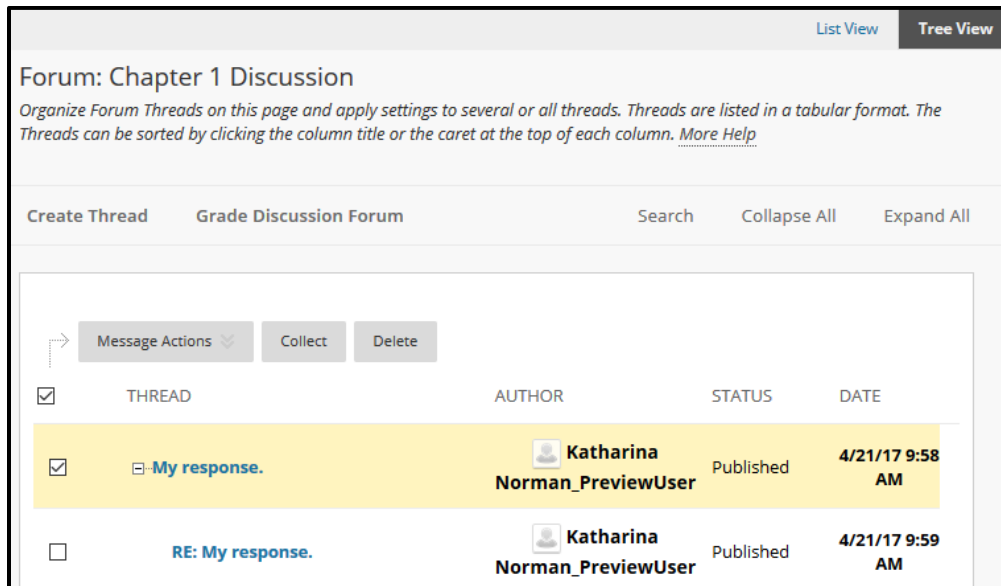


Figure 1

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.

Viewing Replies to My Post

You can view people who have replied to your post without searching through the Discussion Board

1. Enter the discussion board area of the course.
2. Find the **Forum** with replies
3. Under the column header **Replies to Me**, click the number in the circle. If it is 0, you have no new replies.

