

Discussion Board Tips

- Name the forum with the assignment week number or dates
Example: “Week 1: Leadership Traits”
Example: “10/19-10/25: Leadership Traits”
- Select discussion board topics that require original thought, sharing of experiences and opinions, or outside research *instead of* specific answers from the textbook reading that would result in all students posting the same information.
- Define timelines/deadlines for when the students should Post their Thread and when they should Reply to other learners.
Example: “For this Friday morning, ITV/Blended class, the deadline for posting your response to the weekly question is by **Monday of each week** and your replies to others are due by **Thursday of each week.**”
- Define your exact expectations for the amount of time they should spend on the discussion board assignment.
Example: Number of days per week or number of replies to other learners.

Week 1: Leadership Traits

In your discussion board post this week:

1. Define for us someone that you consider to be a leader (supervisor, manager, co-worker, friend, spouse, coach, teacher, parent, politician, etc.)
2. Describe, and elaborate on, what 'Big Five Personality Traits' they possess. Refer to your Week 1 textbook reading assignment for details on these traits.

The deadline for posting your thread is **Sunday, 9/17** and your replies to other students are due by **Wednesday, 9/20.**

Remember: As defined in the course syllabus, in order to receive all of the points for your discussion board participation each week you must:

- Respond thoroughly to the requirements of the post.
- Respond to at least two other student responses for each weekly post.
- Posts and replies should incorporate a combination of information you gained from interviews, research, textbook readings, personal experiences and internet searches.
- Proper grammar and spelling are used. (Note: Texting language is not acceptable in business writing that is required in most workplace environments. Therefore, it is not acceptable on our discussion board. Please refrain from using texting abbreviations, be sure to capitalize the beginning of your sentences, etc.)
- References are cited as appropriate. (Note: If you are quoting or paraphrasing information from a website please provide the entire link to the site that contains the information you are referencing.)

- Utilize the capabilities for **color**, **bold**, underlining and bulleted lists within the discussion board to help enhance this visual venue.

- Be present as the instructor in the discussion board but do not dominate the conversation. Just like an in-class discussion, allow the students to share their experiences and insights openly like a conversation. Post your comments when you want to emphasize a point, have some additional insight on their topic, and have similar experiences to relate to what a student posts, or when you see incorrect information as it relates to facts and the course content.
- In an effort to keep the conversation on the discussion board at an academic level, require proper grammar, spelling, and punctuation. In addition, discourage “texting language” as there is not always a universal understanding of this jargon across our entire student base and it is not the kind of written language that most employers will be looking for in our graduates.
- Share with the entire class some examples of great discussion board posts and replies each week to help them understand what you are looking for. Perhaps you create a folder on BlackBoard where you post a recognition award for “best of show”.
- Use non-graded discussion boards that give students a place to communicate and support one another.

Create Groups for discussion board assignments

- You may find that the discussions are deeper, more robust, when part of a smaller group.
- It may allow you to diversify the conversation by putting together groups of students across different programs, campuses, etc.
- You can have each group discuss the same topic or if discussing different topics, consider having them report back on a summary of their topic during your next face-to-face or ITV class. If an online course, consider having different Group Discussion Board leaders each week report back to the Class Discussion Board, a summary of their group’s discussion.
- It can also be a useful tool for communication on semester-long group projects.

Type your Forums in Microsoft Word first, then copy and paste them into BlackBoard to Post.

- The Spelling and Grammar Check functions are more advanced in Microsoft Word.
- You will have your Discussion Board assignments saved in a “backup” document.
- You can work offline.

Additional Resources:

- **Blackboard Help** <https://help.blackboard.com>
- <http://tep.uoregon.edu/technology/blackboard/docs/discussionboard.pdf>