



Blackboard Tutorial

In this tutorial you will learn about the features available for managing messages in the discussion boards.

The Center for the Advancement of Faculty Excellence
LIBERTY UNIVERSITY

From within a discussion board, click the red arrow in the middle to expand the toolbar.

Faculty Information	5 Nouns Personal Introduction	Merat, Carl H.	Tue Dec 7, 2004 10:53 am
Course Map	5 Nouns	Windsor, Carl	Mon Jan 3, 2005 10:33 am
	5 nouns	Detwiler, Charles	Mon Jan 3, 2005 2:14 pm
	5 Nouns	Pearson, Constance L.	Mon Jan 3, 2005 10:28 pm
	Five Nouns	Gilmore, JoAnn W.	Tue Jan 4, 2005 3:58 am
	introduction	Daubert, Russell	Tue Jan 4, 2005 8:51 am
	New Thread	Heideman, Mark N.	Thu Mar 31, 2005 5:45 pm New

You will see six buttons, all of which perform a different function. The first three, from left to right, will allow you to select the boxes next to the messages.

Faculty Information			
Course Map	<input type="checkbox"/> 5 Nouns Personal Introduction	Merat, Carl H.	Tue Dec 7, 2004 10:53 am
	<input type="checkbox"/> 5 Nouns	Windsor, Carl	Mon Jan 3, 2005 10:33 am
	<input type="checkbox"/> 5 nouns	Detwiler, Charles	Mon Jan 3, 2005 2:14 pm
	<input type="checkbox"/> 5 Nouns	Pearson, Constance L.	Mon Jan 3, 2005 10:28 pm
	<input type="checkbox"/> Five Nouns	Gilmore, JoAnn W.	Tue Jan 4, 2005 3:58 am
	<input type="checkbox"/> introduction	Daubert, Russell	Tue Jan 4, 2005 8:51 am
	<input type="checkbox"/> New Thread	Heideman, Mark N.	Thu Mar 31, 2005 5:45 pm New

After selecting a box or boxes, you can use the remaining three buttons to mark a message as Unread, Read, or to Collect a series of messages onto one page so you can read them simultaneously.

The screenshot shows a web interface with a sidebar on the left containing 'Faculty Information' and 'Course Map'. The main area displays a list of messages with checkboxes for selection. Above the list is a toolbar with buttons for 'SELECT ALL', 'UNSELECT', 'INVERT', 'READ', 'UNREAD', and 'COLLECT'. A red box highlights the 'READ', 'UNREAD', and 'COLLECT' buttons, and a red arrow points from this box to the '5 nouns' message in the list. Below the list is a 'Sort By: Default' dropdown menu and an 'OK' button.

Message Title	Sender	Date and Time	Status
<input checked="" type="checkbox"/> 5 Nouns Personal Introduction	Wierat, Carl H.	Tue Dec 7, 2004 10:53 am	
<input type="checkbox"/> 5 Nouns	Windsor, Carl	Mon Jan 3, 2005 10:33 am	
<input checked="" type="checkbox"/> 5 nouns	Detwiler, Charles	Mon Jan 3, 2005 2:14 pm	
<input type="checkbox"/> 5 Nouns	Pearson, Constance L.	Mon Jan 3, 2005 10:28 pm	
<input type="checkbox"/> Five Nouns	Gilmore, JoAnn W.	Tue Jan 4, 2005 3:58 am	
<input type="checkbox"/> introduction	Daubert, Russell	Tue Jan 4, 2005 8:51 am	
<input type="checkbox"/> New Thread	Heideman, Mark N.	Thu Mar 31, 2005 5:45 pm	New