

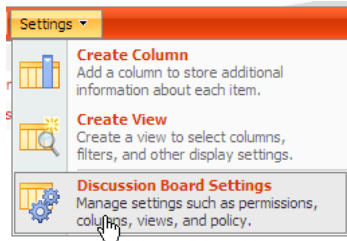
SharePoint Discussion Boards

This is a step-by-step procedure for setting up discussion boards in SharePoint.

1. Go to your website where you will be putting the discussion board and **sign in** (upper right corner).



2. To change the title of an existing discussion board, click on the name (probably Team Discussion) and go to **Settings** and then **General Settings, Title, description and navigation**.



3. Change the title to whatever you want and click **Save**.

A screenshot of the "Discussion Board Settings" form. The "Name" field contains "Article on Discussion Boards". The "Description" field is empty. The "Display this discussion board on the Quick Launch?" checkbox is checked. There are "Save" and "Cancel" buttons at the bottom.

4. To create a new one, go to **View All Site Content**, and **Create**. Then select **Discussion Board** under **Communications**.



5. The next step is to name the **Discussion Board**. You will want to keep the default setting of **Display this list on the Quick Launch?** Then click **Create**.

Name:

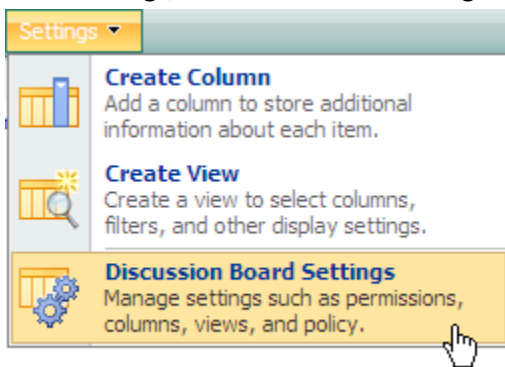
Description:

Yes
 No

6. Now is time to set up the board for your class discussions. There is a bar across the top of the discussion board like this:

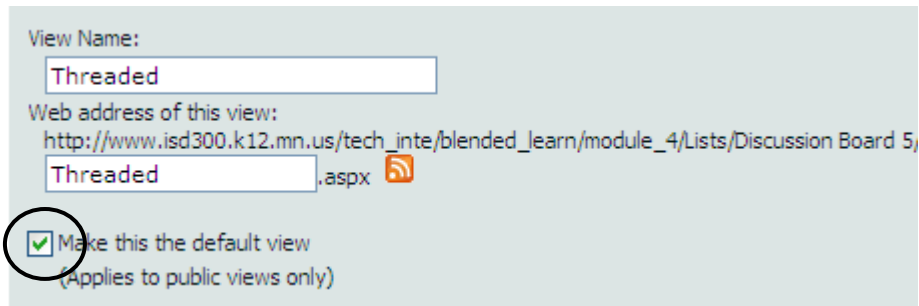


7. Go to Settings, Discussion Board Settings.



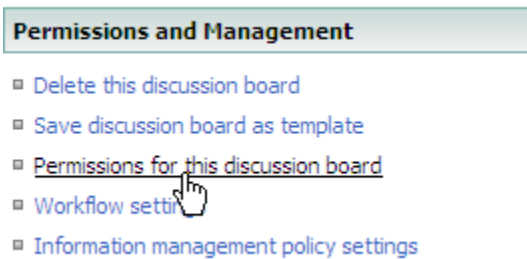
8. Scroll to the bottom of the page to the **Views** section. Click on **Threaded** and then click at the top of the next screen, **Make this the default view**.

Views		
A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this list:		
View (click to edit)	Show In	Default View
<u>Threaded</u>	Discussion	✓
Flat	Discussion	
Subject	Top-level	✓



The **Threaded View** will make it much easier for students to see who is responding to whom and also condense it to a smaller area.

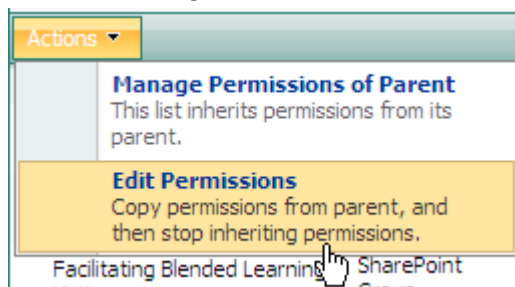
- Now it is time to set **Permissions** for the discussion board. Go back into **Discussion Board Settings** under **Settings and go to Permissions** for this discussion board under **Permissions and Management**.

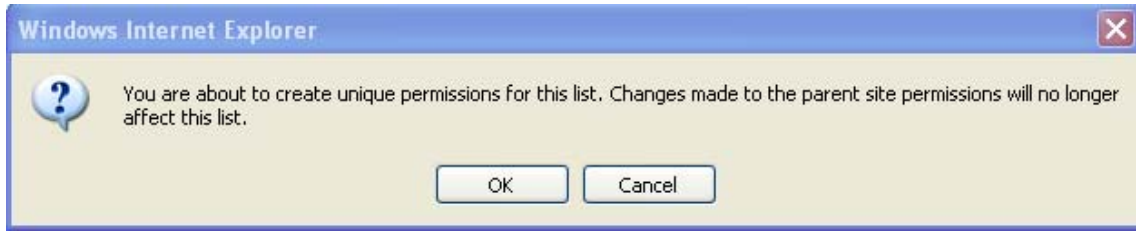


This will open up the window for you to allow access to those students you want to participate in the discussion board.

Actions ▾				
Users/Groups	Type	User Name	Permissions	
Facilitating Blended Learning Members	SharePoint Group	Facilitating Blended Learning Members	Contribute	
Facilitating Blended Learning Owners	SharePoint Group	Facilitating Blended Learning Owners	Full Control	
Facilitating Blended Learning Visitors	SharePoint Group	Facilitating Blended Learning Visitors	Read	

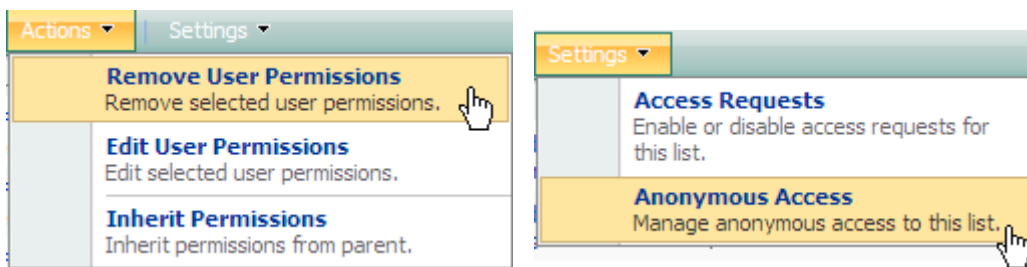
Under Actions, go to Edit Permissions. Click OK on the message box that comes up.



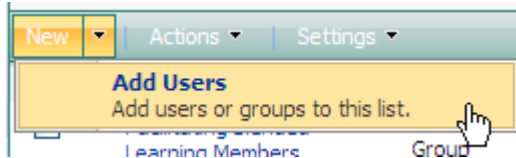


10. You may want to keep your visitors to your site (could be **authenticated users** or those who can log into our network). As visitors with **View** permissions, they would be able to see the discussion board but not be able to **Reply** to any of the questions or threads there.

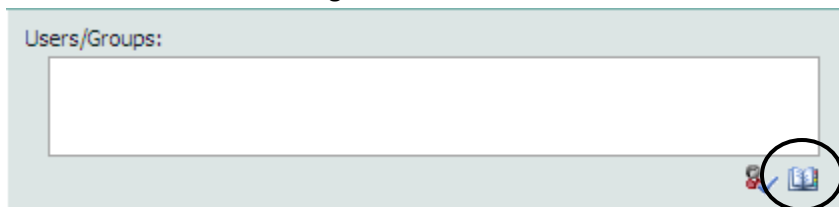
If you do not want anyone to View it, click on the box beside **Visitors** and then go to **Actions**, **Remove User Permissions**.



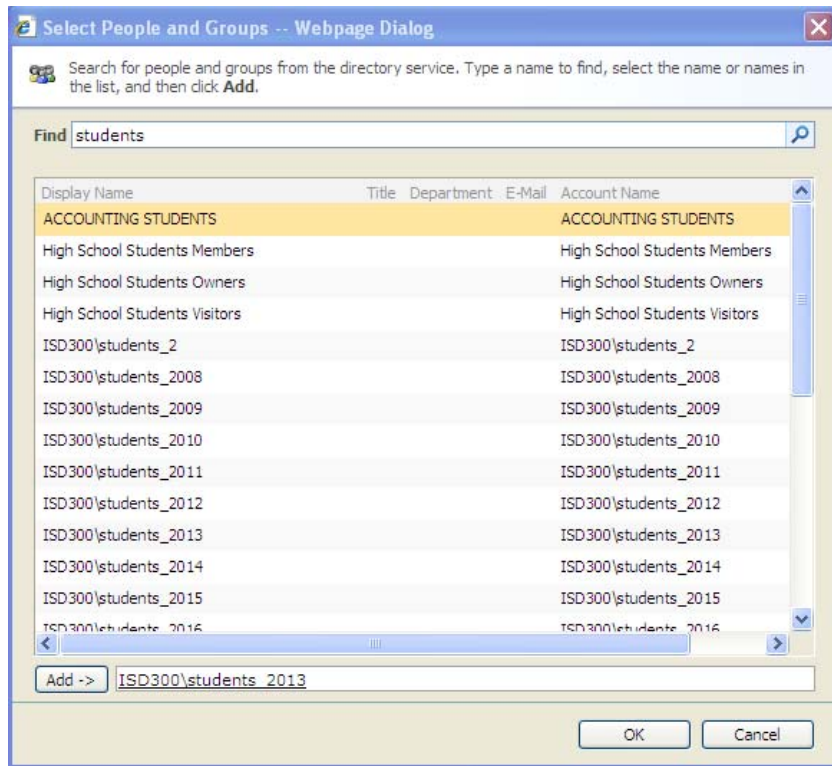
11. Now to add those you want to participate by replying to your questions. Go to **New**, **Add Users**.



In the box that comes up, you will need to select the members of your class using the **Address Book** under the window on the right corner.

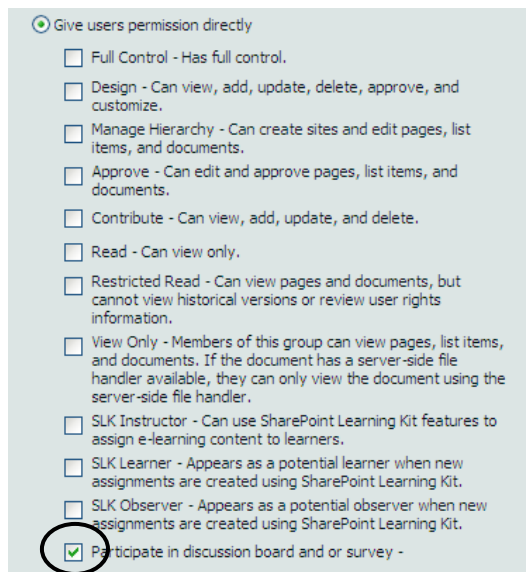


If you want to add an entire grade, you can search by the word students. Then you can select the group by finding their **graduation year**.



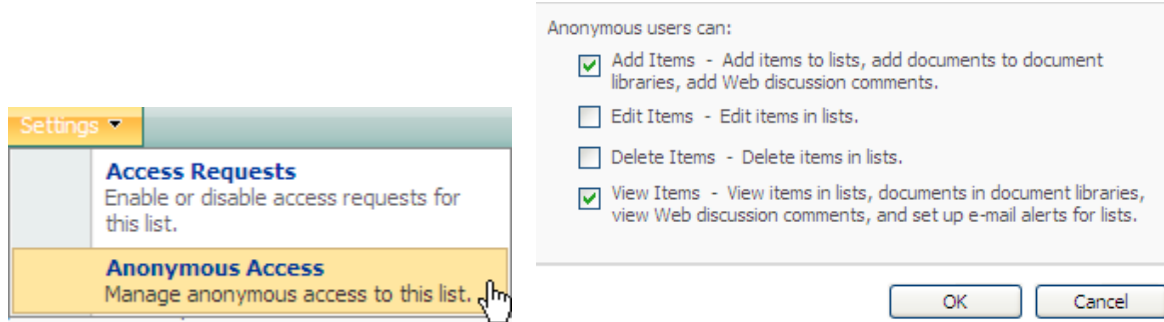
Give them permissions underneath. You have two choices:

- a. **Contribute** will allow the students to reply, add questions, and delete the responses of others.
- b. **Participate in discussion board and/or survey** will allow them to just reply but not add questions or delete responses by others.

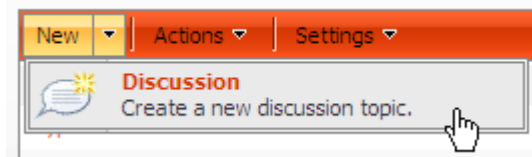


Note: you don't want to add these students to the existing **Members** group that has **contribute**. If you do, they will have **contribute** rights on the whole site.

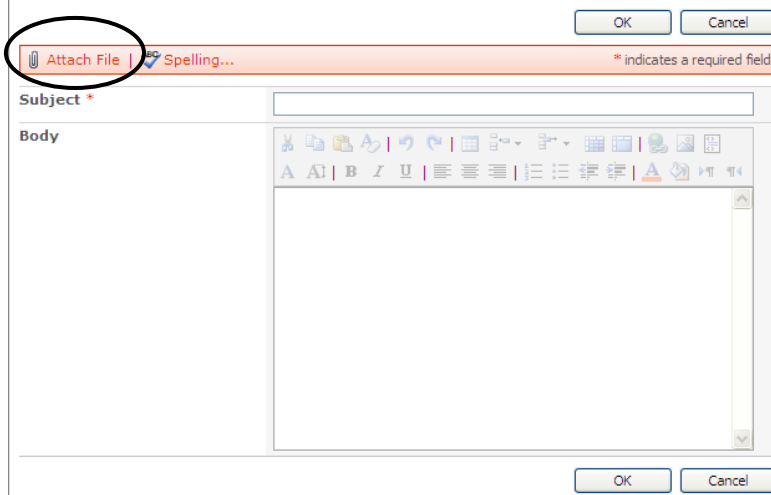
12. You may have occasion to have a discussion board for parents to participate in for your class. If you want to give Anonymous Access (anyone who cannot log into our network), go to Settings, Anonymous Access. Check the Add Items to the View.



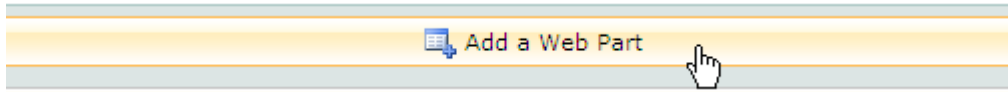
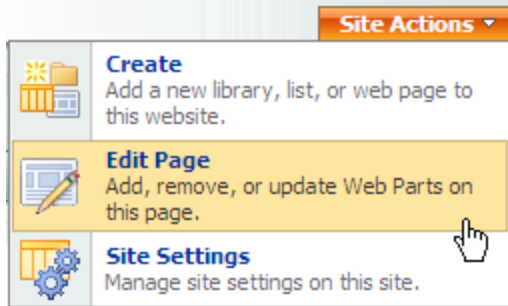
13. Finally, add your first question by going to the discussion board and click on **New, Discussion**.



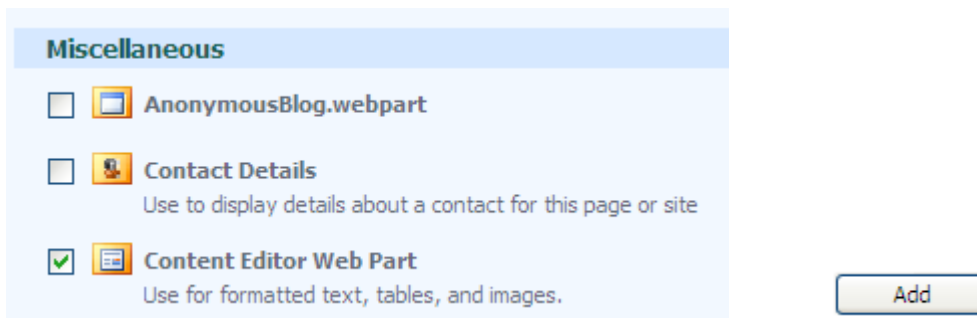
Your window to add a question will look like this. You will note you can add an **attachment** to give supporting documentation for the question you have asked.



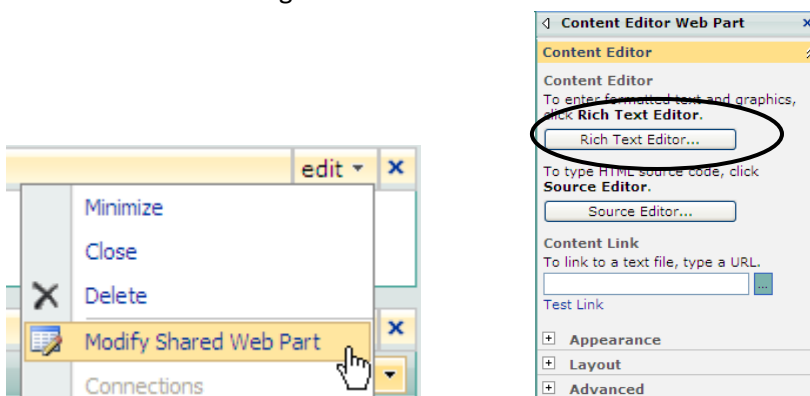
14. Something helpful would be to add the expectations right above the discussion board through a **Content Editor web part**. To do this, go to **Site Actions, Edit Page**, and **Add a Web Part**.



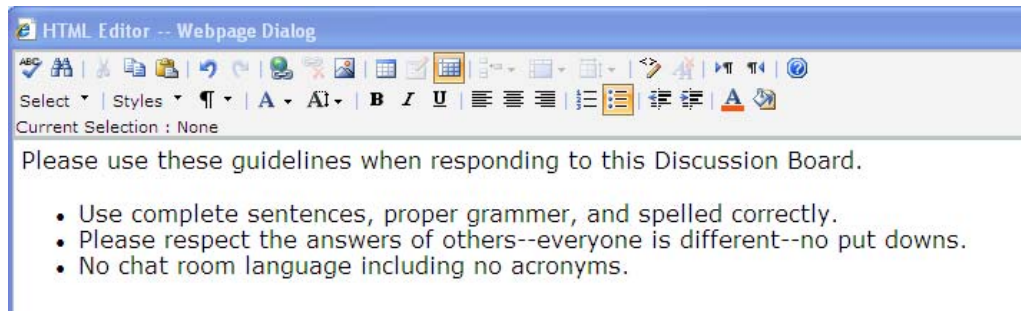
Scroll down about half way to the **Miscellaneous** section and select the **Content Editor Web Part**. Click **Add** at the bottom right of the screen.



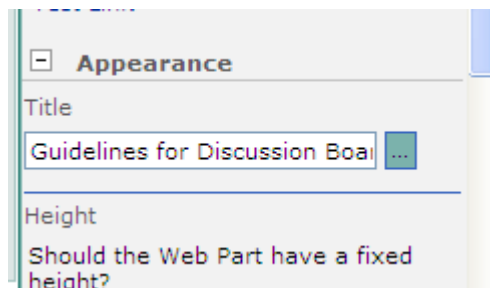
15. Click on the edit drop-down and select **Modify Shared Web Part**. Then open the **Rich Text Editor** in the **Task Pane** on the right side.



In the **Rich Text Editor**, add your guidelines such as this example:



Back in the **Task Pane**, Select **Appearance** and change the **Title** to **Guidelines for Discussion Boards** or something of your choice. Then go into **Appearance** and change the title to something of your choice.



Enjoy using the discussion boards in **SharePoint!**