

### SEND EMAIL

#### Overview

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Users can access email functions for through the Send Email page. Users can send email to the following people in a course or organization:

GROUP	DESCRIPTION
<b>All Users</b>	Sends email to all users in the course or organization.
<b>All Groups</b>	Sends email to all of the groups in a specified course or organization.
<b>All Teaching Assistants</b>	Sends email to all of the Teaching Assistants in a specified course.
<b>All Instructors</b>	Sends email to all of the Instructors for a specified course.
<b>All Leaders</b>	Sends email to all of the Leaders for a specified organization.
<b>Select Users</b>	Sends email to a single user or select users in a specified course.
<b>Select Groups</b>	Send email to a single group or select groups in a course or organization.

#### Find this page

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Follow the steps below to open the Send Email page:

1. Open a course or organization.
2. Click **Communication** on the Course Menu or Organization Menu.
3. Click **Send Email**.

Users can also access the Send Email feature for all of their courses and organizations through the Tools Box on the My Institution tab.

## DISCUSSION BOARD FORUMS

### Overview

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Users can post discussion items and reply to other posts. This feature is similar to Chat, but is designed so that Users do not have to be online at the same time to communicate. Discussion Board conversations are logged and organized. Conversations are grouped into threads that contain a main posting and all related replies.

Instructors and Leaders create forums on specific topics in the Discussion Board. Users may access forums by clicking on the appropriate link in the Discussion Board. When a forum is accessed a page appears which lists the different threads in the forum. A thread is a series of posts. Participants can post new threads in a forum and reply to threads that have already been posted.



**NOTE:** Users are able to create new threads on the Discussion Board. If allowed by the Instructor or Leader other users can create and administer forums, otherwise Users will only be able to add threads to existing topics.

The *Blackboard Academic Suite* will not accept JavaScript in the Discussion Boards.

### Find this page

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Follow the steps below to open the Discussion Board page.

1. Open a course or organization.
2. Click **Discussion Board** on the Course Menu or Organization Menu or from the Communication area.
3. To access a forum listed on the Discussion Board page click a forum topic link. The Discussion Board forum will appear.

### Functions

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The table below details the functions available on Discussion Board Forums.

To . . .	CLICK . . .
start a new thread	<a href="#">Add New Thread</a> . The Create New Message page will appear. On the Create New Message page a new subject title and discussion description may be added.
view all messages	the <b>View all Messages</b> up arrow. All messages appear.
view unread messages	the <b>View Unread Messages</b> down arrow. All unread messages will be shown.
see all the threads and responses	the <b>Expand All</b> plus icon. All threads and responses will appear.
see only the first message in each thread	the Collapse All minus icon. The topic threads will appear.
read a post	The link to a post.
view the tool bar	<b>Options</b> tab. The Options tool bar will appear.
view messages that have been archived by the Instructor or Leader	Click Here for Archives. A page will appear with the threads that have been archived from this forum. Archived messages must be made available by the Instructor or Leader.
sort the list of messages	the <b>Sort by:</b> drop-down list and select one of the following options: Author: sort messages by the author. Date: sort messages by the earliest date. This is the default. Subject: sort messages by the subject.

### Options tab functions

The table below describes the functions available on the Options tab. Click **Show Options** to access these functions. To select multiple threads in a forum, choose the check box next to each thread that will be included.

To . . .	THEN . . .
select all threads and messages in the forum	click <b>Select All</b> .
unselect the selections	click <b>Unselect All</b> .
unselect the threads and messages that have been selected and select the threads and messages that have not been selected	click <b>Invert</b> .
mark messages as read	select the threads and messages. Then click <b>Read</b> .
mark messages as unread	select the threads and messages. Then click <b>Unread</b> .
view multiple threads or messages	select the threads and messages. Then click <b>Collect</b> .
lock a thread or message	select the thread and messages. Then click <b>Lock</b> .

## GROUPS

### Overview

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Groups enable Users to collaborate with each other. Groups usually consist of a smaller group of Users in a course or organization, such as study groups or project groups. From a Group page, users may:

- send email
- exchange files
- enter discussion forums
- enter Collaboration Sessions

### Find this page

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Follow the steps below to open the Group page.

1. Open a Course.
2. Click **Communication** on the Course Menu or Organization Menu.
3. Click **Group Pages** from the Communication area.
4. Select the name of a Group.

### Functions

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The following functions are available from the Group page.



**NOTE:** Instructors or Leaders may limit which of these functions are available to Groups.

FUNCTION	DESCRIPTION
<a href="#">File Exchange</a>	Share files with Group members.
<a href="#">Group Collaboration</a>	Meet classmates and moderators for real-time discussion or class lessons.
<a href="#">Send Email</a>	Send email to one or all of their group members.
Group Members	The names and email addresses of all Group members appear.