Center for Innovative Teaching and Technology
at Hillsborough Community College

Campus Cruiser: Faculty Designer Tools

http://pds.hccfl.edu/pds
Message Board

**Message Boards** allow you to post messages and hold delayed conversations (asynchronous) with class members.

1. Click on the **Message Board** link under the Current Class section of the navigation menu.

2. By default, a **General Discussion** forum is already created.

3. To add a new or different forum, click on the **New Forum** button.

4. Enter in the name or title of the Forum and a description (if desired).

5. Click the **Save** button.

6. The new forum will now show in the list.

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**Forum**

1. **Message Board** link under the Current Class section.
2. **General Discussion** forum.
3. **New Forum** button.
4. **Forum Editor**.
5. **Save** and **Reset** buttons.
Message Board cont.

Once a forum has been created, you need to add a topic. A topic serves as the main thread to which students can reply and add more postings.

1. To add a topic, choose a forum and click on the **New Topic** button.

2. The **Topic Editor** screen will appear.

3. Fill in the needed information such as topic title or subject, availability, and the message. Click on the **Post Topic** button when finished.

4. The Topic will now appear within the Forum.

5. To read and reply to the topic, click on the title or name of the topic.

6. Click on the **Reply** button to post a reply message.

7. To delete a topic or posting, check the box next to the topic title and click on the **Delete Checked** button.

Note: To change how you view postings on the message board, go to the **Message Board Manager** in the **Class Admin Tools**. You can choose to view the postings by **Date** or **Thread**.

Forum: Discussion Board Assignment #1