

General Tip: Using Blackboard Discussion Boards

The Discussion Board is a communication tool that can be used to enhance a Blackboard unit or community site. Conversations are grouped in threads that contain a main posting and all related replies.

The Discussion Board Forum page is the first page accessed when the Discussion Board link is clicked from the Instructor Control Panel.

For Lecturers/Tutors:

Adding a Forum

From **Control Panel**:

1. Click on **Discussion Boards** link in the Content Area section. Click on **Add Forum** button.
2. Fill in the **Title** and **Description** fields.
3. Scroll down to the bottom of the page and click the **Submit** button.

For Students (and Lecturers/Tutors):

Read/Respond to a Thread

1. Click on the **Discussion Board** button, or the **Discussion Boards** link in the Communication section.
2. Click on the name of the Forum.
3. Click on the name of the thread or comment to read.
4. Click on the **Reply** button.
5. Fill in the **Message** field.
6. Scroll down to the bottom of the page and click the **Submit** button.

Create a new Thread

1. Click on the **Discussion Board** button, or the **Discussion Boards** link in the Communication section.
2. Click on the **Add Thread** button.
3. Fill in the **Title** and **Description** fields.
4. Scroll down to the bottom of the page and click the **Submit** button.

Viewing Options

To view multiple messages on one screen:

1. Click on the **Show Options** tab on the right side of the screen (just above the time/date stamps).

2. Click the **Select All** button
 3. Click the **Collect** button
 4. Scroll down the page to read all the messages.
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1. Make use of ACBT support services

Students are encouraged to connect with their lecturer for learning support, as well as the contacts listed below.

- For new students, if you are not sure who to contact, we advise you to first get in touch with your marketing counsellor or the Manager, Career Guidance: Manusha.manthilake@acbt.lk , who will guide to the right contact;
- Finance issues, please contact the Accountant: Sharika.weerasinghe@acbt.lk
- IT related issues, please contact Manager IT: Ranga.Gomes@acbt.lk
- Exams, tests or assignment submission: Vipula.Wanigasekera@acbt.lk
- Counselling: kalhari_30@yahoo.com
- Any other support: Student Services Manager: Neranjala.Wickramaratne@acbt.lk
- Bachelor of Commerce Course Coordinator: Sewwandi.nanayakkara@acbt.lk
- Bachelor of Science (Cyber Security) Course Coordinator: Udani.Wickramaratna@acbt.lk

2. Stay socially connected

Even though you are not on the ECU / ACBT campus in Sri Lanka, you are not studying alone. Stay in touch with other students through messaging systems to keep each other motivated.

3. Have different questions?

If you have any other questions, please contact:

- Associate Dean, Wasanthi.Madurapperuma@acbt.lk or +94 779538798; or
- Senior Deputy Principal: Sunimal.Wickramasinghe@acbt.lk +94 777 273345.