

Posting and Replying in a Discussion Forum

A discussion forum is comprised of many threads, each of which is a top level response to the question, prompt, topic, etc. of the forum. Readers can reply to the thread with their own thoughts and reflections.

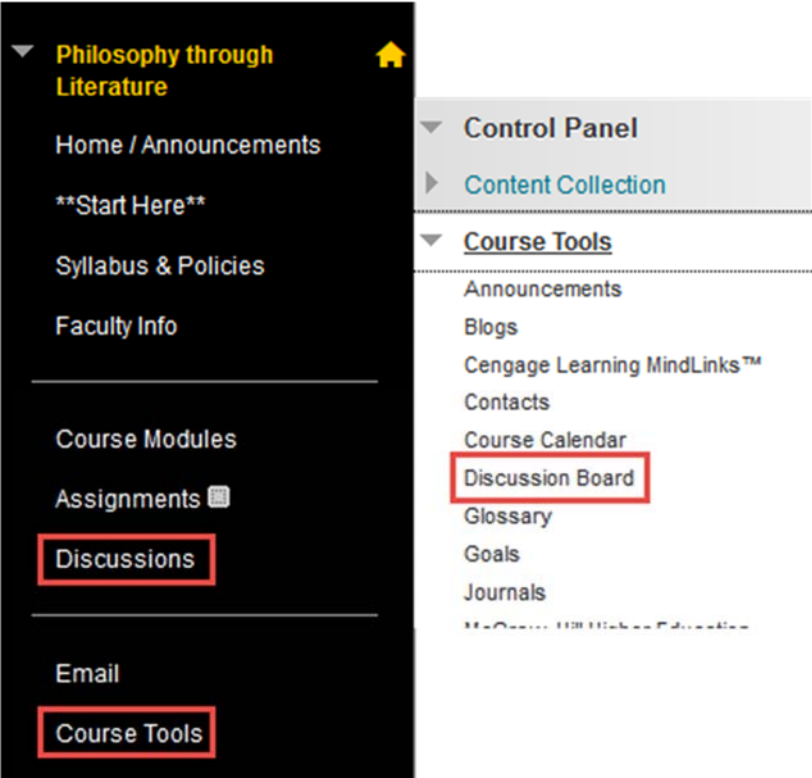
This document outlines the steps for posting a thread to the discussion board and replying to a thread. Students and instructors use the same steps to post or reply to a discussion. Click on a topic to jump to the attendant instructions.

[Post a Thread](#)

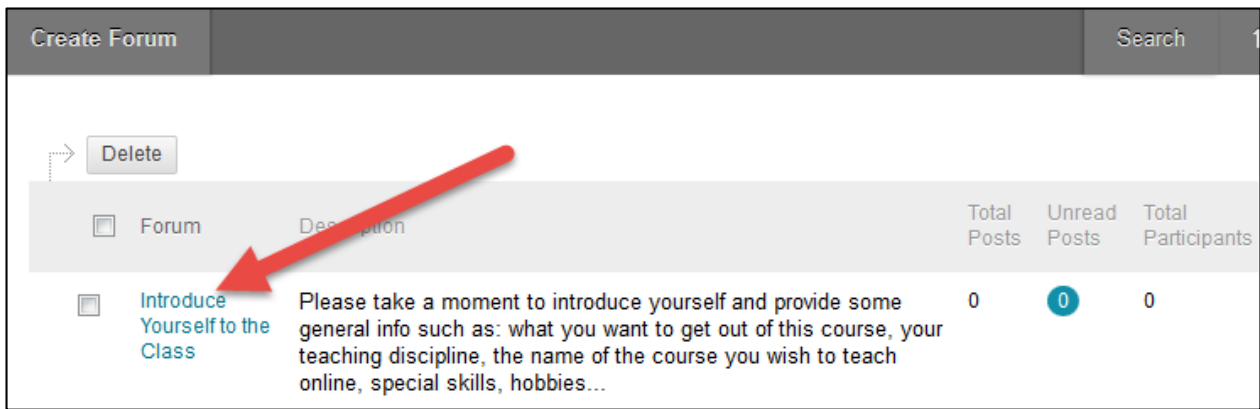
[Reply to a Thread](#)

Post a Thread

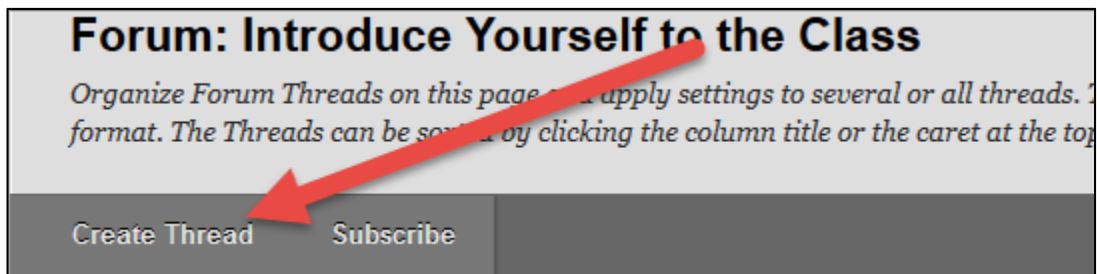
1. Log into the Blackboard system and click to enter the course where you wish to post to a discussion.
2. Once you are in the course you will navigate to the discussion board. Depending on how the course has been set up there may be a dedicated Discussions button in the course menu, or you may click into Course Tools and then select Discussions. Instructors can also access discussion forums through the Control Panel, under Course Tools.



3. If required, make sure to click into the appropriate forum.



4. On the Discussion Forum homepage you will press the **Create Thread** button.



5. Enter a subject and message body for your thread. Add an attachment, if desired.

* Indicates a required field.

Cancel Save Draft Submit

1. Forum Description

Please take a moment to introduce yourself and provide some general info such as: what you want to get out of this course, your teaching discipline, the name of the course you wish to teach online, special skills, hobbies...

2. Message

* Subject: Walsh - Introduction

Message

Hi everyone,
Looking forward to working together with you this semester.
- Kaitlin

Path: p **Click to add an attachment.** Words: 11

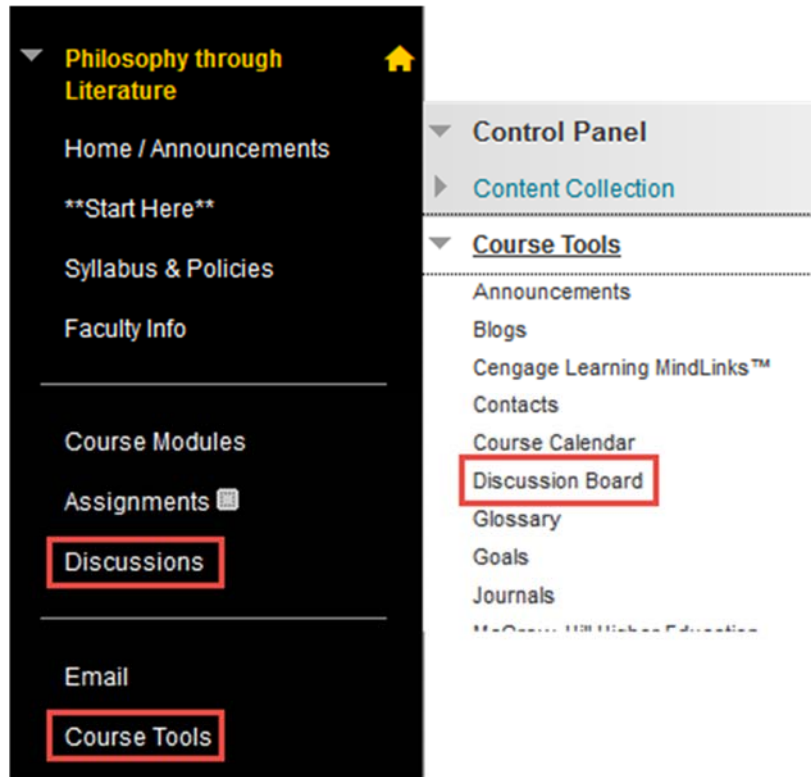
3. Attachments

Attach File Browse My Computer Browse Content Collection

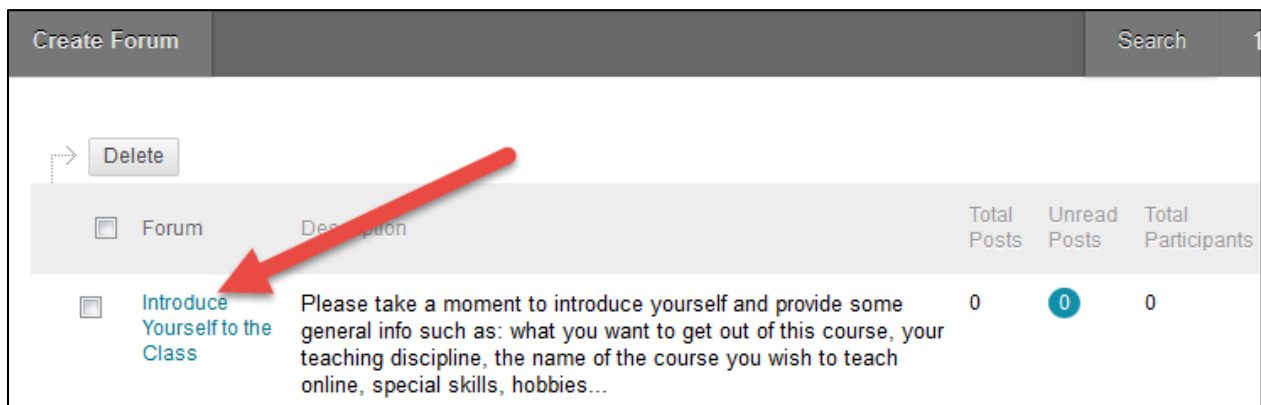
6. Press **Submit** when ready to share the thread with others, or you can use **Save Draft** if you want to resume your work later.

Reply to a Thread

1. Log into the Blackboard system and click to enter the course where you wish to post to a discussion.
2. Once you are in the course you will navigate to the discussion board. Depending on how the course has been set up there may be a dedicated Discussions button in the course menu, or you may click into Course Tools and then select Discussions. Instructors can also access discussion forums through the Control Panel, under Course Tools.



3. If required, make sure to click into the appropriate forum.



4. On the Forum homepage you will see a list of threads that have been shared. Click on a thread to read its contents and to post a reply.

Forum: D0: Introductions

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular form. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Subscribe Search Display

Thread Actions Collect Delete

	Date	Thread	Author	Status	Unread Posts	Total Posts
	12/19/14 4:11 PM	Hi I'm Sarah	Sarah Smith	Published	0	2

- Review the contents of the thread and then press the button to **Reply** in the lower left corner of the message. (**Note:** The buttons that appear after Reply do not appear unless you hover over the Reply button. Only instructors will see the Edit and Delete buttons.)

I look forward to reading more about each of you and learning experiences for our students!

Reply Quote Edit Delete Email Author

- Add a subject to your reply and a body message. Add an attachment, if desired.

* Indicates a required field.

Cancel Save Draft **Submit**

* Subject **RE: Walsh - Introduction**

Message

Nice to meet you. I am looking forward to learning more about mass media in this course.

Path: p Words:17

Attach File Browse My Computer Browse Content Collection

- Press **Submit** when ready to share the reply with others, or you can use **Save Draft** if you want to resume your work later.