

Posting and Replying in a Discussion Forum

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

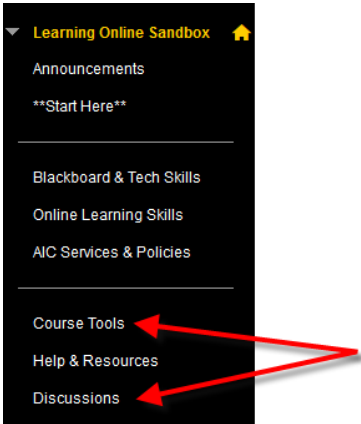
Click on a topic to jump to the attendant instructions.

[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.



3. The list of discussion forums (topics) will be displayed. Click the title of the desired forum.

Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Forum	Description	Total Posts	Unread Posts	Total Participants
Discussion	<p>Most of your activity in an online course will take place in the discussion board. Each topic of discussion is known as a "forum" and your initial post is your "thread." Other students are able to post replies.</p> <p>To demonstrate your ability to use the discussion board:</p> <ol style="list-style-type: none"> 1. Click the discussion link and create your own thread. 2. Click into another participant's thread and post a reply. 	0	0	0

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

Forum: Discussion List View Tree View

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

Create Thread Grading Information Subscribe Search Display

Thread Actions Collect

Date	Thread	Author	Status	Unread Posts	Total Posts
4/21/15 9:55 AM	Hello!	Jeremy Anderson_PreviewUser	Published	0	1

Thread Actions Collect

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

2. Message

* Subject

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, Unlink, Insert Link, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Table of Contents, Insert Signature, Insert Quote, Insert Code, Insert HTML, Insert CSS.

Path: p Words: 0

Add a subject line and compose the body of your post in the message box.

3. Attachments

Attach File **Add an attachment if desired.**

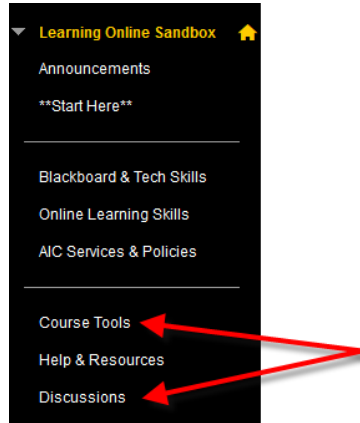
4. Submit

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

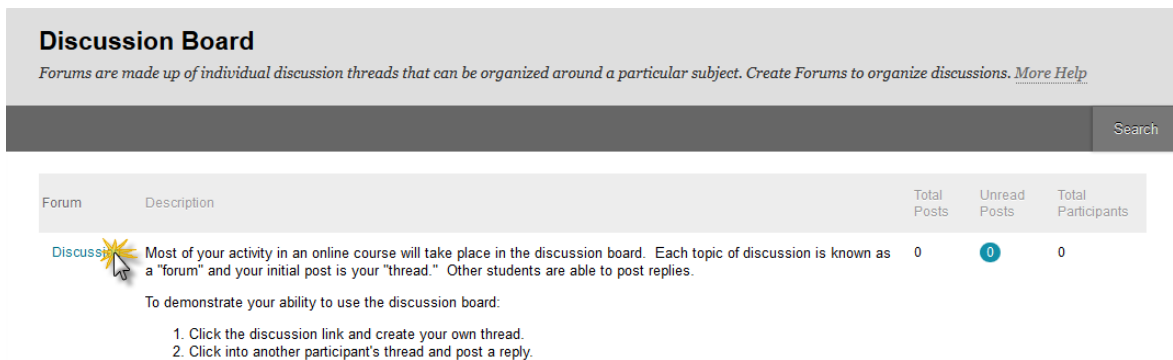
6. Press **Submit** when ready to share the thread with others, or you can use **Save Draft** if you want to resume your work later.

Reply to a Thread

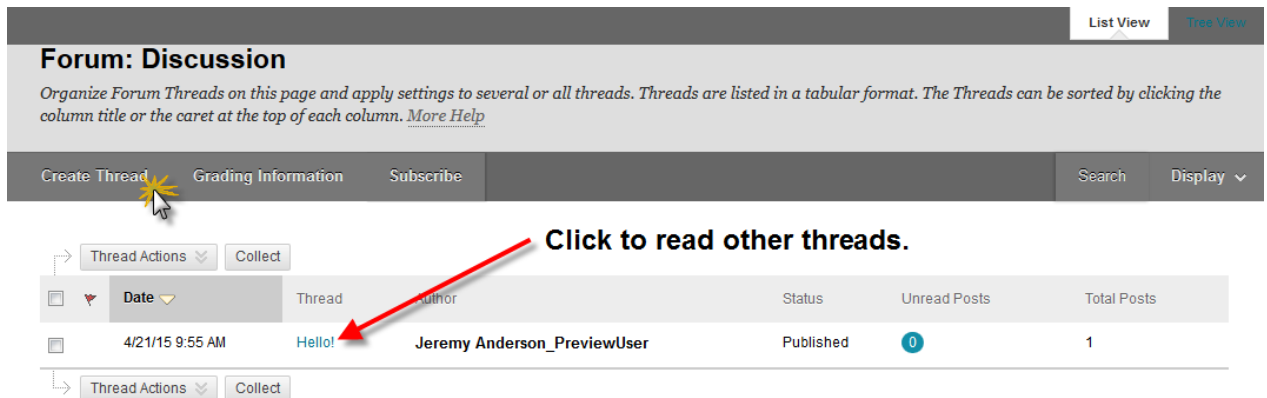
1. Log into the Blackboard system and click to enter the course where you wish to reply to others.
2. Once you are in the course you will navigate to the discussion board. Depending on how the course has been set up there may be a dedicated Discussions button in the course menu, or you may click into Course Tools and then select Discussions.




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



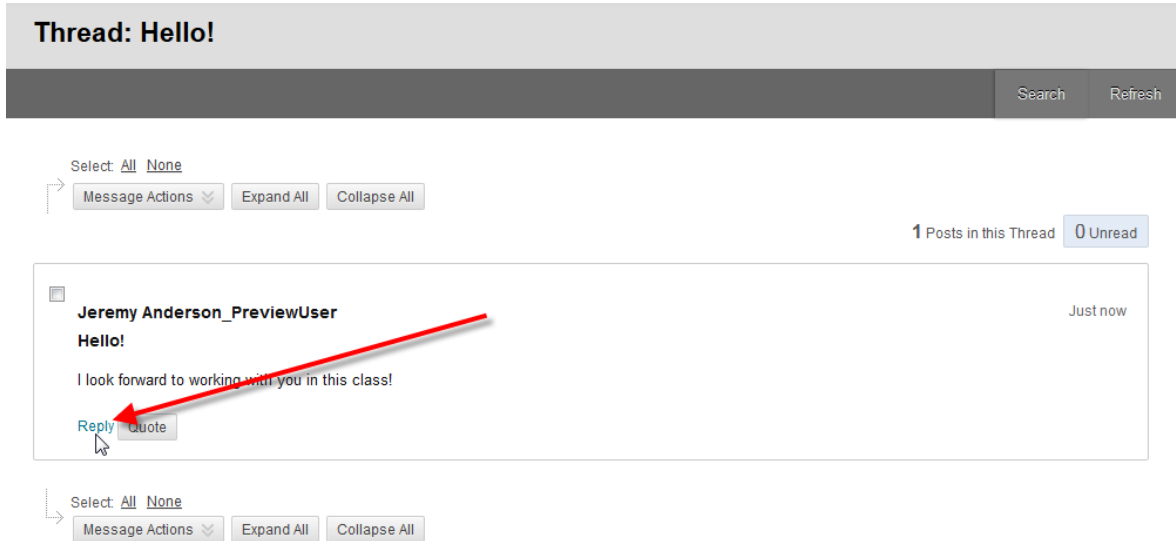
4. On the Forum homepage you will see a list of threads that have been shared. Click on a thread to read its contents and to post a reply.



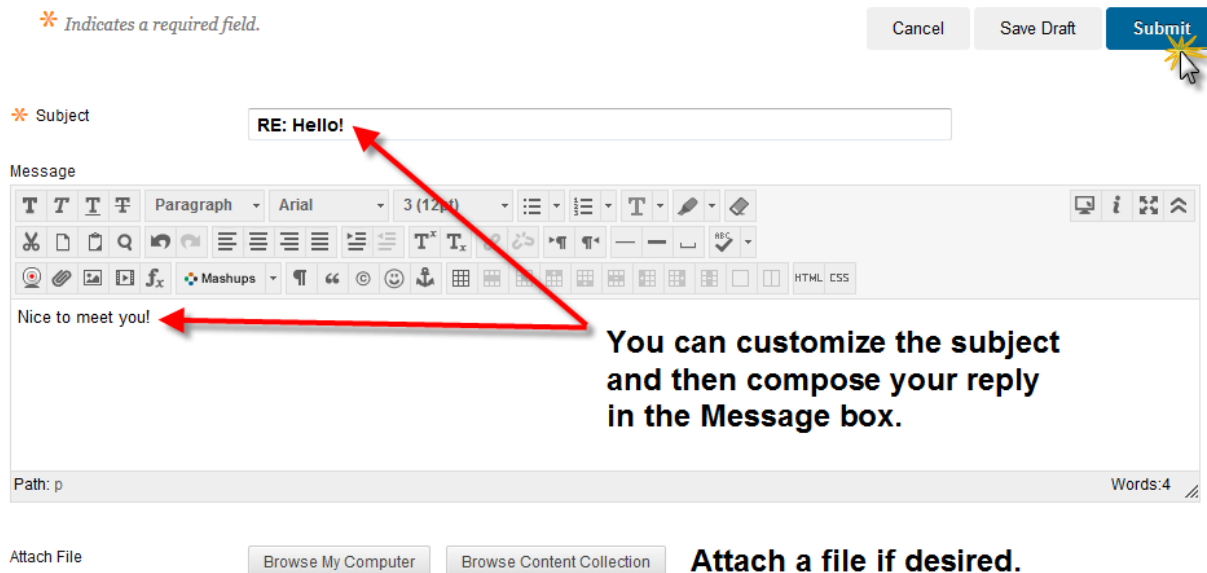
5. Review the contents of the thread and then press the link to **Reply**.

 **Note:** an active discussion thread may have many replies already posted. Make sure to click on the correct Reply link. Each post will be contained within a box; click the Reply link within that box.

Note: depending on the level of the post that you are replying to, you may have to hover over the post box to see the Reply link.



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



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