

How to Use the Discussion Board on Blackboard

The three main components to the discussion board include:

- **Forums-** broad categories found on the main discussion board
- **Threads-** individual subject discussions or posed questions within a forum
- **Posts-** individual replies within threads

- **1** Log in to Blackboard and select an individual course to locate its discussion board.
- **2** Locate and click the “Discussion Board” link or tab, usually found on the left side of the course menu or in a weekly content folder.
- **3** From the main discussion board page, select the forum that you wish to post a discussion in.

- **4** Click the “Create Thread” tab in the upper left of the forum box to begin your original discussion thread.

OR

Choose one of the current threads from the list to read and post a reply.

- **5** Type a specific title for your thread in the subject text box.

Select the “Reply” button underneath the post you are responding to.

- **6** Type your discussion for others to view in the message text box, or upload a file to be attached to your thread.

Type your message in the text box or upload an attachment.

- **7** Click “Submit” for your thread to be posted for others to view and post a reply.

Press “Submit” for your completed reply to appear underneath the original post