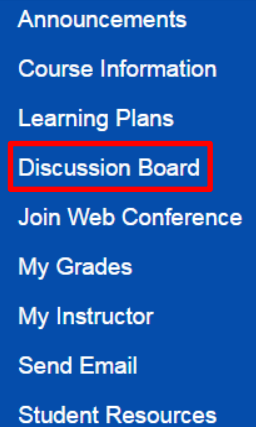


Blackboard – How to Post to a Discussion Board

Posting to the Discussion Board

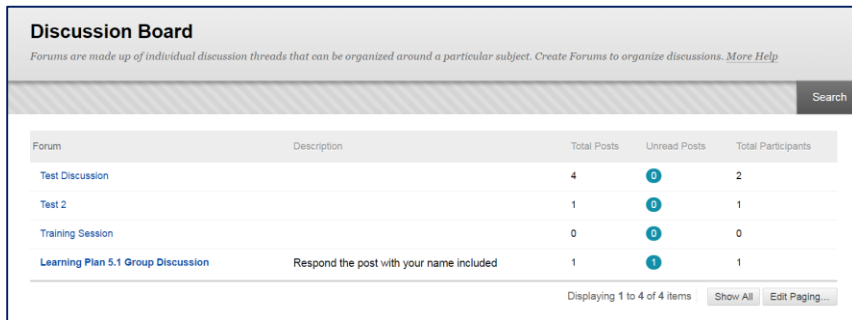
The directions below will provide a basic guide for how to post to the class discussion board within a Blackboard course. Students can access the course discussion board by clicking on the Discussion Board menu item located in any Blackboard course. Instructors may also place direct links to a particular discussion in the Learning Plans of a course.



Discussion board tips:

- *Make sure to look for specific directions from your instructor before posting.*
- *Write your response in MS Word or other word processing software to prevent losing work due to computer/internet failure.*
- *When posting to the discussion board remember to be respectful of other's posts.*

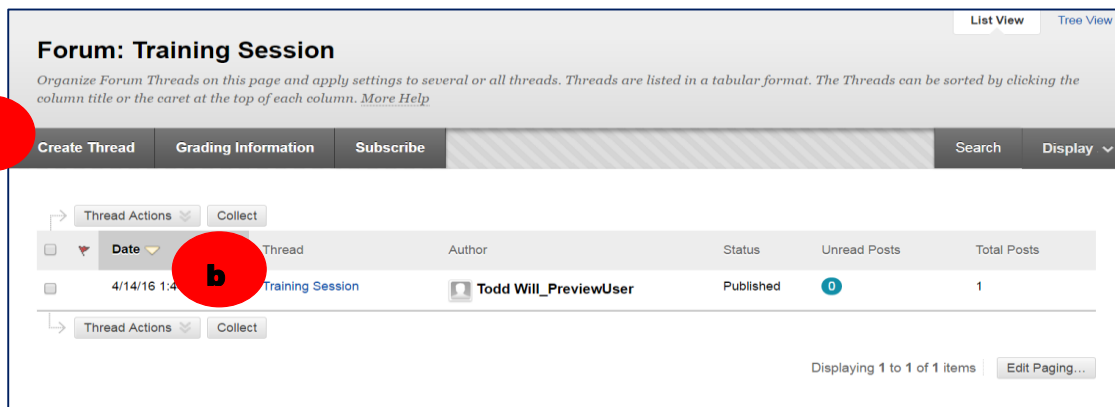
1. Navigate to the discussion board by following your instructor's directions. (Some instructors place links within Learning Plans that take you directly to the forum they want you to post in.)
2. On the Discussion Board page, click on the forum you need to post to.



Forum	Description	Total Posts	Unread Posts	Total Participants
Test Discussion		4	0	2
Test 2		1	0	1
Training Session		0	0	0
Learning Plan 5.1 Group Discussion	Respond the post with your name included	1	1	1

Displaying 1 to 4 of 4 items Show All Edit Paging...

3. To post to the forum:
 - a. Click on the Create Thread button
 - Enter your response into the text editor. Click Submit so your instructor and classmates can see or grade your post. (Clicking Save Draft does not submit your response to your instructor.)
 - b. Click on the Thread title
 - Click the Reply button located within the post you would like to reply to.
 - A text editor will display.
 - Enter your response and click Submit.



Forum: Training Session 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	Date	Thread	Author	Status	Unread Posts	Total Posts
→	4/14/16 1:4	Training Session	Todd Will_PreviewUser	Published	0	1

Thread Actions Collect

Displaying 1 to 1 of 1 items Edit Paging...