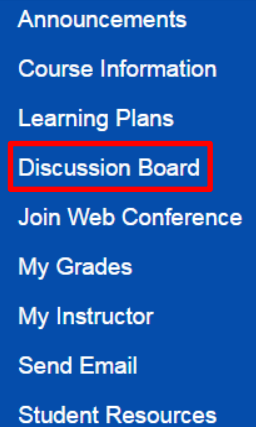# Blackboard – How to Post to a Discussion Board
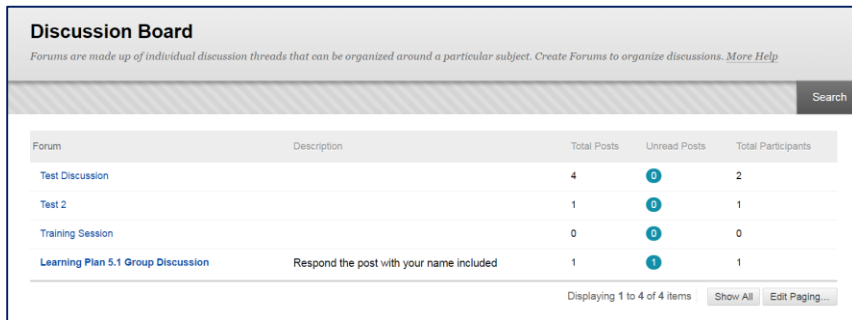
## Posting to the Discussion Board

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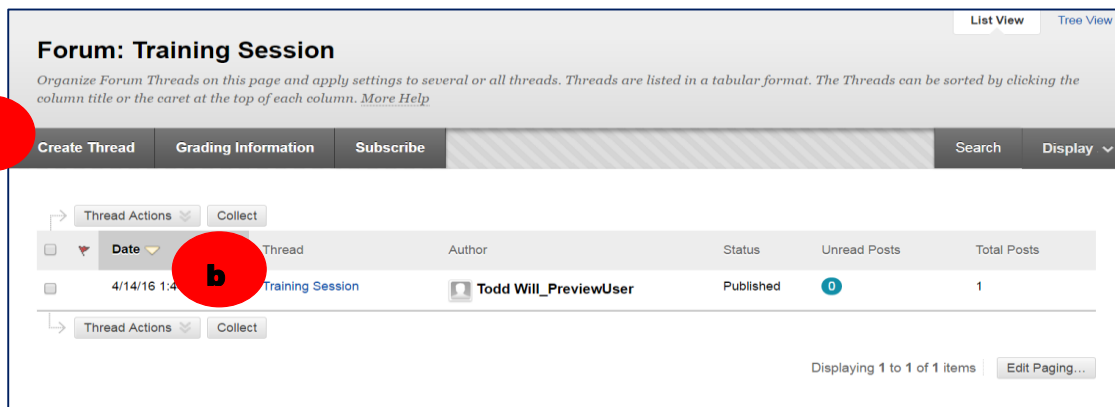
1. Navigate to the discussion board by following your instructor's directions. (Some instructors place links within Learning Plans that take you directly to the forum they want you to post in.)
2. On the Discussion Board page, click on the forum you need to post to.



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.