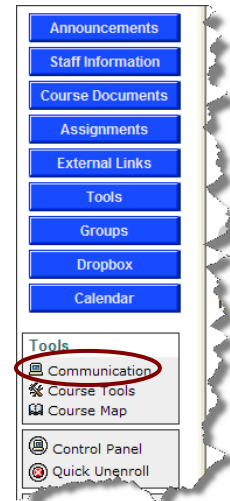


How do I Post to Discussion Boards in My Class?

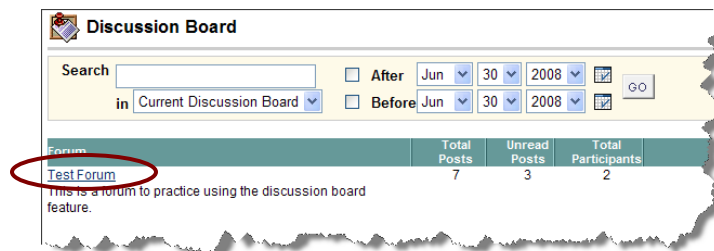
1. While in your Blackboard Course, click **Communication**.



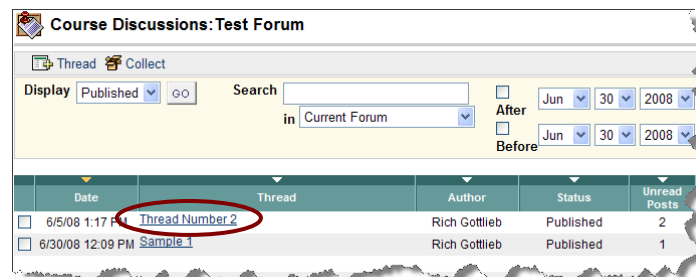
2. Click **Discussion Board**.



3. Click on the **name of the Forum** to which you would like to make a post.



4. Click on the **link of the Thread** to which you would like to respond.



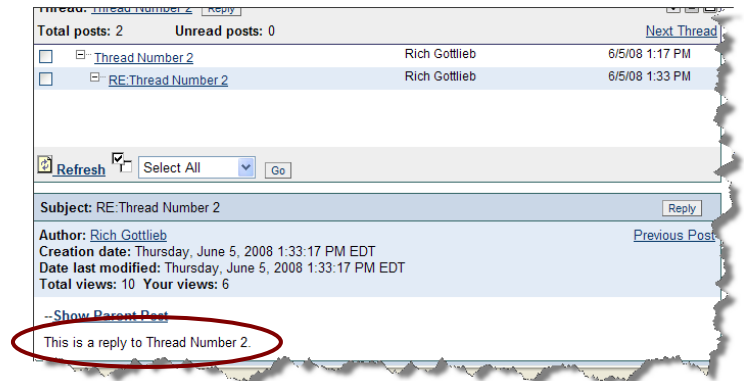
Blackboard

Posting to a Discussion Board

5. Click on the **link to a post** to read it.



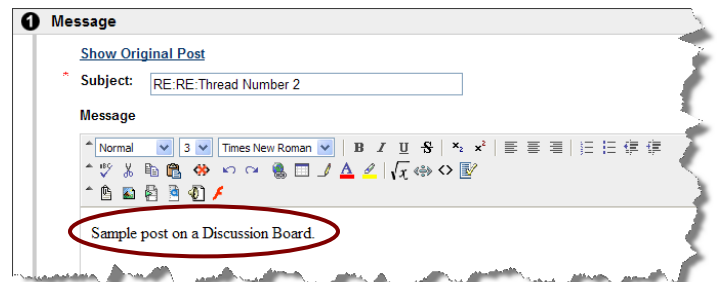
- The message will be displayed at the bottom of the screen.



6. Click **Reply**.



7. Type a **message** into the Text Editor.



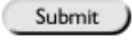
Blackboard

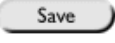
Posting to a Discussion Board

8. Click on the **Attach a File link** to attach a file (optional).

NOTE: This may be disabled in your discussion board.



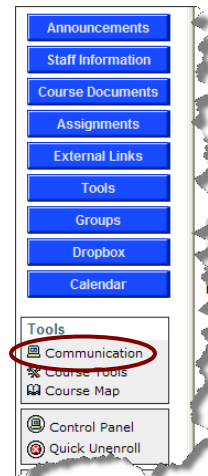
9. Click  to post your message for others to see.

- You may click  if you would like to save the message without posting it at this time. This allows you to edit it later before posting.
- See the section Posting Your Saved Content at the end of this tip sheet for directions.

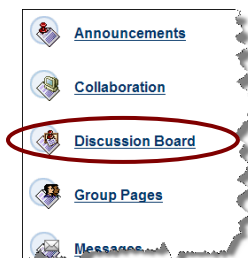
Adding Threads

The Instructor of your course may allow participants to create their own threads, giving them an opportunity to start their own discussion. If this is allowed, follow the steps below to begin a thread.

1. While in your Blackboard Course, click **Communication**.



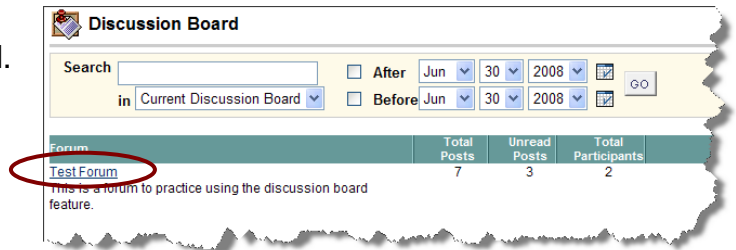
2. Click **Discussion Board**.



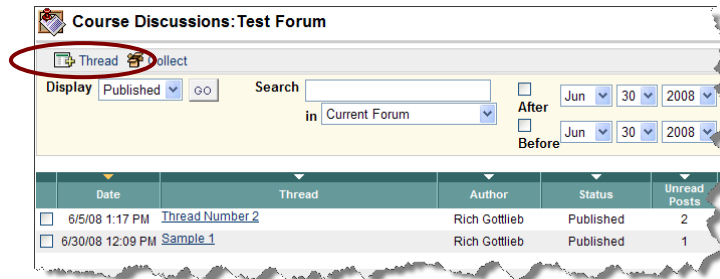
Blackboard

Posting to a Discussion Board

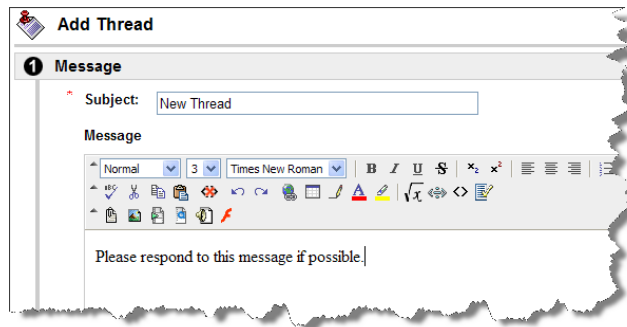
3. Click on the **name of the Forum** in which you would like to create a thread.



4. Click  **Thread**.

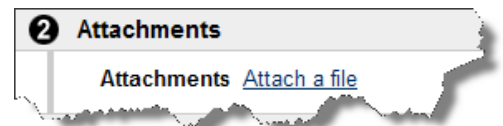



5. Type in a **subject** and **message**.




6. Click on the **Attach a File** link to attach a file (optional).

NOTE: This may be disabled in your discussion board.



7. Click  to post your thread for others to see.

- You may click  if you would like to save the thread without posting it at this time. This allows you to edit it later before posting.
- See the section Posting Your Saved Content at the end of this tip sheet for directions.

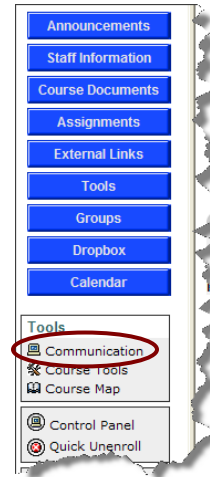
Blackboard

Posting to a Discussion Board

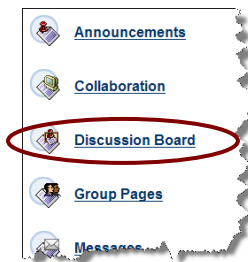
Posting Your Saved Content

To post information that you had previously saved, follow these steps.

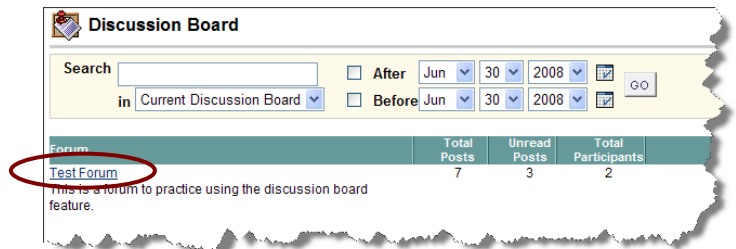
1. While in your Blackboard Course, click **Communication**.



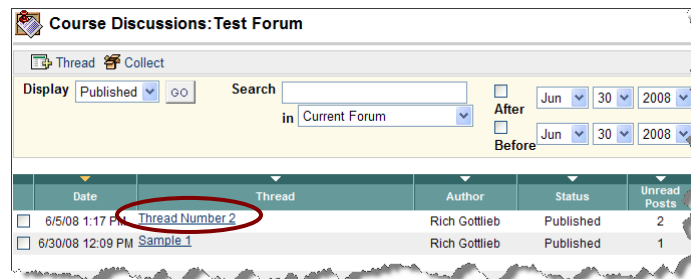
2. Click **Discussion Board**.



3. Click on the **name of the Forum** in which you saved a message.



4. Click on the **link of the thread** where you saved your message.



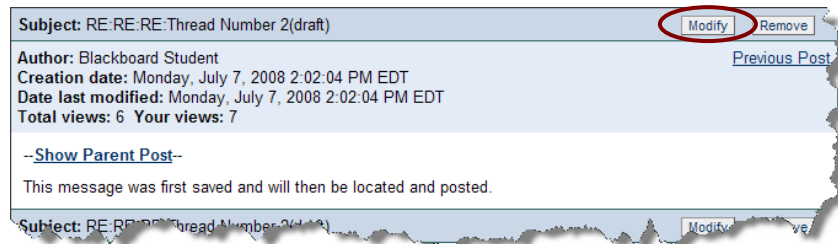
Blackboard

Posting to a Discussion Board

5. Click on **your saved posting** (it will have “(draft)” next to it).



6. Click [Modify](#).



7. Make **any necessary changes** to your posting and click [Submit](#).