

Discussion Board – Posting New Messages and Replying

Students can create new threads and reply to posts in existing threads in Blackboard discussion boards.

Starting a New Thread

Follow these steps to start a thread.

1. Open a Discussion Board Forum.

2. Click **Thread** in the Add bar.

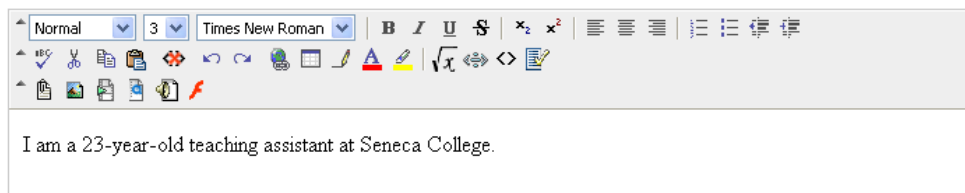


3. Type a subject in the **Subject** field.

Subject:

4. Type a message in the **Message** field.

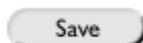
Message



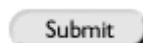
5. Attach files if necessary.

6. Perform one of the following actions:

- Click **Save** to store a draft of the post. (Note: Draft messages are not viewable by other students or the instructor.)



- Click **Submit** to create the thread.



Replying to a Post

Threads grow as users respond to the initial, and subsequent, posts. Replies build on one another to construct a conversation.

Follow these steps to reply to a post.

1. Open a thread in a forum.
2. Open a post.
3. Click **Reply** for that post.

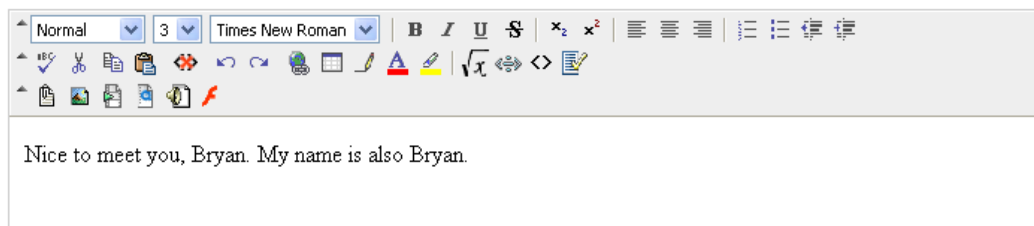


4. Type a subject in the **Subject** field.

Subject:

5. Type a message in the **Message** field.

Message



Nice to meet you, Bryan. My name is also Bryan.

6. Attach files if necessary. When using the Visual Text Box Editor, you may add multiple files.
7. Perform one of the following actions:
 - Click **Save** to store a draft of the post. (Note: Draft messages are not viewable by other students or the instructor.)



- Click **Submit** to create the thread.

