

Responding to Discussion Threads

1. Access the discussion board by
 - a. selecting the Communication link, then clicking the Discussion Board icon from the communication page, or
 - b. selecting the Discussion Board link from the main course menu, if available.
2. The discussion board page appears and displays Discussion forums. Select the link for the Discussion forum of choice.
3. From the discussion forum page, click the link for the thread you would like to read and respond to. The *Thread Detail* page appears.

Course Discussions: Introduction Tree View List View

Thread Collect Mark Read Mark Unread Subscribe Search

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	11/20/07 4:36 PM	subscription test	Masego Kebaetse	Published	1	1
<input type="checkbox"/>	11/20/07 11:25 AM	Blackboard Help	Lorraine Williams	Published	2	2
<input type="checkbox"/>	11/19/07 11:17 AM	Introduction	Student1 PTS	Published	4	4

Select All Go Items Per Page 25 Go Display Published Go

OK

4. When the thread appears, click the Reply button.

Thread: [Blackboard Help](#) Reply

Total posts: 2 Unread posts: 1 Previous Thread | Next Thread

<input type="checkbox"/>	Blackboard Help	Lorraine Williams	11/20/07 11:25 AM
<input type="checkbox"/>	RE: Blackboard Help	Student2 PTS	11/20/07 11:42 AM

Refresh Select All Go

Subject: Blackboard Help Reply Quote Set Flag

Author: [Lorraine Williams](#) Next Post

Posted date: Tuesday, November 20, 2007 11:25:25 AM EST
Last modified date: Tuesday, November 20, 2007 11:25:25 AM EST
Total views: 5 **Your views:** 1

Good morning

I am the blackboard administrator. My role is to help you with your Blackboard problems.

Blackboard Administrator

Subject: Blackboard Help Reply Quote Set Flag

5. When the *Reply to Post* page appears, type the thread Subject and thread Message.

Reply to Post

1 Message

Show Parent Post

Subject: RE: Blackboard Help

Message

Normal 2 Verdana B I U S x₂ x² | [List Icons]

Thanks for the offer. I will be calling to make an ppointment. I have not been able to figure out how to submit addnignmntnts.

6. Attach any files if desired.
7. Scroll to the bottom of the page and click the **Submit** button.

2 Attachments

Attachments [Attach a file](#)

3 Submit

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel Save **Submit**

8. The thread detail page appears.

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OK