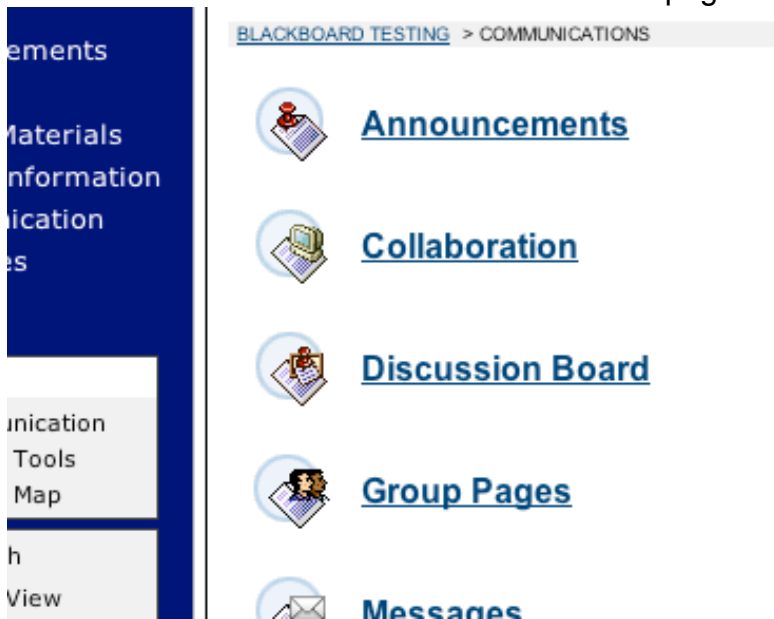


# How to use the Discussion Board in Blackboard

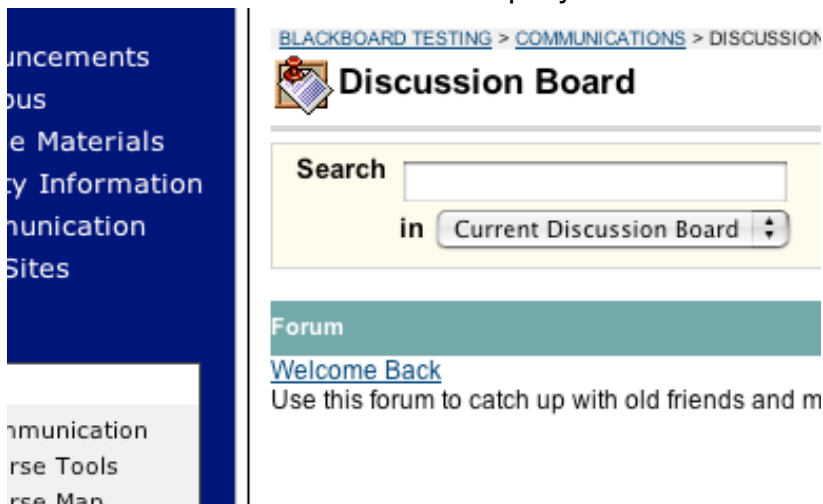
The Discussion Board is a tool for asynchronous communication between students and instructor. It consists of forums, created by instructor, and threads, created by students. A forum is the topic of discussion. For discussion to begin, students must create threads, which are messages in response to discussion topic. Students must then reply to threads posted by classmates.

## To add a thread:

1. Click on the Communication button/menu item within your course. Then click on Discussion Board to access the discussion board page.



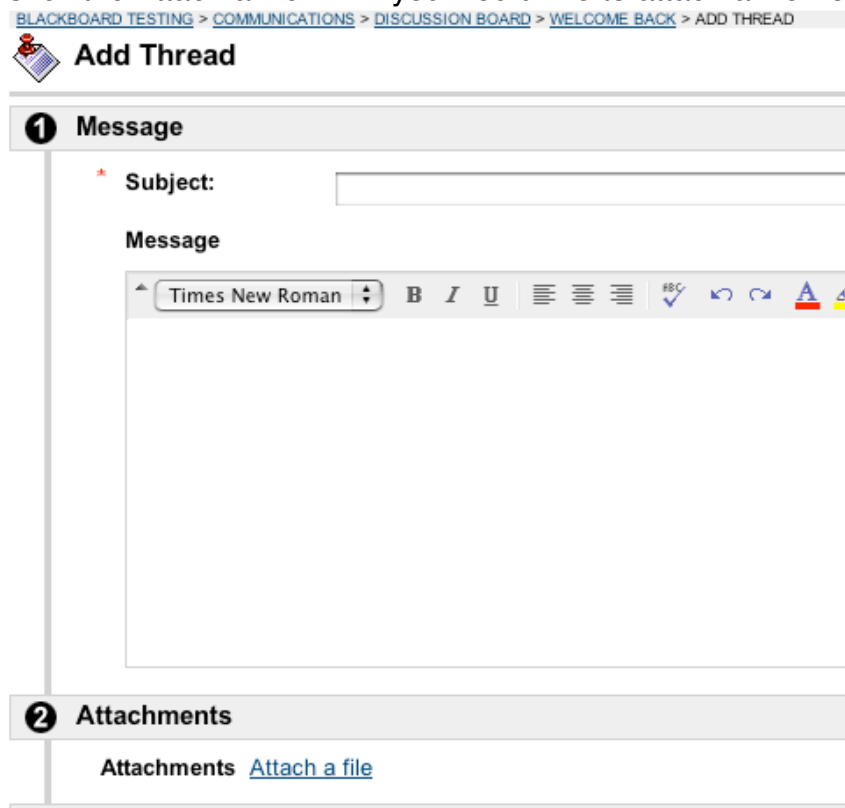
2. Click on the forum name with the topic you would like to start a discussion.



3. Click on the Thread button (+Thread) to add a new thread. This allows you to create a new message for classmates to reply.



4. Enter subject and message of thread in the boxes provided.
5. Click the Attach a file link if you would like to attach a file from your computer.



6. Click the Submit button to post your message.

## To reply to a thread:

1. Click on thread you would like to post a reply.

Thread: [Hello](#) [Reply](#)

Total posts: 2 Unread posts: 0

[Hello](#) ITC Student 19/12/07 9:34 AM

ITC Student 1 9/12/07 9:34 AM

[RE:Hello](#)

[Refresh](#)  Select All [Go](#)

**Subject:** RE:Hello

**Author:** ITC Student 1

**Creation date:** Wednesday, September 12, 2007 9:34:40 AM CDT

**Date last modified:** Wednesday, September 12, 2007 9:34:40 AM CDT

**Total views:** 2 **Your views:** 3

--[Show Parent Post](#)--

Nice to meet you.

**Subject:** RE:Hello

2. Click the Reply button located on the right side of the screen, under the message you would like to post a response.

[Reply](#)

[Previous Post](#)

M CDT  
40 AM CDT

3. Enter message, and then follow the steps previously mentioned to post a message.

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