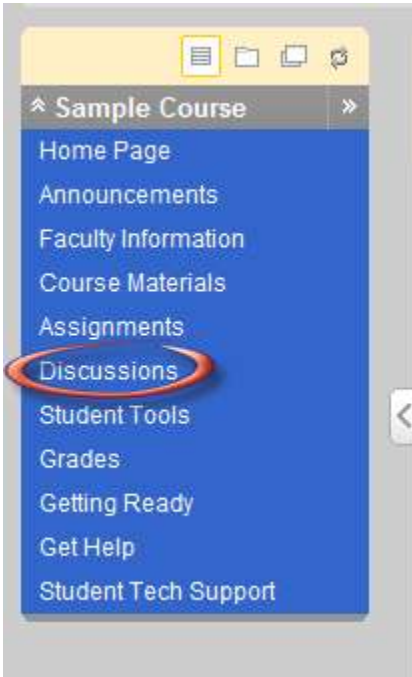


Blackboard Discussion Board Tutorial


Step 1

Click on the "Discussions" link located in the navigation area.



Step 2

Click on the name of the **Forum** in which you would like to participate.

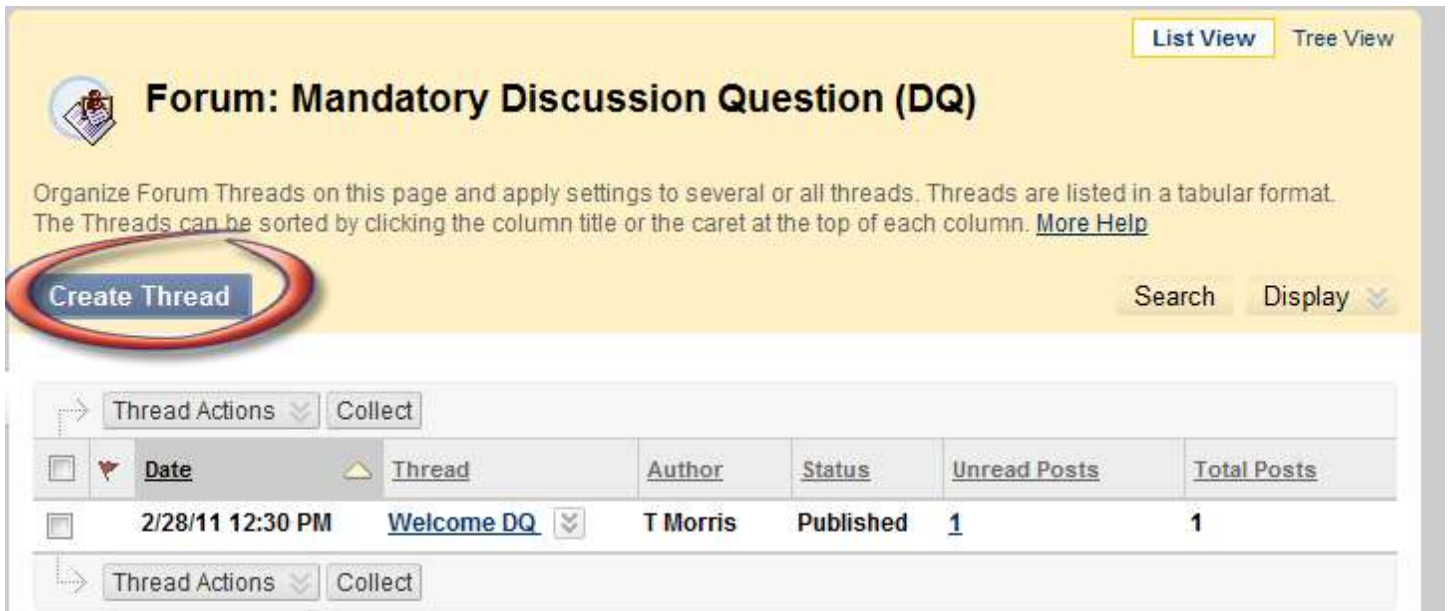
 **Discussion Board**

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Forum	Description	Total Posts	Unread Posts	Total Participants
Mandatory Discussion Question (DQ)	A discussion question (DQ) will be posted periodically here. Reply to it and respond to another student's reply. Your responses will be evaluated each week. Visit Syllabus > Rubrics for details.	1	1	1
Readings & Assignments	Use this forum to post questions about your readings and assignments	0	0	0
Virtual Cafe	This is where students in the course can "hang out," discussing any topic (within the bounds of decency and respect), telling jokes (ditto), letting your fellow students in on cool sites you've found. The instructor will only participate if asked in a posting, or if it's deemed necessary. Have some fun here!	0	0	0

Step 3

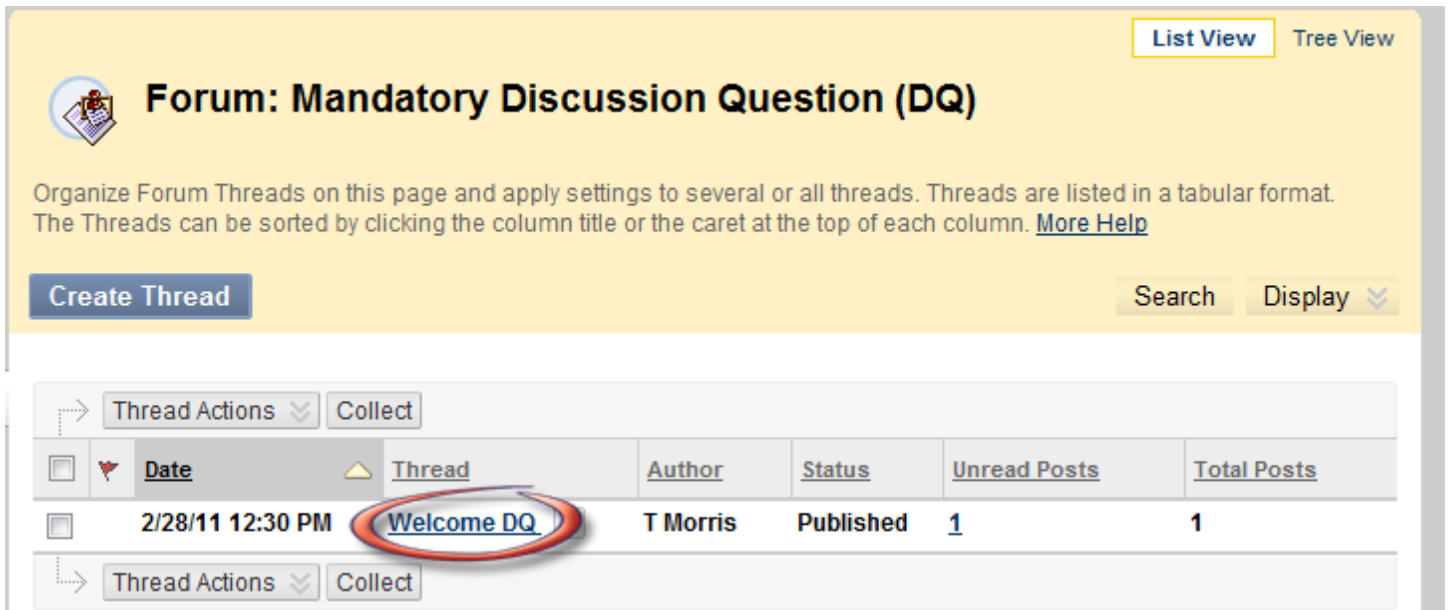
The forum displays. To **add a new thread** (start a new discussion related to the general forum topic), click on the **Create Thread** button and skip to Step 5.



The screenshot shows a forum interface for "Forum: Mandatory Discussion Question (DQ)". At the top right, there are "List View" and "Tree View" buttons. Below the forum title, there is a paragraph of text explaining how to organize threads. A "Create Thread" button is circled in red. To the right of the button are "Search" and "Display" buttons. Below this is a table with columns: "Date", "Thread", "Author", "Status", "Unread Posts", and "Total Posts". The table contains one row with the following data: "2/28/11 12:30 PM", "Welcome DQ", "T Morris", "Published", "1", and "1".

Date	Thread	Author	Status	Unread Posts	Total Posts
2/28/11 12:30 PM	Welcome DQ	T Morris	Published	1	1

To read posted messages, click on the message thread link.



The screenshot shows the same forum interface as above. The "Create Thread" button is no longer circled. Instead, the "Welcome DQ" link in the table is circled in red. The rest of the interface, including the "List View" and "Tree View" buttons, the text paragraph, and the "Search" and "Display" buttons, remains the same.

Date	Thread	Author	Status	Unread Posts	Total Posts
2/28/11 12:30 PM	Welcome DQ	T Morris	Published	1	1

Step 4

The Thread Detail screen displays with a display of the messages in the thread and the first message in the thread. Depending on your settings and the number of messages already posted in the thread, you may need to scroll down the page to read the message. To reply to the message, click the **Reply** button. To view another message, click on the subject of the message

Thread Detail

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. [More Help](#)

Search Refresh

Welcome DQ Reply

Total Posts: 1 Unread Posts: 0

Message Actions Collect
Select: All None

Welcome DQ T Morris 2/28/11 12:30 PM

Message Actions Collect

Select: All None

Welcome DQ Reply Quote Set Flag

Author: T Morris Total views: 2 (Your views: 1)
Posted Date: Monday, February 28, 2011 12:30:06 PM CST
Edited Date: Monday, February 28, 2011 12:30:06 PM CST

Take a minute to view the Flash video at <http://www.harperdoit.net/dlo/DLOwebsite> about one student's experiences with online learning.
As an online student you'll need to allocate some time to work on this course.
Visit <http://www.harperdoit.net/dlo/DLOwebsite/tmcalc.htm> and determine how many... available.

- How did you do?

Step 5

Modify the subject if needed and type your response in the message area. Notice that there are some word processing tools available for you to use. Click the **Submit** button to post your message. If you have changed your mind and do not want to post a message, click the **Cancel** button.

Reply to Post

Answer questions or contribute to a discussion using Reply at the Thread level or at the message level. Users replying to a Thread will create a child message below the Thread. Users replying to a child message will create a child of that message and so on. [More Help](#)

* Indicates a required field.

Cancel Save Draft Submit

1. Message View Original Post

* Subject: Kayaking is Fun!

Message Text Editor is: ON

Type your response here