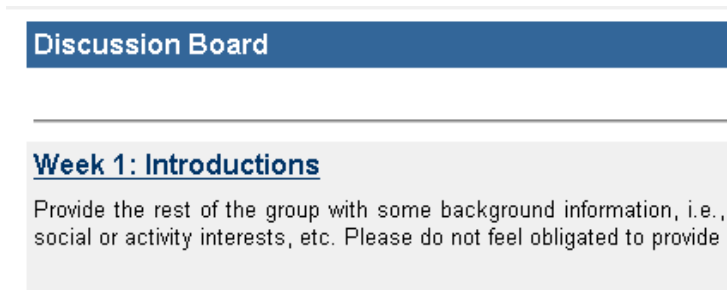


## Posting Messages to the Blackboard Discussion Board

The discussion board can be found by clicking on either the Communication button or the Discussion Board button in a Blackboard Course. If the Discussion Board button is displayed in the course, click on the button to be taken directly to the discussion board. If only the Communication button is present, click on the Communication Button then the Discussion Board link to be taken to the discussion board.

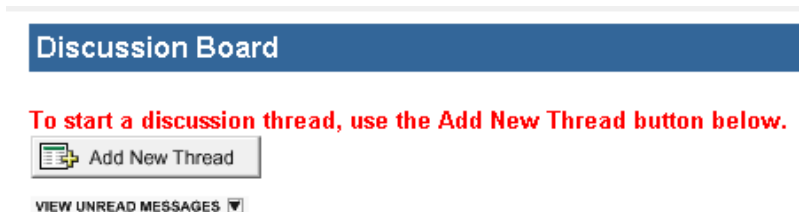
The Discussion Board is setup with a Forum or Forums. A Forum is a topic of discussion. Each forum has a description or assignment associated with it. This is an example of a Forum:



The screenshot shows a blue header bar with the text "Discussion Board". Below it, a forum topic is titled "Week 1: Introductions" in blue. The description reads: "Provide the rest of the group with some background information, i.e., social or activity interests, etc. Please do not feel obligated to provide".

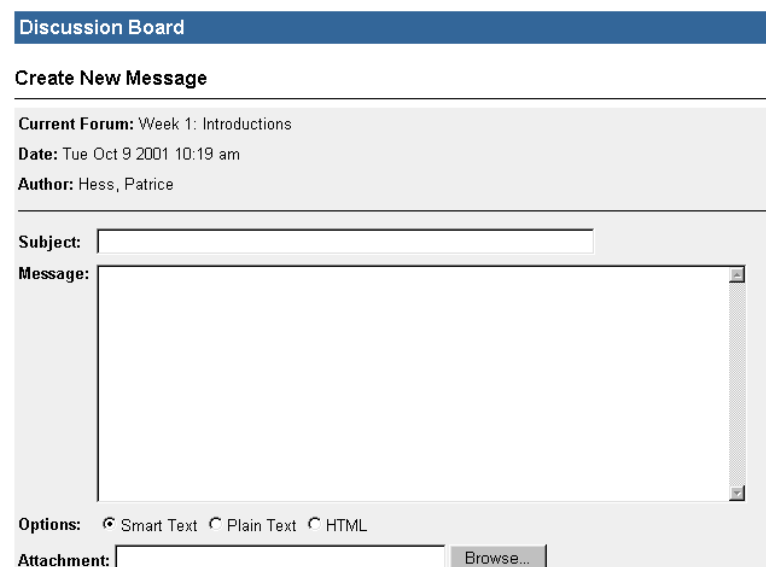
To enter a discussion board forum, click on the forum topic, such as **Week 1: Introductions**.

To begin a new posting, click on the **Add New Thread** button:



The screenshot shows the "Discussion Board" header. Below it, a red instruction reads: "To start a discussion thread, use the Add New Thread button below." Underneath is a button with a document icon and the text "Add New Thread". Below the button is a link that says "VIEW UNREAD MESSAGES" with a dropdown arrow.

Create a new message by completing the subject and the message:



The screenshot shows the "Discussion Board" header and a section titled "Create New Message". It includes the following fields and options:

- Current Forum:** Week 1: Introductions
- Date:** Tue Oct 9 2001 10:19 am
- Author:** Hess, Patrice
- Subject:** A text input field.
- Message:** A large text area with a vertical scrollbar.
- Options:** Radio buttons for "Smart Text" (selected), "Plain Text", and "HTML".
- Attachment:** A text input field followed by a "Browse..." button.

Or, your instructor may require you to respond to his/her posting, only, and not start a new thread. To reply to an existing posting, click on the subject of the posting:

**Respond to my question**

Hess, Patrice

Tue Oct 9 2001 10:22 am

Read the posting and click the Reply button:

Current Forum: Week 1: Introductions

Date: Tue Oct 9 2001 10:22 am

Author: Hess, Patrice <[p Hess@hotmail.com](mailto:p Hess@hotmail.com)>

Subject: Respond to my question

Modify

If your instructor is not allowing new threads, you must respond to the existing message. The Add New Thread button will not be displayed.

Reply

<< Previous Message    Next Message >>

Current Thread Detail:

Respond to my question

Hess, Patrice

Tue Oct 9 2001 10:22 am

OK

Enter your response:

Your Response:

Current Forum: Week 1: Introductions

Date: Tue Oct 9 2001 12:08 pm

Author: Hess, Patrice

Subject:

Message:

Options:  Smart Text  Plain Text  HTML

Attachment:

If your instructor has allowed file attachments, you may attach a file to your posting by using the Browse... button to locate the file.

## Preview Message

**Preview Message will allow you to preview the message and use the Back button to make changes prior to submitting the message.** Submit will send the message directly to the discussion board. Your instructor may or may not allow you to edit or remove a posting after it is submitted.

Reply postings appear under the original posting, indented and with a Re: in the subject line:

[Respond to my question](#)

**Re: Respond to my question**

## Posting Management Tips

**Click on the Show Options tab to reveal the posting management buttons.**



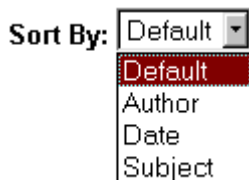
**Select All:** Places check marks next to all messages to mark all as read or unread or collect messages to place them in order on one page. Unselect or Invert performs the opposite function.

**Read/Unread:** Displays the posting as Read (open envelope in plain text) or Unread (closed yellow envelope in bold text). It is helpful to read all messages and mark them as Read before ending a discussion board session.

**Collect:** To compile postings on one page, select the postings to be compiled with check marks in the boxes and click Collect. The postings will be displayed in a list on one page.

## Sort By

The Sort by drop down box can be found at the bottom of the forum page. The postings can be sorted by Default (by thread), Author, Date and Subject.



## View All/Unread Messages

View All will show all messages. View Unread will show only unread messages. Change this preference by clicking once on View Unread Messages or on View All Messages.

[VIEW UNREAD MESSAGES](#)