Using Discussion Boards

Discussion boards are a means for the students and instructors to discuss specific topics. There are two types of discussion boards available in Blackboard: Course and Group. Course discussion boards can be accessed by any member of the course. Group discussion boards can only be accessed by the members of that group.

Create a Discussion Board Thread:

1. Login to Blackboard.
2. Enter the course within which you want to work.
3. Navigate to the Discussion Board via the Discussions item or the Tools item in the Course Menu.
4. Click on the name of the Forum to which you wish to post a thread.
5. Once in the Forum, click on the Create Thread button.
6. Enter a Subject for your thread, and then type text directly into the Bb Text Editor box. The Text Editor allows the insertion of images, audio, and video content. You can also attach files either within the Text Editor, or in section 2, pulling files from your computer or from the course itself.
7. Click Submit to post the thread to the forum.

Reply to a Discussion Board Thread:

1. Login to Blackboard 9.1.
2. Enter the course within which you want to work.
3. Navigate to the Discussion Board via the Discussions item or the Tools item in the Course Menu.
4. Click on the name of the Forum in which you wish to read threads.
5. Click on the name of the Thread you wish to read.
6. To reply to the thread, click the Reply button located below the thread text (button indicated with yellow arrows):
7. Adjust subject line if you wish, then type text directly into the Bb Text Editor box. The Text Editor allows the insertion of images, audio, and video content. You can also attach files either within the Text Editor, or in section 2, pulling files from your computer or from the course itself.
8. Click Submit to post the reply to the thread.