Student Documentation: How to Post on the Discussion Board

This documentation has been created to show students how to post on their course discussion board.

Discussion Board Posting in Bb 9.1

1. Log on to Blackboard 9.1 and enter the class with the discussion board for which you would like to post.
2. The professor has many options as to how they choose to display the discussion board for students to access. These are some of the most common; however, if your professor has provided you the information on where to access the discussion board from within the course please proceed to step 3.
   a. On the left side of your screen there will be a course navigation box. This is customizable by the professor, but will look similar to this:

   ![Course Navigation Box](image1)

   b. The “Tools” folder provides access to the discussion board. After entering the folder click on the discussion board link:

   ![Discussion Board](image2)

   c. The “Discussions” folder on the course navigation box also provides a direct link to the discussion board.
3. Once you have entered the discussion board. Your professor will have created “forums” that he or she would like you to post “threads” to.
   a. To post a thread click on the forum that you would like to respond to.

   ![Forum Table](image3)

   b. Then click “Create Thread”:

   ![Create Thread](image4)

   c. Type your message and or attach your document and click submit. Be sure enter a “Subject”.

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