Discussions Boards

Threaded discussion forum tool in which students and instructors can post and reply according to topics over an extended period of time. There is one discussion board for the course that can be accessed in several ways. Group discussion boards are separate from the course discussion board.

Create 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 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.

NOTE: Do NOT copy and paste text from Microsoft Word. The embedded formatting code in Word will not transfer exactly to web applications like Blackboard 9.1. Your post will more than likely exhibit display problems (messed up formatting, mixed fonts, sometimes it won't display at all).

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 one of the Reply buttons located above and below the thread text (buttons and text indicated with yellow arrows):
8. 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.

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9. Click **Submit** to post the reply to the thread.