

Posting a New Thread or Reply in a Discussion Forum

If you have a DISCUSSION BOARD FORUM with no threads started, then

- In order to respond, you will need to begin a discussion thread at the next level.

1. Click on the FORUM.

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](#)


Create Forum

Forum	Description	Total Posts	Unread Posts	Total P
<input type="checkbox"/> Discussion Forum	This discussion forum is intended to get you familiar with the discussion forums used in Blackboard. You may read and post in this forum. This discussion forum will be monitored for proper activity but will not be graded. You are allowed to subscribe and rate posts.	30	<u>24</u>	17
<input type="checkbox"/> Speech Topics	This is where you will post topics for all three speeches. Once a topic is posted, it is off limits to everyone else.	21	<u>19</u>	18
<input type="checkbox"/> TEST FORUM		0	0	0

To create a new discussion thread:

Note: if the thread is already created, then skip to **TO REPLY TO A THREAD** below.


2. Click <Create Thread>

 **Forum: Comments on existing items**

Organize forum threads on this page and apply settings to several or all threads. [More Help](#)

Create Thread

3. Key in a subject, message, and click <Submit>

 **Create Thread**


A Thread is a series of posts related to the same subject. Threads provide an organization for posts. [More Help](#)

* Indicates a required field.

1. Message

* Subject:

Message



Cancel Save Draft **Submit**



Posting a New Thread or Reply in a Discussion Forum

To reply to a thread:

1. Click on desired Thread within a Forum



Forum: Comments on existing items

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads c caret at the top of each column. [More Help](#)

Create Thread

Thread Actions		Collect	Delete		
<input type="checkbox"/>	Date	Thread	Author	Status	Unread Po
<input type="checkbox"/>	4/15/10 10:38 AM	Books to sell	Anonymous	Published	0

2. Click reply.

[Books to sell](#) **Reply**

Total Posts: 1 Unread Posts: 0

Message Actions Collect
Select: [All](#) [None](#)

<input type="checkbox"/>	Books to sell	Anonymous	4/15/10 10:38 AM
<input type="checkbox"/>	Books to sell	Anonymous	4/15/10 10:38 AM

Select: [All](#) [None](#)
Message Actions Collect

< Books to sell > **Reply** Quote Edit Set Flag Delete

Author: Anonymous **Total views:** 2 (Your views: 2)
Posted Date: Thursday, April 15, 2010 10:38:14 AM CDT
Edited Date: Thursday, April 15, 2010 10:38:14 AM CDT

This is a test message.

3. Key in message and click <submit>

1. **Message**

* Subject:

Message

Normal 3 Arial B I U ebe x₂ x²

abc [icons]

Cancel Save Draft **Submit**

