1. Go to a **Discussions Forum** within a Blackboard Course. The **Discussions Forum** is generally located on the **Course Menu** below the **Course Mail** link of a Blackboard Course. Click **Discussions**.

2. Click on **Discussion Forum** link located below **Forum** title.

3. To read a **Discussion** post, click on the **Thread** title.

4. Within a **Discussion**, you can **Read** the post and **Reply** to the post. To **Reply**, click the **Reply** button.
Discussion Forum

5. To **Reply** to a post, simply type your **Reply Message** in the **Message** text box, and click **Submit**.

6. In some Courses, you can also **Rate** posts. If this feature is used, you will see a **Rating** option for each post.

7. You can also create **New Threads** when you see the **Create Thread** button. Creating a **New Thread** starts a **New Discussion** area. You should **not Create** a **New Thread** if you want to continue an established discussion or **Reply** to someone else's posts.

8. If the feature is enabled by your Instructor, you can **Subscribe** to a **Discussion Forum** or **Post**. **Subscribing** to a **Discussion Forum** or **Post** will allow you to receive **E-mail** updates when additions or changes are made.

9. **Discussion Forums** are used to stimulate **Student to Student** and **Student to Instructor** communication. Check with your Instructor for each class to determine the extent that they use **Discussion Forums**.