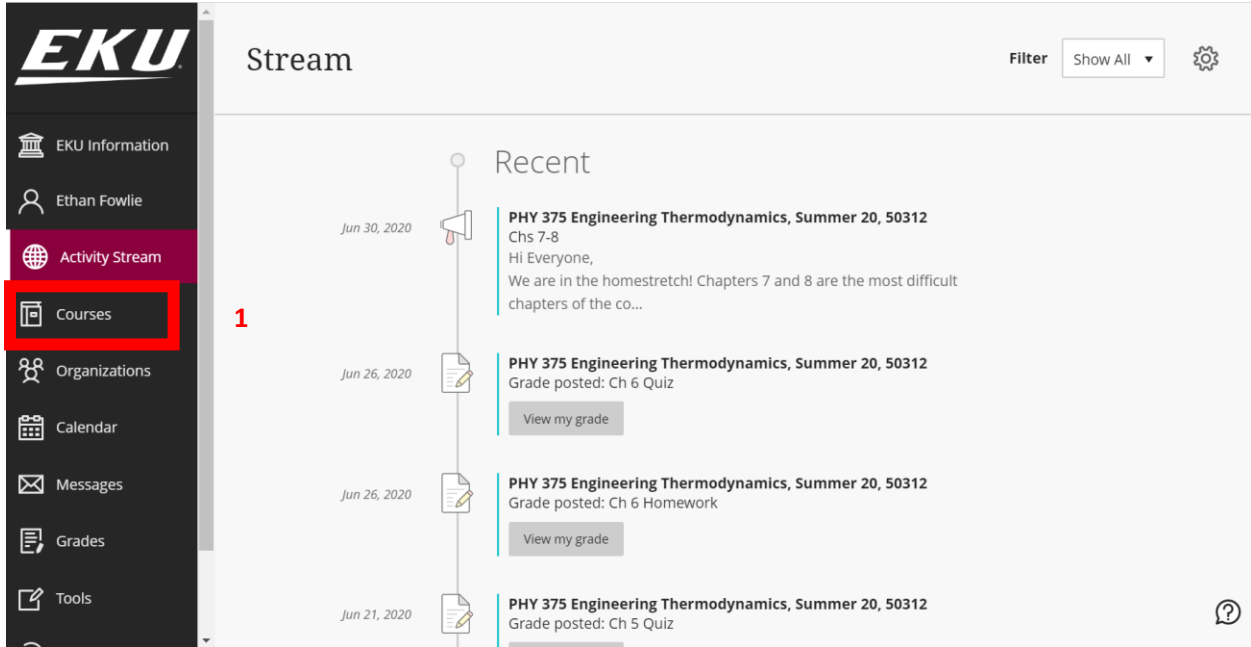


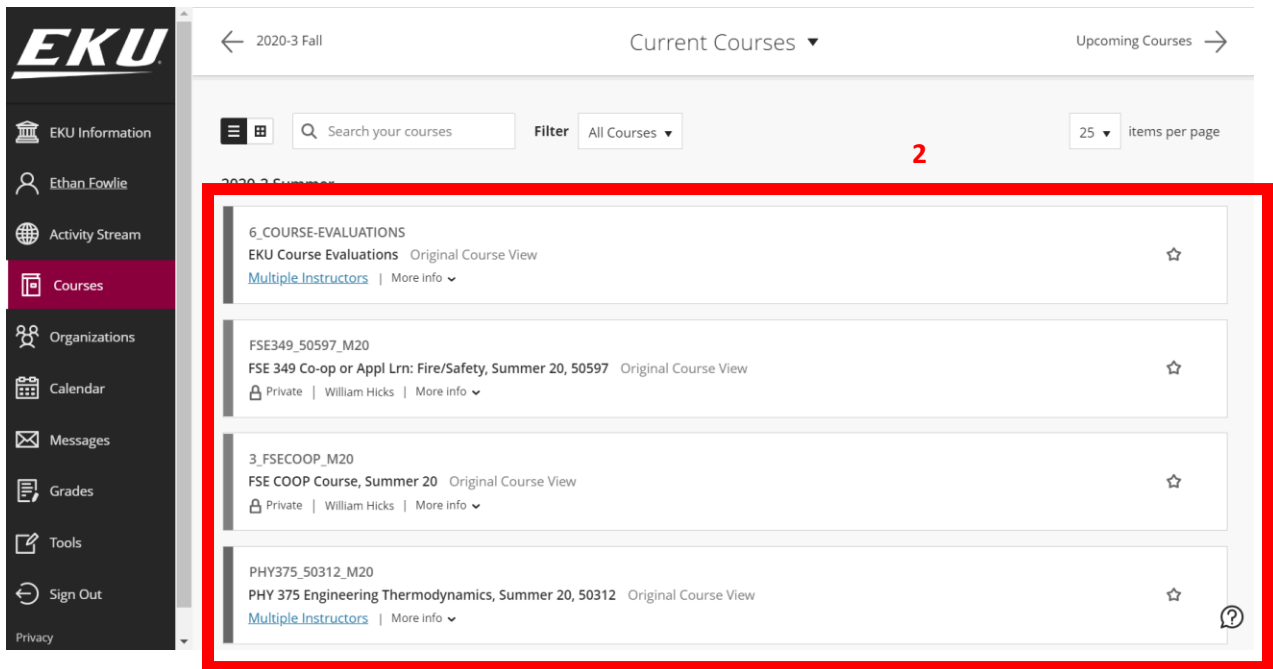
How to Use Blackboard:

Part 3 – Discussion Boards

1. Login to Blackboard. Then select the *Courses* tab on left-hand side [1]. Then select the course the discussion board is for [2].



The screenshot shows the Blackboard 'Stream' page. On the left-hand side, there is a navigation menu with the 'Courses' tab highlighted in a red box, labeled with a red '1'. The main content area shows a 'Recent' activity stream for the course 'PHY 375 Engineering Thermodynamics, Summer 20, 50312'. The stream includes a post from June 30, 2020, and two grade posts from June 26, 2020, and June 21, 2020. A 'Filter' dropdown menu is set to 'Show All'.



The screenshot shows the Blackboard 'Current Courses' page. The 'Courses' tab is highlighted in a red box, labeled with a red '2'. The page displays a list of courses for the '2020-3 Fall' semester. The course 'PHY375_50312_M20' is highlighted with a red box. The list includes course titles, original course views, and more information links. The page also shows a search bar, a filter dropdown set to 'All Courses', and a '25 items per page' selector.

2. On the left-hand side course menu. Locate and select the tab that says *Discussion Board*.

The screenshot shows the Blackboard course interface for 'PHY 375 Engineering Thermodynamics, Summer 20, 50312'. The left-hand navigation menu is visible, with the 'Discussion Board' option highlighted by a red rectangular box. The main content area displays 'Announcements' with two posts: 'Final Week!' and 'Chs 7-8'.

3. On the Discussion Board page, you will see all the different *Forums* created [1], descriptions of those forums [2], total number of post [3], number of unread posts [4], and number of unread replies to your posts [5].

The screenshot shows the Blackboard Discussion Board page for the same course. A table lists various forums with their descriptions and statistics. The columns for 'FORUM', 'DESCRIPTION', 'TOTAL POSTS', 'UNREAD POSTS', 'UNREAD REPLIES TO ME', and 'TOTAL PARTICIPANTS' are highlighted with red boxes and numbered 1 through 5 respectively. The table contains the following data:

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
Introduce Yourself to the Class!	Your class members will be a great resource for you during the term, so take some time to meet each other. Introduce yourself and respond to others' posts this week.	24	0	0	14
Water Cooler	This is our classroom meeting place, used throughout the term to ask and answer general course questions. Read the entries posted on this forum and respond to others' questions, as needed, throughout the term. The instructor or fellow classmates should respond within 48 hours.	21	0	0	8
Module 1 Questions	Post questions or comments regarding the contents of this module here. The instructor or fellow classmates should respond within 48 hours.	0	0	0	0
Module 2 Questions	Post questions or comments regarding the contents of this module here. The instructor or fellow classmates should	0	0	0	0

4. To post to a forum, select the forum [1], and then select create a thread [2]

PHY 375 Engineering Thermodynamics, Summer 20, 50312 Discussion Board

Discussion Board

The main discussion board page appears with a list of available discussion forums. Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

Search

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
Introduce Yourself to the Class!	Your class members will be a great resource for you during this term, so take some time to meet each other. Introduce yourself and respond to others' posts this week.	24	0	0	14
Water Cooler	This is our classroom meeting place, used throughout the term to ask and answer general course questions. Read the entries posted on this forum and respond to others' questions, as needed, throughout the term. The instructor or fellow classmates should respond within 48 hours.	21	0	0	8
1 Module 1 Questions	Post questions or comments regarding the contents of this module here. The instructor or fellow classmates should respond within 48 hours.	0	0	0	0
Module 2 Questions	Post questions or comments regarding the contents of this module here. The instructor or fellow classmates should	0	0	0	0

PHY 375 Engineering Thermodynamics, Summer 20, 50312 Discussion Board Forum: Module 1 Questions

List View Tree View

Forum: Module 1 Questions

In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)

Search Display

2 [Create Thread](#)

No items found.

5. On the Create Thread page, you can type in a post subject [1], and the message you want to post [2]. You can also attach files [3]. When you have completed your post, click the *Submit* button [4].

The screenshot shows the Blackboard interface for creating a new thread. On the left is a dark sidebar with navigation options: 'Welcome to the Course!', 'Syllabus and Schedule', 'Course Calendar', 'CLASSROOM' (Modules, Connect, Discussion Board, Proctored Exams), and 'HELPFUL LINKS' (Student Support Resources, Course Policies, Contact the Professor, Grade Book, Blackboard Help, Blackboard Tools). The main content area is titled 'FORUM DESCRIPTION' and contains the instruction: 'Post questions or comments regarding the contents of this module here. The instructor or fellow classmates should respond within 48 hours.' Below this is the 'MESSAGE' section, which includes a 'Subject' text input field (labeled 1), a rich text editor (labeled 2) with a toolbar and a 'Words:0' counter, and an 'ATTACHMENTS' section (labeled 3) with an 'Attach File' button and two options: 'Browse My Computer' and 'Browse Content Collection'. At the bottom of the page, there is a footer with the text: 'Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.' and three buttons: 'Cancel', 'Save Draft', and 'Submit' (labeled 4).

6. To view a forum, select the forum, and then select a post in the forum [1]. You can then see the original post and all the replies to it. To reply to a post, select the *Reply* button [2] and type your message.

The screenshot displays the Blackboard interface for the course 'PHY 375 Engineering Thermodynamics, Summer 20, 50312'. The top navigation bar includes 'Discussion Board' and 'Forum: Module 6 Questions'. The left sidebar contains various course navigation options such as 'Announcements', 'GETTING STARTED', 'CLASSROOM', and 'HELPFUL LINKS'. The main content area shows a forum titled 'Forum: Module 6 Questions' with a table of threads. The first thread, 'Carnot Efficiency', is highlighted with a red box and a red '1'. Below this, the detailed view of the 'Carnot Efficiency' thread is shown. The thread title is 'Thread: Carnot Efficiency' and it contains 2 posts. The first post, 'Carnot Efficiency', is highlighted with a red box and a red '2', and its 'Reply' button is also highlighted with a red box. The second post is a reply titled 'RE: Carnot Efficiency'.

SPECIAL NOTE:

Some Discussion Boards are Post-First Discussion Boards, so you must post your own response before viewing or replying to other posts. When this is the case, it will be clearly stated and Blackboard won't let you view any other post until you post.