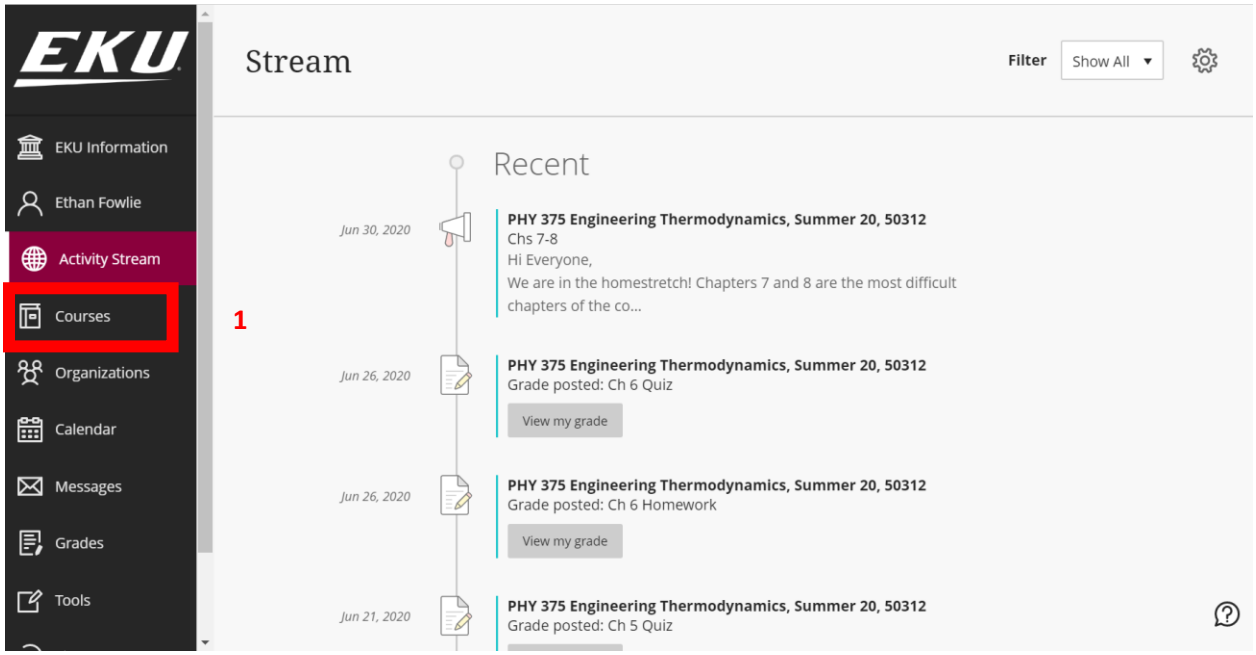
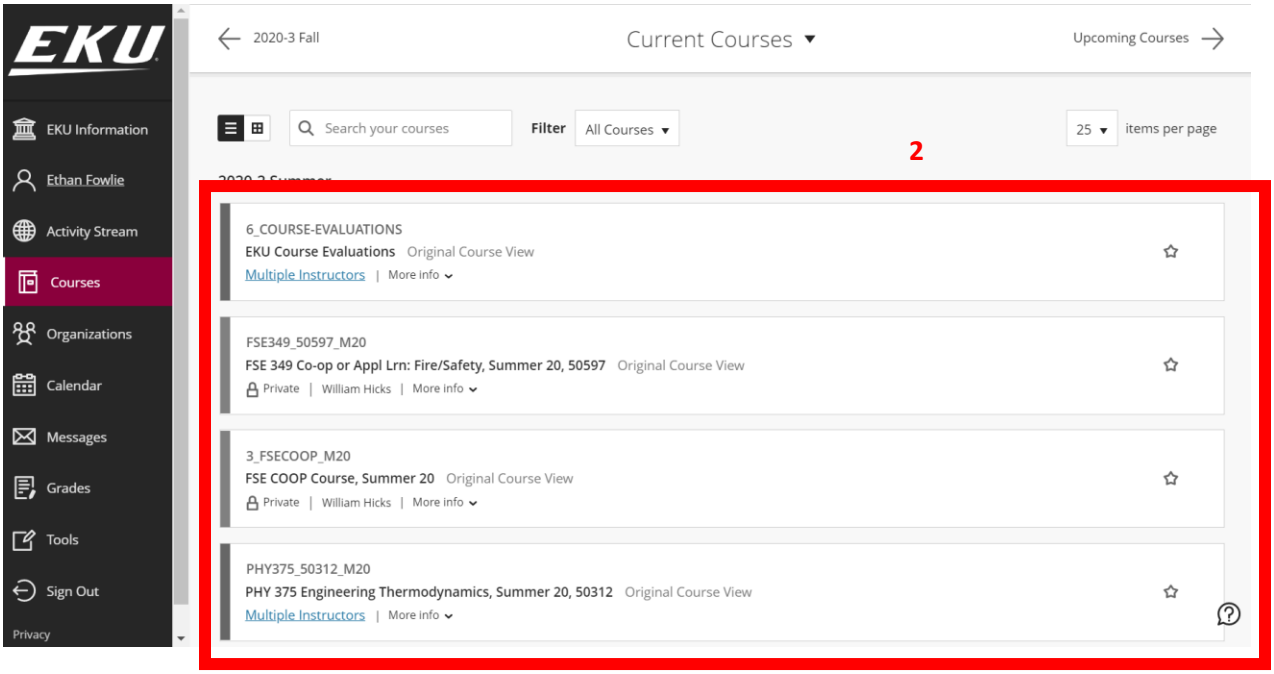
How to Use Blackboard:

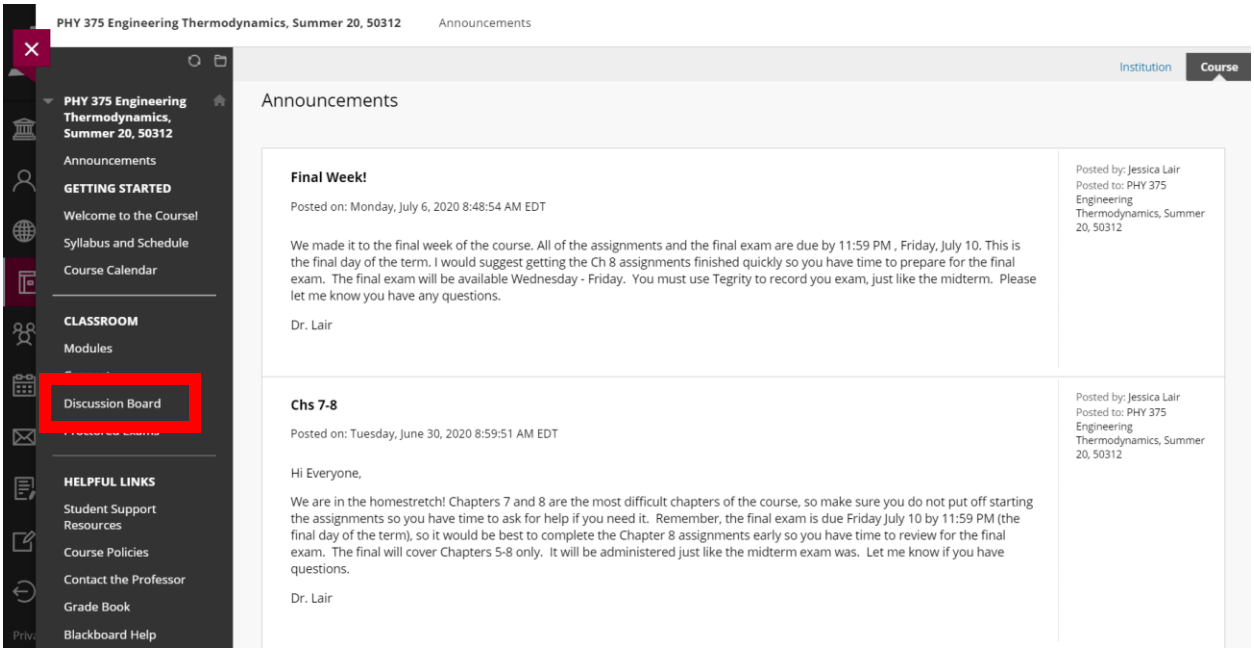
Part 3 – Discussion Boards

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

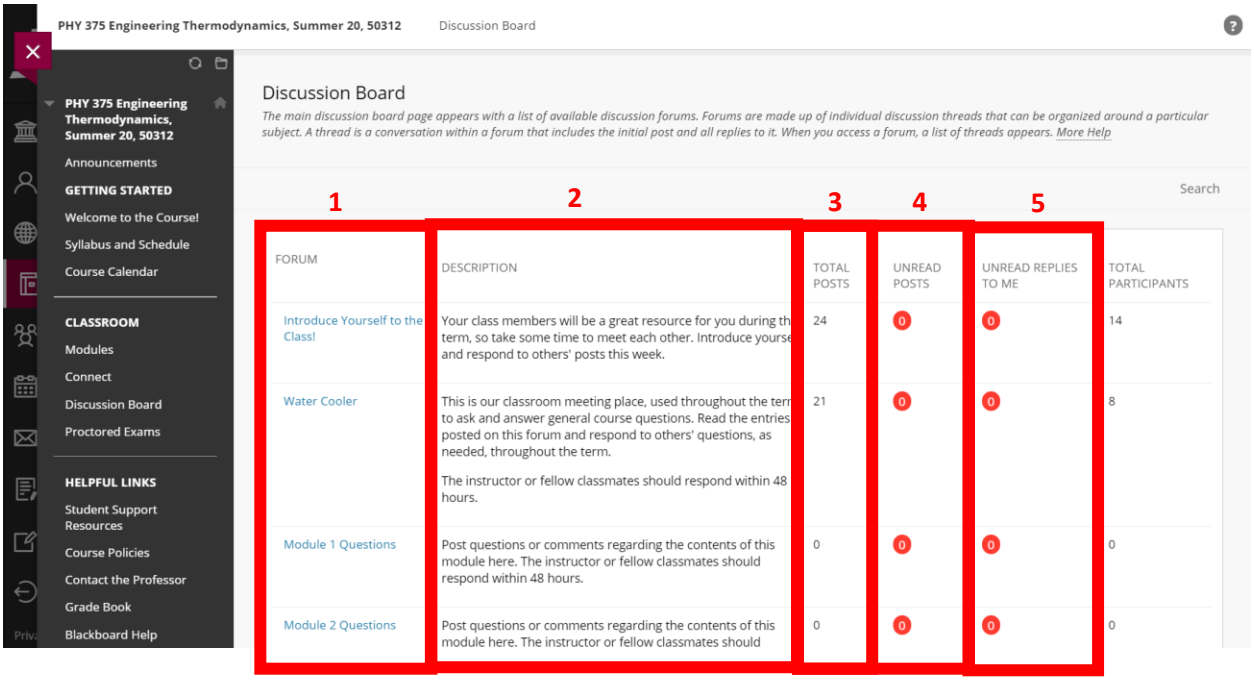




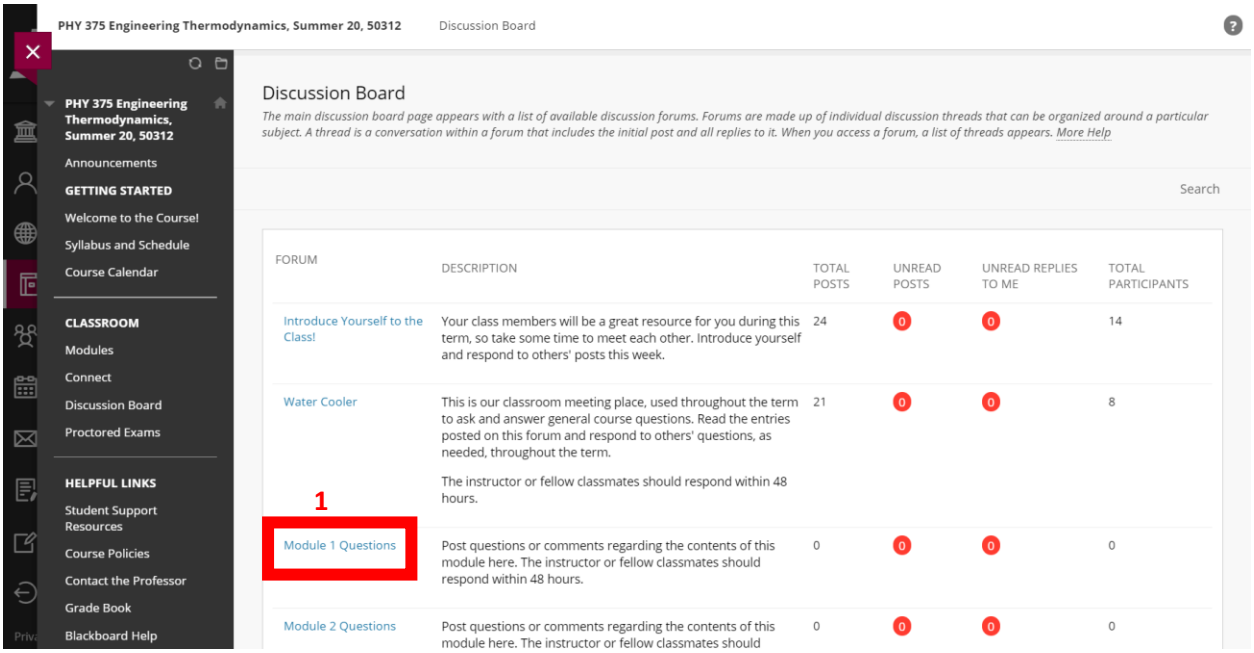
2. On the left-hand side course menu. Locate and select the tab that says *Discussion Board*.

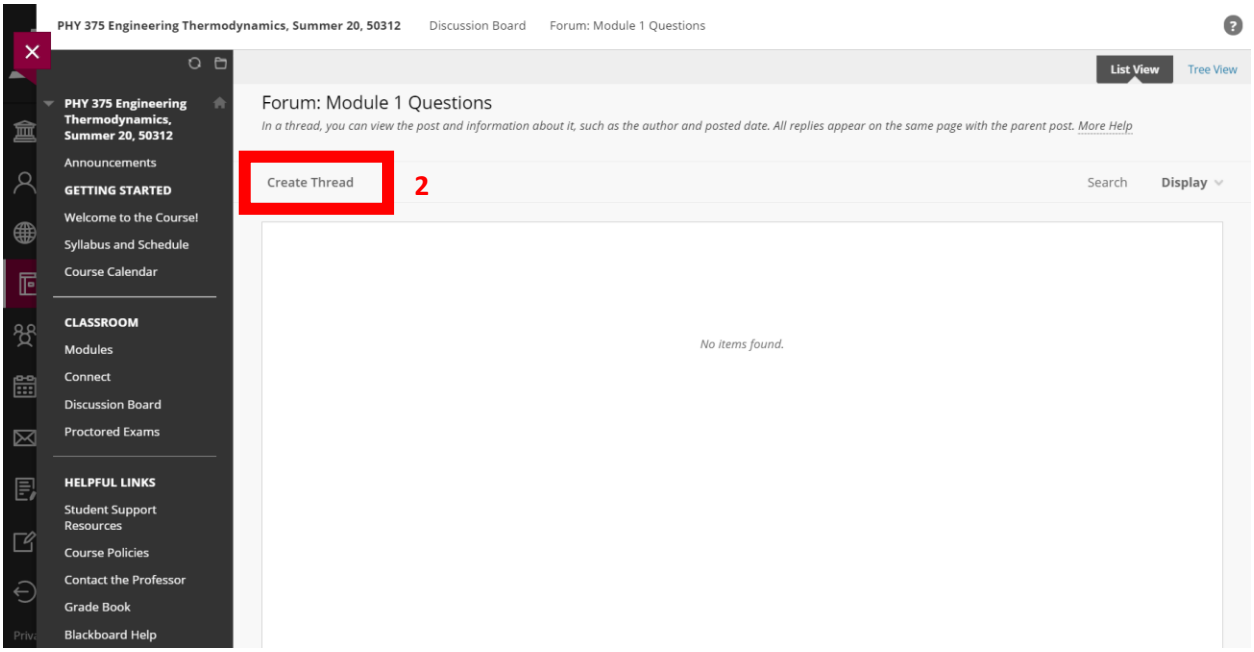


3. On the Discussion Board page, you will see all the different *Forums* created [1], descriptions of those forums [2], total number of post [3], number of unread posts [4], and number of unread replies to your posts [5].

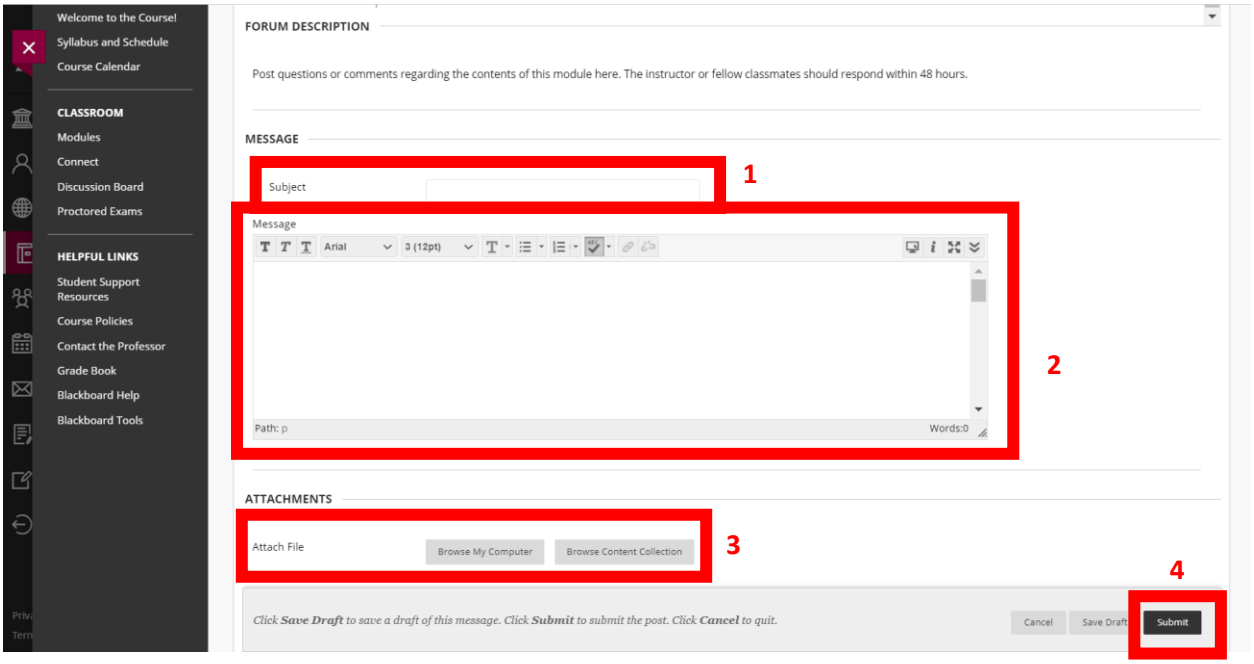


4. To post to a forum, select the forum [1], and the select create a thread [2]

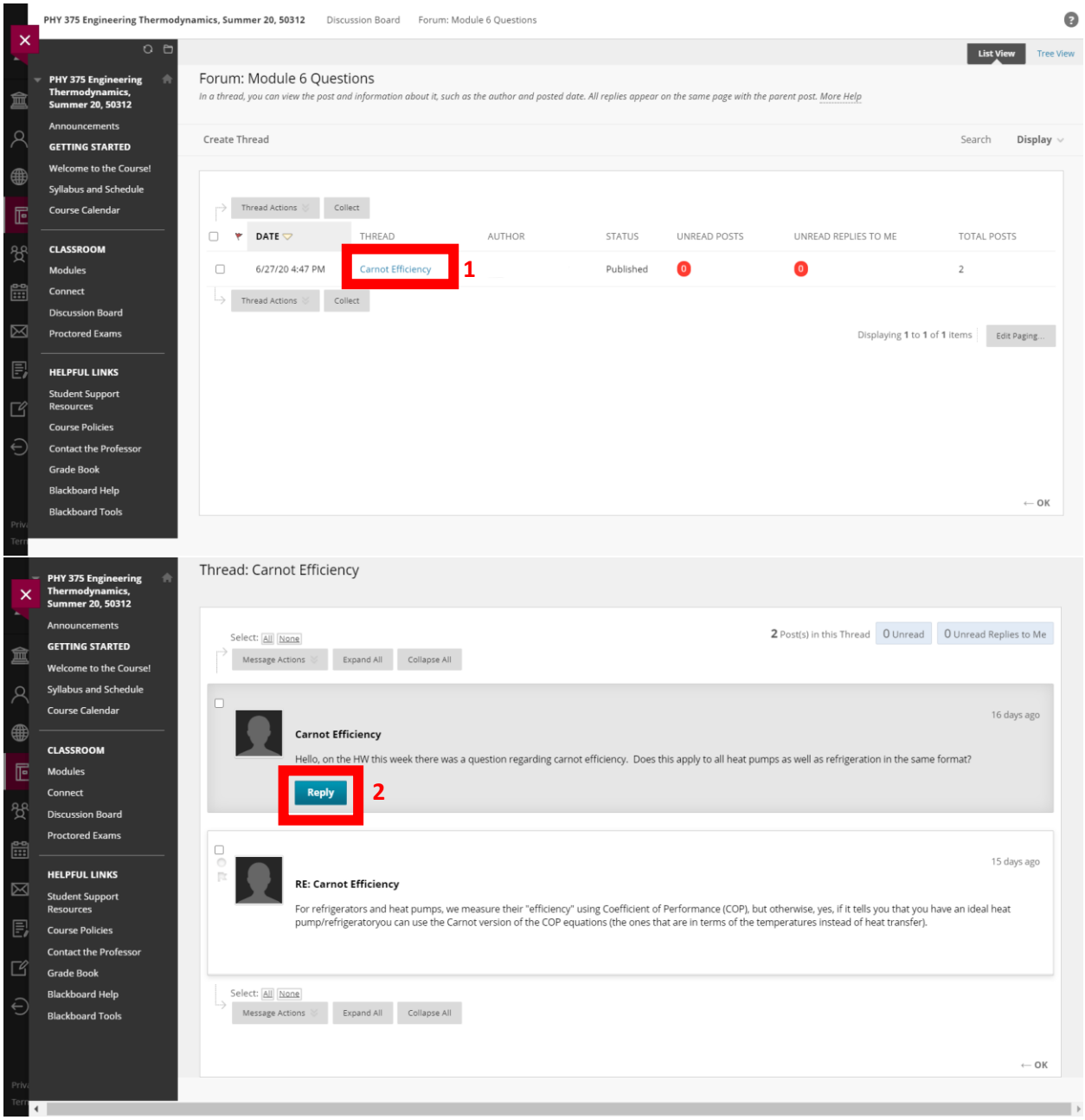




5. On the Create Thread page, you can type in a post subject [1], and the message you want to post [2]. You can also attach files [3]. When you have completed your post, click the *Submit* button [4].



6. To view a forum, select the forum, and the 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.



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.