In this document, you will learn:

1. Discussion Board vocabulary
2. How to create a Thread
3. How to read posts
4. How to respond to posts

About Discussion Boards

Blackboard’s Discussion Board feature can be used to interact with your instructor, and for classmates to interact with each other. The Discussion Board can be used to:

- Post answers to written assignments, so your classmates may review them and offer feedback.
- Post reactions to assigned readings, and discuss with the rest of the class.
- “Ask the Professor”. Students post questions to the discussion board so the answers benefit the whole class!

Discussion Board vocabulary

1. **Forums**: A discussion board is comprised of one or more forums. Each forum pertains to a specific topic or assignment.
2. **Threads**: Forums are comprised of one or more discussions, or threads. When a student wants to start a new discussion in a forum, they create a new thread. Other students can reply to the first to strike up a conversation, or post a new thread to start their own. Responses are grouped together (or “threaded”) to help keep track of the conversations.
3. **Posts**: Threads are comprised of one or more posts. Each response in a forum is considered a post, whether it starts a new thread or continues an existing one.
How to Create a Thread

1. In the Course Menu, select **Discussions**.

2. Click on the Title of the Forum.

3. Click **Create Thread**.

4. Type in your **Subject** and your **Message**.

5. Click **Submit** to complete your post.
How to read posts

1. In the course menu, select Discussions.

   ![](image1)

   1. Select the **name** of a forum to view all posts, or select the number under **Unread Posts** to skip right to those you haven’t seen yet.

   ![Forum Table](image2)

   2. There are two ways to view a discussion forum:

      - **List View** (default)
        - All threads are divided into separate links.
      - **Tree View**
        - All threads can be expanded and collapsed on the same page.

      Select your desired view from the upper right corner of the screen.

   ![List View vs Tree View](image3)

   3. To view posts in a thread:

      - Click the **subject** of the thread.
      - OR Check the box to the left of the thread, then click **Collect**. Expand thread and check all boxes when in Tree View. **NOTE**: If you are in Tree View and the threads are not expanded you will only collect the first post for each thread.

   ![Thread Collection](image4)
4. While viewing contents of a thread on the **Thread Details** page, you may advance to the next post in the thread by clicking the arrow button above or below the post at the bottom of the page. **NOTE:** If you used **Collect** to gather your threads you will not be able to navigate this way.

Instructors can **Edit** or **Delete** student posts at any time.

5. To skip to the next thread, click the arrow button near the top of the page.

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### Respond to posts

1. Follow the above steps to view a post.
2. Click **Reply** or **Quote** above or below the student’s post to respond.
   - **Quote** copies and pastes the text of the post you’re responding to into your post.

3. Compose your response, then click **Submit**.
   - Or, click **Save Draft** to come back and finish it later!