

## How do I use the Discussion Board?

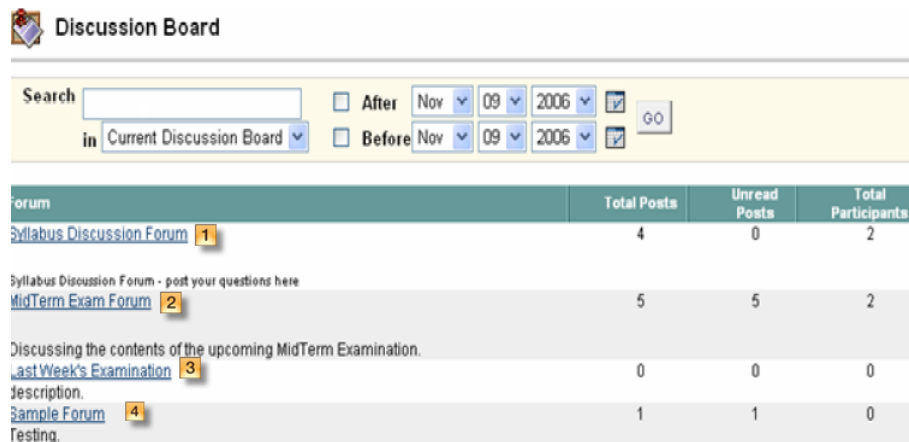
Discussion Boards are available in all courses and are accessible by all students--although not all instructors choose use them. In order for students to post messages to the discussion board an instructor must first create a forum. A **forum** is the term for the *topics or subject heading*. Each forum contains **threads** (*individual messages*) that consist of the original posting and any related replies.

### Responding to a Forum or existing Thread

1. Log in to your Blackboard course and select **Discussion Board** on the left menu.

2. Enter the **Discussion Board** area and click on the desired forum link to open the forum.

As shown (**Figure 1**) there are four existing forums. The area to the right of each forum indicates the total number of posts, unread posts and total forum participants.



Forum	Total Posts	Unread Posts	Total Participants
<a href="#">Syllabus Discussion Forum</a> 1	4	0	2
Syllabus Discussion Forum - post your questions here			
<a href="#">MidTerm Exam Forum</a> 2	5	5	2
Discussing the contents of the upcoming MidTerm Examination.			
<a href="#">Last Week's Examination</a> 3	0	0	0
Description.			
<a href="#">Sample Forum</a> 4	1	1	0
Testing.			

Figure 1

3. Select the desired forum or thread by clicking the link.

4. Click **Reply** to respond to either the **Forum** or **Thread**

5. Type in your reply in the **Message** field and attach any files as necessary.

6. When complete, scroll down to the bottom of the page and click **Submit**.