

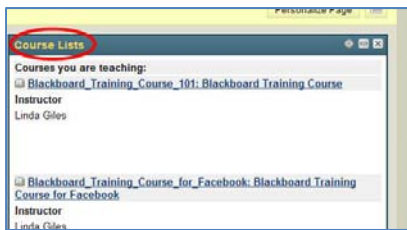
University of St. Thomas – Blackboard 9 Training

Viewing and Replying to Posted Threads

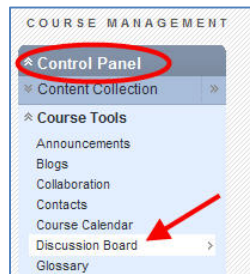
The Discussion Boards feature is used as a communication tool for posting and responding to messages. The Discussion Board is used asynchronously; which means that users in a course do not have to be logged on to the course at the same time to communicate.

Accessing the Discussion Board

1. Log into Blackboard and select your course.

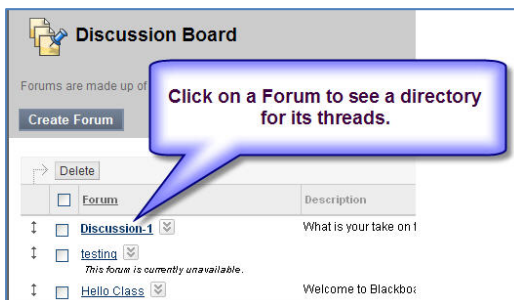


2. Click **Discussion Board** in the Course Tools of the Control Panel.

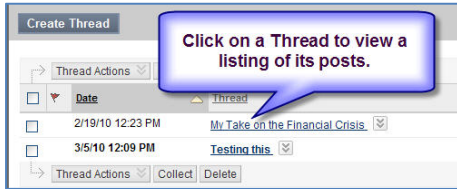


Viewing and Replying to Posted Threads within a Forum

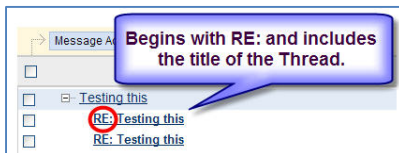
1. Each Forum you have created will be listed. Click on a Forum to see a directory for its Threads. A **Thread** is a starting topic's post as well as its replies. **Posts** are the messages a Discussion Board's users share with one another.



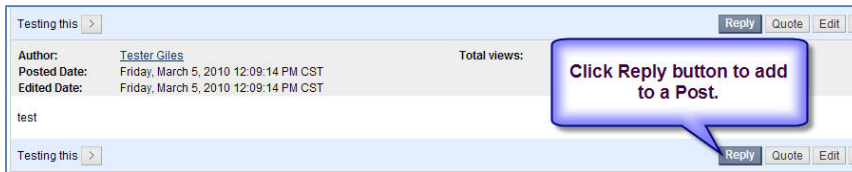
2. Click on a Thread to view a listing of its posts.



3. A response post to a Thread within a forum begins with **RE:** and includes the **title of the Thread**.

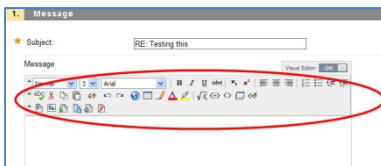


4. Click on Post to view it. Click on the Reply button to add to a Post to the Forum's Thread.



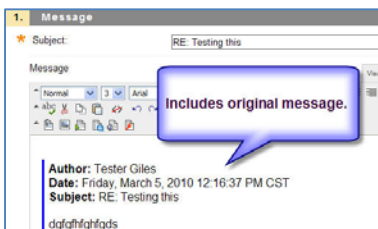
Reply

Reply opens a text editor to allow the user to reply to a message. Replies can include formatted text, images, and links.



Quote

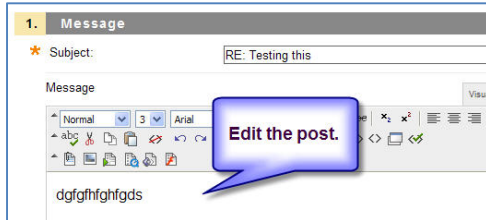
Quote includes the text of the original message in the reply.



Edit

Edit

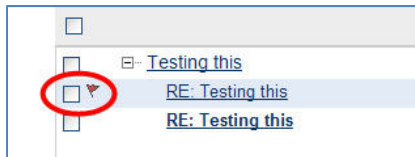
Edit changes the content of the post. This appears if the option is enabled in the Forum and for Forum Managers and Moderators.



Set Flag

Set Flag

Set Flag/Clear Flag: Displays a Flag in the message list or clears a Flag in the message list.



Delete

Delete

Delete the post and all replies to that post.

