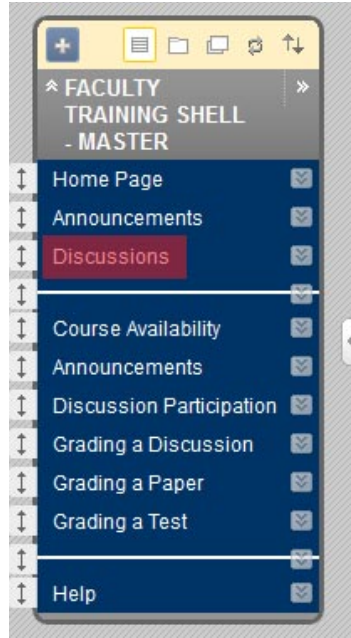


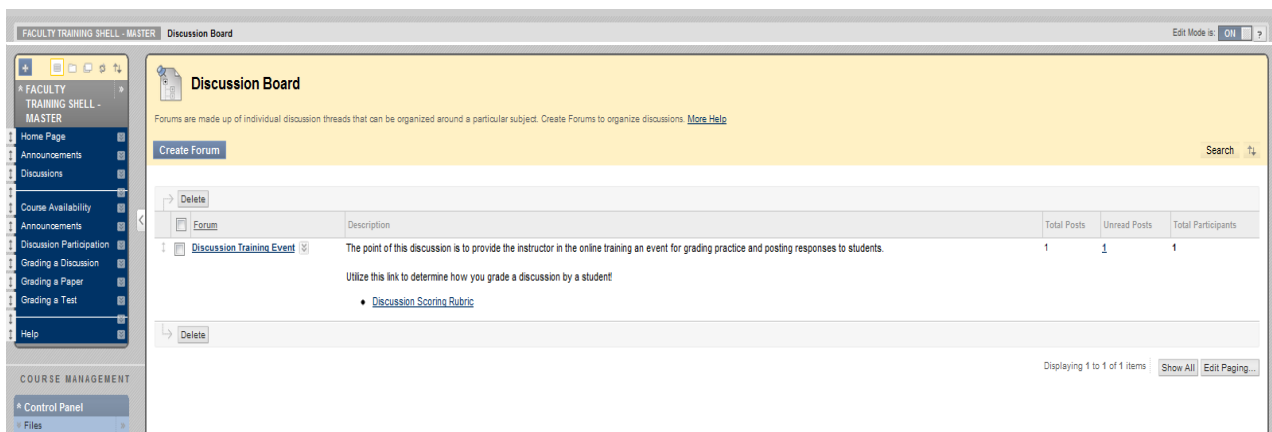
# Responding to a Classmate in a Discussion

Purpose Statement: The purpose of this document is to walk a student through the process of responding to a classmate in a Discussion in Blackboard.

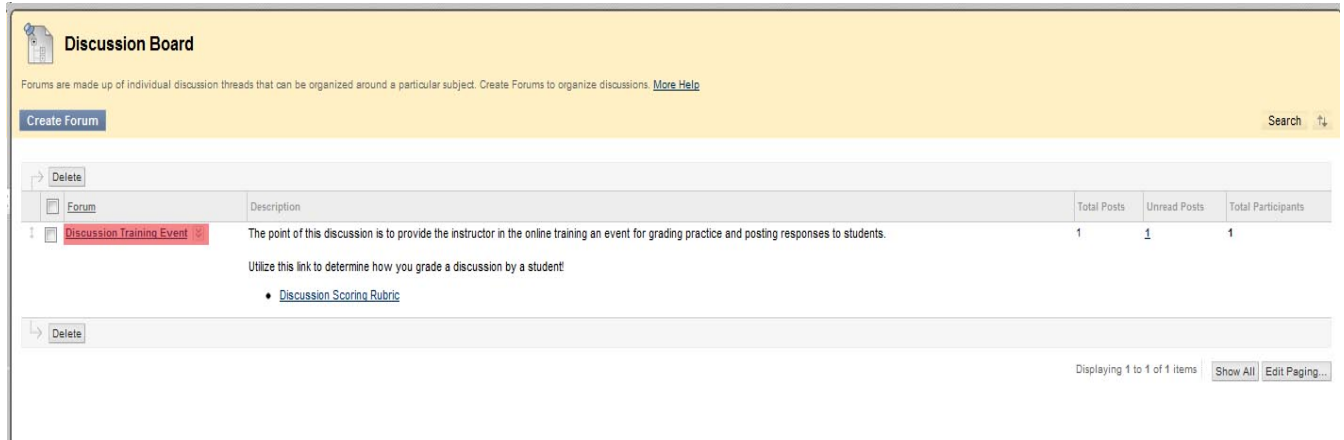
1. The first step is to access the Discussion. Starting at the Home Page from within the course, Access the Discussion tab from the Main Course Menu. *This is located on the left hand side of the screen.* Click on “Discussion” Tab in order to enter.



2. The following picture represents a view of the Discussion Area. All Discussions in a course can be seen from this view. In this example we only have one discussion.



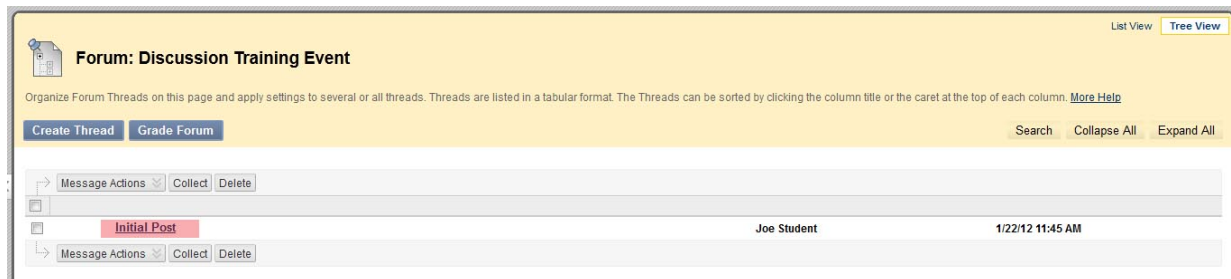
3. When you Mouse Over, or place your mouse, on the discussion, you can click on it to enter the actual discussion threads.



The screenshot shows a "Discussion Board" interface. At the top, there is a yellow header with the title "Discussion Board" and a search bar. Below the header, there is a "Create Forum" button. The main content area is a table with columns for "Forum", "Description", "Total Posts", "Unread Posts", and "Total Participants". A single forum entry is visible, titled "Discussion Training Event". The description for this forum reads: "The point of this discussion is to provide the instructor in the online training an event for grading practice and posting responses to students. Utilize this link to determine how you grade a discussion by a student" followed by a bullet point linking to "Discussion Scoring Rubric". At the bottom right of the table, it says "Displaying 1 to 1 of 1 items" with "Show All" and "Edit Paging..." options.

Forum	Description	Total Posts	Unread Posts	Total Participants
Discussion Training Event	The point of this discussion is to provide the instructor in the online training an event for grading practice and posting responses to students. Utilize this link to determine how you grade a discussion by a student • Discussion Scoring Rubric	1	1	1

4. In order to begin reading and responding to the threads, simply click on a thread to expand it to your view.



The screenshot shows a "Forum: Discussion Training Event" interface. At the top, there is a yellow header with the title "Forum: Discussion Training Event" and a search bar. Below the header, there are buttons for "Create Thread" and "Grade Forum". The main content area is a table with columns for "Message Actions", "Collect", and "Delete". A single thread entry is visible, titled "Initial Post" by "Joe Student" on "1/22/12 11:45 AM".

Message Actions	Collect	Delete
Initial Post	Joe Student	1/22/12 11:45 AM

5. Once you have opened the View User Activity shown below, you will find (2) key areas:

1. Area (1) is the post, or thread, from classmates for your review.
2. Area (2) is the button you click in order to post a reply. *It is important to note that if other classmates have replied to this post, you will be able to see those listed in the window above the #2.*

The screenshot shows a forum interface. At the top, there are tabs for 'Initial Post' and 'Reply'. Below this, it says 'Total Posts: 1 Unread Posts: 0'. A list of posts follows, with one post selected. The selected post is from 'Joe Student' on '1/22/12 11:45 AM'. Below the list, there is a detailed view of the post. The post title is 'Initial Post' and it has '6 (Your views: 1)' total views. The author is 'Joe Student', posted on 'Sunday, January 22, 2012 11:45:15 AM EST', and edited on the same date. The post content reads: 'This is the initial post of Joe Student! According to the Grading Rubric, I am required to submit this post early in the week. It should attempt to answer or partially answer the question posed for the discussion, demonstrate evidence of the assigned reading for the week, and stimulate discussion amongst my peers and instructor. Adding a citation when I used information from outside of the text or course is a good thing as well! http://www.wikipedia.com (Oops! Should it be a more credible or professional resource?)'. There are buttons for 'Reply', 'Quote', 'Edit', 'Set Flag', and 'Delete' on the right side of the post. A red '1' is placed over the author's name, and a red '2' is placed over the 'Reply' button.

1. Once in the reply window, you simply enter your response. A copy of the post from the classmate is supplied in the upper portion of this view for your convenience.

The screenshot shows a 'Message' window. At the top, there is a 'Close Original Post' button. The message content is identical to the one in the previous screenshot. Below the message content, there is a 'Text Editor' section with a toolbar and a large text area for the reply. The toolbar includes options for font face (Normal, Arial), font size (3), bold (B), italic (I), underline (U), text color (e), background color (a), text background color (x), and text background color (x). The text area is currently empty. At the bottom, there is a 'Path: body' label.

2. 1. Finally, Do not forget to hit the “Submit” button in the lower right hand corner of this view in order to save and make your work visible.

3. Once you have submitted your reply, you will see it listed beneath the student’s original thread or post.

