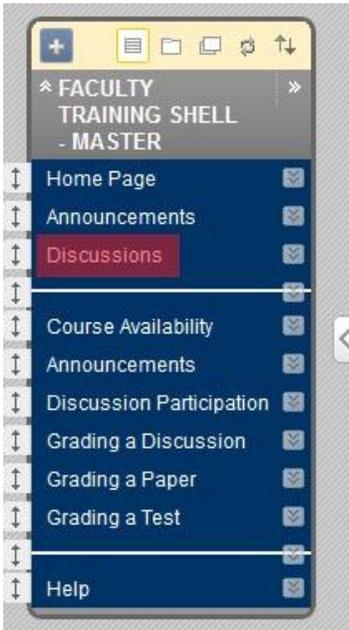


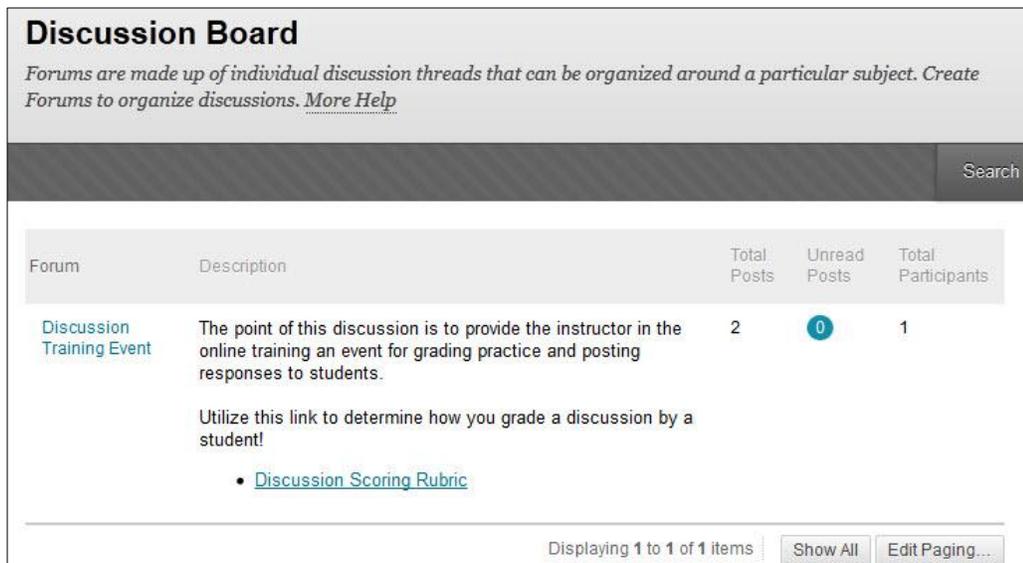
# Posting your own Response to a Discussion

Purpose Statement: The purpose of this document is to walk an instructor through the process of responding or creating their own thread 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.

## Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Search

Forum	Description	Total Posts	Unread Posts	Total Participants
<a href="#">Discussion Training Event</a>	<p>The point of this discussion is to provide the instructor in the online training an event for grading practice and posting responses to students.</p> <p>Utilize this link to determine how you grade a discussion by a student!</p> <ul style="list-style-type: none"><li><a href="#">Discussion Scoring Rubric</a></li></ul>	2	0	1

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

4. In order to create your own thread, or response, the original discussion question, Click on the “Create Thread” button highlighted below.

### Forum: Discussion Training Event

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

[Create Thread](#) [Grading Information](#) [Search](#) [Display](#)

Thread Actions	Collect	Date	Thread	Author	Status	Unread Posts	Total Posts
Thread Actions	Collect	1/22/12 11:45 AM	<a href="#">Initial Post</a>	Joe Student	Published	0	2

5. Once you have opened the View User Activity shown below, you will find (2) key areas:
1. The blue shaded area is where you would place a titled for your response.
  2. The yellow shaded area is where you would type the text for your for posting to the forum.

#### 1. Message

\* Subject

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and other formatting tools.

Large yellow shaded text area for composing the message content.

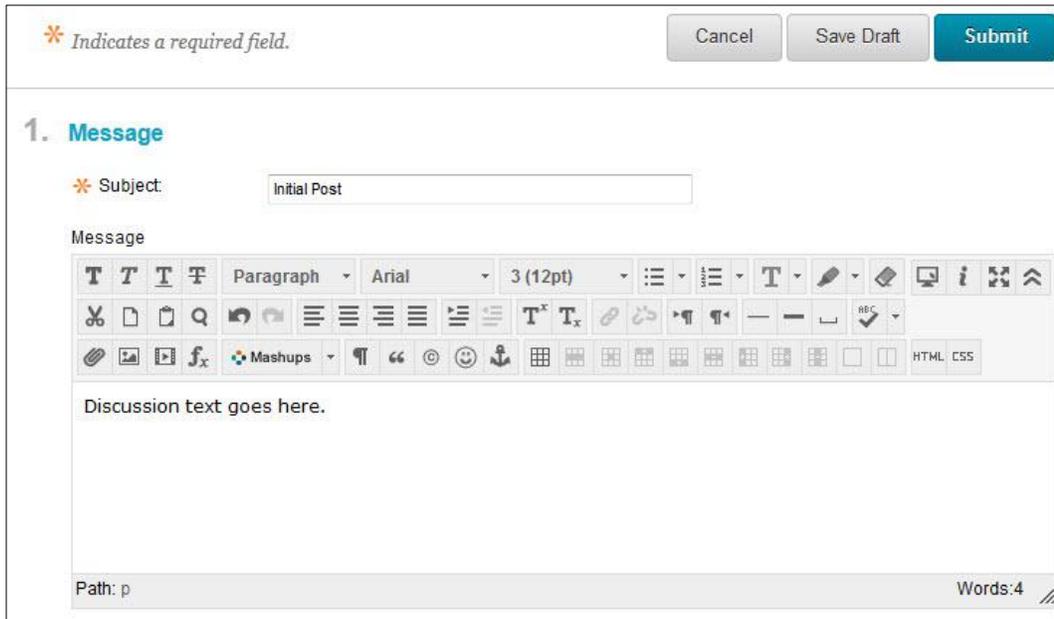
Path: p

Words:0

**IMPORTANT NOTES:**

- When responding to discussions there may be times that files (images, documents, etc.) must be attached to the post. To do this, click the **Paper Clip** icon  in the **Visual Editor** toolbar.
  - If the Paper Clip icon is not visible, click the **Show More** icon .
- As with most technology, Blackboard can fail. To ensure that posts are constantly saved, click the **Save Draft** button. This will save your work in case of Blackboard issues.

7. Once you have composed your response, do not forget to hit the “Submit” button in the upper or lower right hand corners of this view in order to save and make your work visible.



The screenshot shows the Blackboard discussion post editor interface. At the top right, there are three buttons: "Cancel", "Save Draft", and "Submit". A note on the left states "\* Indicates a required field." Below this is the "1. Message" section. The "Subject" field is labeled with an asterisk and contains the text "Initial Post". Below the subject field is the "Message" section, which includes a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The main text area contains the placeholder text "Discussion text goes here." At the bottom left, the "Path" is shown as "p", and at the bottom right, the word count is "Words:4".