

Blackboard 6: Using the Discussion Board 7 Steps

This Step-by-Step explains the procedures for using the Discussion Board in Blackboard 6.

This Step-by-Step assumes that the user has already accessed the proper course.

- Announcements
- Course Information
- Staff Information
- Course Documents
- Assignments
- Communication
- Discussion Board**
- External Links
- Tools
- Syllabus
- Books

1.) Click on “Discussion Board”

2.) Click on desired Discussion Board section.



3.) To view a specific post click on the title of the post. (In this example “Hello”)
- If you want to reply to the message click the title to access it and then click “Reply”
- In the reply dialog box. Type the desired subject and message. Then click “Submit”.

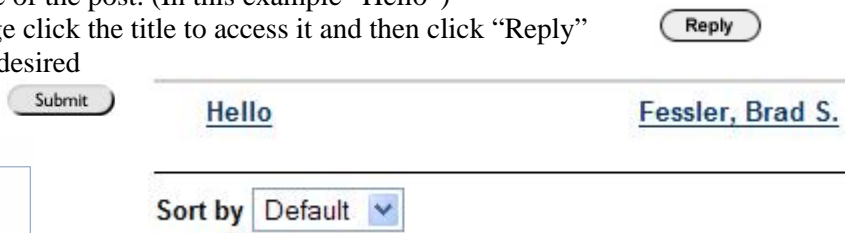
Subject

Message

Smart Text Plain Text HTML

Post message as Anonymous

Attachment



4.) To contact the sender click their name. This will launch the default email program of your computer.

5.) To add a new thread click “Add New Thread”

6.) Type in desired subject and message. Then click “Submit”



7.) You may also attach files to your post by clicking “Browse”
- In the new window navigate to the desired file and click “Open”

