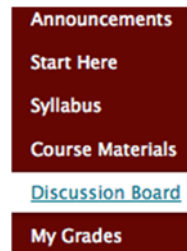


Posting to and Viewing Discussion Forums in Blackboard

Creating a Thread (Original Response)

1. Click on the **Discussion Board** link on the course menu.



2. Click on the name of the discussion forum that you want to respond to.

Forum	Description	Total Posts	Unread Posts	Total Participants
The Cafe	This is a forum for social dialogue, including class biographies and other topics. Feel free to post non-course related threads here.	1	1	0
Introductions	Write a brief introduction here and include the following information: <ul style="list-style-type: none"> Your major What you hope to learn in this class A favorite hobby of yours 	0	0	0
Week 2 Discussion Board	Write your comments about your assigned readings this week (Chapters 1 and 2).	1	1	1

Note: *In some forums, you may be required to create an original post before you can see any other posts as shown in this example.*

3. In either case, click the **Create Thread** button to create an original post.

Forum: Introductions

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](#)

This is a 'post-first' discussion forum.

There are currently 0 threads in this forum. Create a thread to help start the conversation!

[Create Thread](#)

Forum Description
Write a brief introduction here and include the following information:

- Your major
- What you hope to learn in this class
- A favorite hobby of yours

Viewing Posts in the Discussion Forum

Note: *There are several options that you can use when viewing the discussion forum.*

List View

1. Click on the **Discussion Board** link or button on the left-hand navigation.
2. Click on the name of the discussion forum that you want to view.

The default view is *List View* as shown in this example. In this view, you can see a list of threads that were created as well as the author of those threads. You can also see how many posts have been made to each thread.

Date	Thread	Author	Status	Unread Posts	Total Posts
1/16/14 11:25 AM	Introductions	Test Student	Published	0	1
6/25/13 9:45 AM	Instructor Introduction	(Admin) Julie Lopez	Published	0	1
6/25/13 9:42 AM	JLopez_Test Introduction	Test Student	Published	0	2
6/25/13 9:39 AM	BB Guest Introduction	bb guest	Published	0	2

Tree View

1. Click on the **Discussion Board** link or button on the left-hand navigation.
2. Click on the name of the discussion forum that you want to view.
3. Click the **Tree View** button.
4. Click the **Expand All** button.

The *Tree View* in conjunction with *Expand All* allows you to see all of the threads and replies on the Forum page as shown here.

Thread	Author	Status	Date
Introductions	Test Student	Published	1/16/14 11:25 AM
Instructor Introduction	(Admin) Julie Lopez	Published	6/25/13 9:45 AM
JLopez_Test Introduction	Test Student	Published	6/25/13 9:42 AM
RE: JLopez_Test Introduction	bb guest	Published	6/25/13 10:01 AM
BB Guest Introduction	bb guest	Published	6/25/13 9:39 AM
RE: BB Guest Introduction	Test Student	Published	6/25/13 10:45 AM

Collection View

1. The Collect Button allows you to read all of the posts on one page. Click on the **Discussion Board** link or button on the left-hand navigation.
2. Click on the name of the discussion forum that you want to view.
3. Click the top check box to select all of the posts.
4. Click the **Collect** button.

<input checked="" type="checkbox"/>	Thread	Author	Status	Date
<input checked="" type="checkbox"/>	Introductions	Test Student	Published	1/16/11 A
<input checked="" type="checkbox"/>	Instructor Introduction	(Admin) Julie Lopez	Published	6/25/13
<input checked="" type="checkbox"/>	JLopez_Test Introduction	Test Student	Published	6/25/13
<input checked="" type="checkbox"/>	RE: JLopez_Test Introduction	bb guest	Published	6/25/13 A
<input checked="" type="checkbox"/>	BB Guest Introduction	bb guest	Published	6/25/13
<input checked="" type="checkbox"/>	RE: BB Guest Introduction	Test Student	Published	6/25/13 A

Notice that you can scroll down this page to read all of the post. You also have the option to reply to a post from within the *Collection* view. You can filter the post by author if desired and mark post as read or unread. There are several sort options within this view as well.

Collection

Print Preview File

Sort by: Author's Last Name Order: Ascending

Select: All None

Mark

Thread: JLopez_Test Introduction Posted Date: June 25, 2013 10:01 AM
 Post: RE: JLopez_Test Introduction Status: Published
 Author: bb guest

I plan to take online classes as well and hope to learn everything I need to know about Blackboard.

Reply Quote Mark as Unread

Thread: BB Guest Introduction Posted Date: June 25, 2013 9:39 AM
 Post: BB Guest Introduction Status: Published
 Author: bb guest

Hi everyone,

My major is Nursing. I hope to learn more about navigating Blackboard, submitting assignments and participating in the discussion board in this course. My hobby is reading Science Fiction.

BB Guest

Reply Quote Mark as Unread

Thread: Instructor Introduction Posted Date: June 25, 2013 9:45 AM
 Post: Instructor Introduction Status: Published
 Author: (Admin) Julie Lopez

Hello Students,

I hope that you will enjoy this Blackboard class and that it will help you to be successful throughout your studies at Montgomery County

Replying to other students in the Discussion Forum

As you review the threads that have been added to the discussion forum, you also have the ability to reply to those threads. Follow the instructions below to reply to a thread.

1. Click on the thread that you want to reply to.
2. Click the **Reply** button.
3. Type in your reply in the *Message* section of the page.
4. Notice that you have the ability to attach a file.
5. To post your reply to this thread, click the **Submit** button.

Note: You also have the option to **Save Draft**. Use this option if you need to save and come back to complete your reply at a later time. You will need to click **Submit** for your post to be viewable in the Discussion Forum by other students.

Date	Thread	Author	Status	Unread Posts	Total Posts
1/16/14 11:25 AM	Introductions	Test Student	Published	0	1
6/25/13 9:45 AM	Instructor Introduction	(Admin) Julie Lopez	Published	0	1
6/25/13 9:42 AM	JLopez_Test Introduction	Test Student	Published	0	2
6/25/13 9:39 AM	BB Guest Introduction	bb guest	Published	0	2

Test Student
JLopez_Test Introduction
1 year ago

COLLAPSE

Hello - My major is Computer Science. I hope to learn how to be successful in online classes in this Blackboard course. My hobbies are golfing and skating!

Reply Quote Edit Delete Email Author

Test Student Email Author
JLopez_Test Introduction
8 minutes ago

Hello - My major is Computer Science. I hope to learn how to be successful in online classes in this Blackboard course. My hobbies are golfing and skating!

Indicates a required field.

Cancel Save Draft Submit

Subject RE: JLopez_Test Introduction

Message

I plan to take online classes as well and hope to learn everything I need to know about Blackboard.

Path: p Words: 19

Attach File Browse My Computer

Cancel Save Draft Submit

Completing a Draft Post

If you saved your post as a draft you will need to submit it in order for others to view it in the Discussion Forum.

1. Click the link for the Discussion Forum.
2. Click the **Tree View** button.
3. Click the **Expand All** button.
4. Click on your post that has *draft* next to it.
5. Click the **Edit** button.
6. Complete your post and click **Submit**.