Replying to a Threaded Discussion Post

After a discussion forum has been created, course members must create threads to respond to the forum topic. Once a thread is created, course members can reply to individual threads. This will ensure that all items relating to a particular thread are associated with each other.

It is recommended that long posts are created in a word processor such as Microsoft Word and then copied and pasted into the discussion. This will prevent the system from timing you out. If you are timed out, YOU WILL HAVE TO START OVER!

1. Enter Blackboard and select the desired course.

2. Select the Discussions tab from the Course Menu.
3. Select the desired forum by clicking on the hyperlinked title.

- **Questions for the Instructor**
  - Description:
    - Please use this forum to ask any questions that you may have for the instructor. To do so, select the hyperlinked title to the left followed by the Create Thread tool and complete the necessary information. You can expect a response to your question within 24 hours Monday-Friday. Questions posed over the weekend will be responded to on Monday.

- **Hallway**
  - Description:
    - Please use this forum for any discussion not related to course materials. Discussions on this forum will provide you an opportunity to communicate with your peers in a social setting similar to those conversations that would take place in the hallway outside of a traditional classroom. Keep in mind that these conversations are available for all course members to view. Private conversations should take place via Email or Messages.

- **Course Introduction Introduce Yourself**
  - Description:
    - Please create a personal introduction here. This forum will serve as your introduction to the instructor as well as your peers. Please feel free to communicate with your peers by commenting on their threads. Let's create a “community of practice” and get the most from our experiences with each other.

4. Access the thread you want to reply to by clicking on the hyperlinked thread title.

- **Test**
  - Author: Ryan Shiba
  - Status: Published
  - Unread Posts: 0
5. You will be taken to the Thread Detail interface. Notice that the first post in the thread is available at the bottom of the page. To view subsequent posts, click on the respective link or progress through the posts by clicking on the chevron next to the post title.

**Thread Detail**

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. More Help

[Thread Detail Interface Image]

- Click links here to view post
- OR
- Progress through posts by clicking here
6. To reply to the initial post, click the Reply tab at the top of the page.
7. To reply to a specific post, click either of the Reply tabs located at the bottom of the page where the post contents are located.

Thread Detail

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. More Help
8. To reply to a post, type your post directly into the text editor text box. When finished, click Submit at the bottom right of the page.

9. Your reply will be included in the thread.