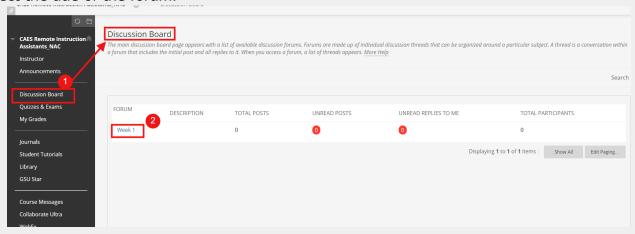


Create/Reply To Discussion Forums

Creating a Thread:

Proceed inside of a Blackboard course.

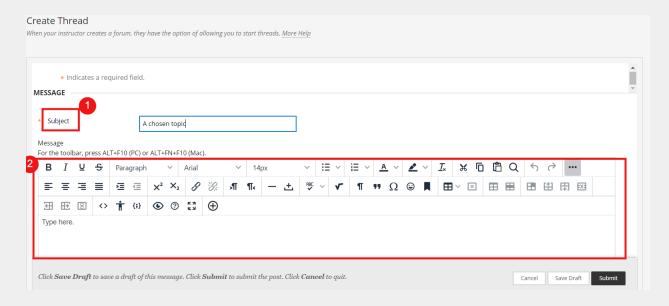
- 1. Navigate to the Discussion Board forum home page.
- 2. Select the title of the forum.



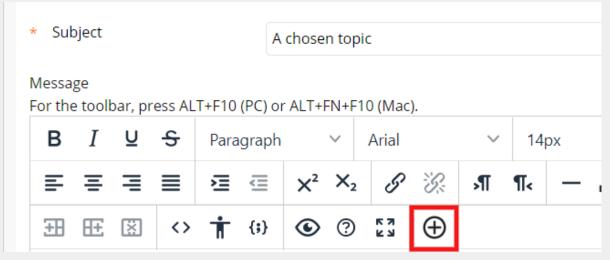
Select Create Thread.



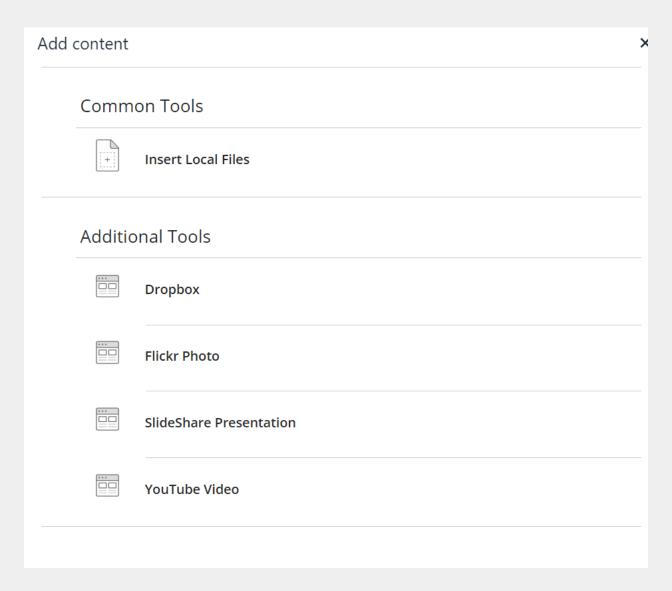
Add a subject and content.



You may attach a file by clicking the **Add Content** button.



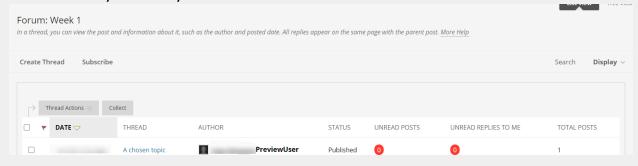
Select the category of content you wish to add.



Once you are finished, click **Submit**.

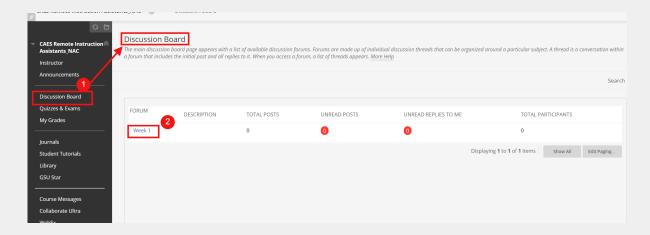
Submit

You have successfully created your own thread.

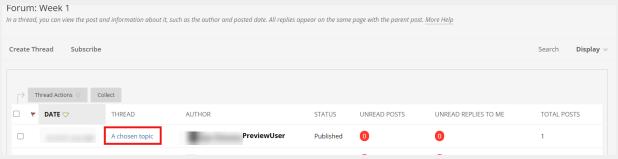


Replying to a Thread:

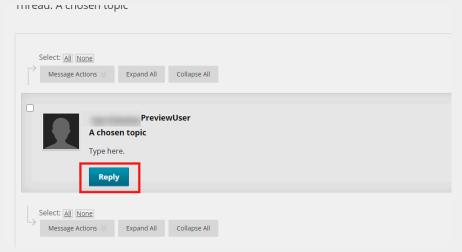
- 1. Proceed to the Discussion Board homepage.
- 2. Select the forum title.



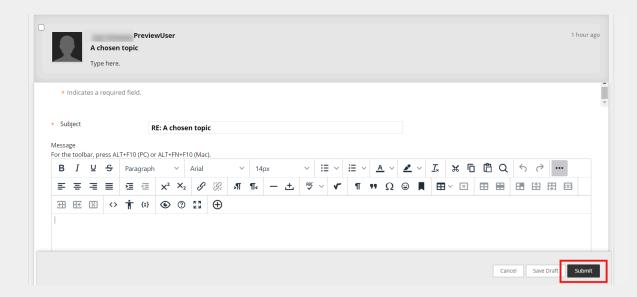
Select the Thread title.



Select Reply.

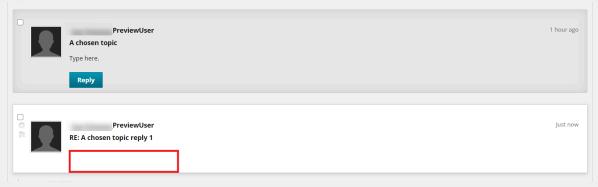


Add your content and/or an attached file. Once you are finished, click **Submit**.

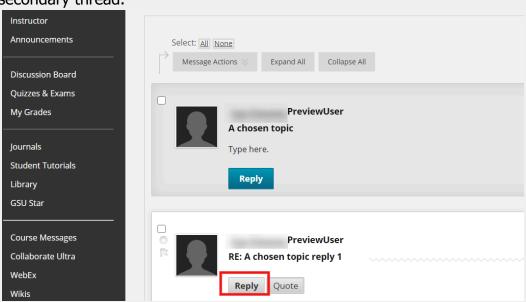


Reply to a Secondary Thread:

Say you wanted to reply to another thread that is not the initial thread. The initial thread is the only thread that contains the permanent **Reply** button. As you can see in Van Claymaker's post, there is not an area to reply to. How do you reply?



Hover your mouse inside of the post to make the buttons appear. Then click Reply, add content and/or an attached file. Once you are done, click **Submit**. You have successfully replied to an initial thread and a secondary thread.



Blackboard Questions?
Email: blackboard@govst.edu Phone: (708) 534-4115