



## 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.

The screenshot shows the Blackboard interface for a course. On the left, a navigation menu lists various tools, with 'Discussion Board' highlighted by a red box and a red arrow labeled '1'. The main content area displays a table of discussion forums. The first row, 'Week 1', is highlighted by a red box and a red arrow labeled '2'. The table has columns for Forum, Description, Total Posts, Unread Posts, Unread Replies to Me, and Total Participants. Below the table, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons.

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
Week 1		0	0	0	0

### Select **Create Thread**.

Forum: Week 1

*In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)*

**Create Thread**    Subscribe

Add a subject and content.

### ***Blackboard Questions?***

Email: [blackboard@govst.edu](mailto:blackboard@govst.edu) Phone: (708) 534-4115

## Create Thread

When your instructor creates a forum, they have the option of allowing you to start threads. [More Help](#)

\* Indicates a required field.

**MESSAGE**

\* Subject

Message  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

2

B I U S Paragraph Arial 14px

≡ ≡ ≡ ≡ ≡ ≡ X<sup>2</sup> X<sub>2</sub> Link Unlink ↶ ↷

Table icons, Code, Source, Preview, Help, and Add Content (+) buttons.

Type here.

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel Save Draft Submit

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

\* Subject

Message  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U S Paragraph Arial 14px

≡ ≡ ≡ ≡ ≡ ≡ X<sup>2</sup> X<sub>2</sub> Link Unlink ↶ ↷

Table icons, Code, Source, Preview, Help, and Add Content (+) button.


Select the category of content you wish to add.

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Add content


Common Tools



Insert Local Files

Additional Tools


Dropbox


Flickr Photo


SlideShare Presentation


YouTube Video

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

Submit

You have successfully created your own thread.

Forum: Week 1

In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)

Create Thread
Subscribe
Search
Display

Thread Actions
Collect

	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
		A chosen topic	PreviewUser	Published	0	0	1

### Replying to a Thread:

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

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The main discussion board page appears with a list of available discussion forums. Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
Week 1		0	0	0	0

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

Select the Thread title.

Forum: Week 1

In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page with the parent post. [More Help](#)

Create Thread   Subscribe   Search   Display ▾

	DATE ▾	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
<input type="checkbox"/>		A chosen topic	PreviewUser	Published	0	0	1

Select **Reply**.

Thread: A chosen topic

Select: [All](#) [None](#)

Message Actions ▾   Expand All   Collapse All

☐

PreviewUser  
A chosen topic  
Type here.

[Reply](#)

Select: [All](#) [None](#)

Message Actions ▾   Expand All   Collapse All

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.

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