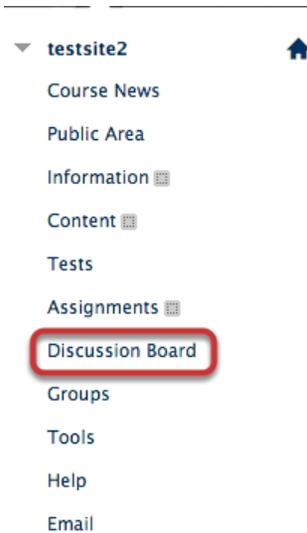


Creating a Discussion Board Thread

This guide will demonstrate how to post a new thread to a discussion forum.

Accessing the Discussion Board



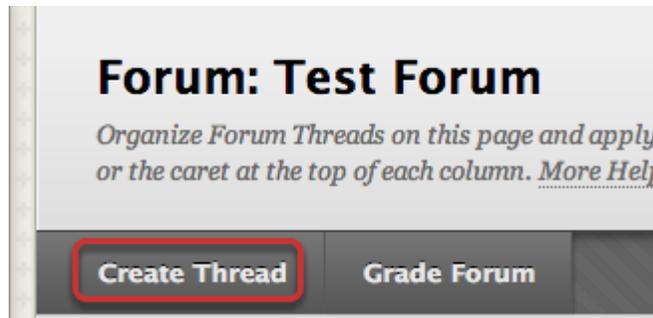
Log into your Blackboard course and click on the **Discussion Board** link in the course menu.

Selecting a Discussion Forum



You will now see a list of forums that have been created in the course discussion board. Click on the name of the forum in which you would like to create a new thread.

Creating a New Thread, Part 1



To create a new thread, click the **Create Thread** button at the top of the page.

Creating a New Thread, Part 2

1. **Message**

* Subject: 1 Enter your subject here

Message Text Editor is: ON

2 Type your post here

2. **Attachments**

Attach File 3

3. **Submit**

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

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1. Enter a subject for the post here.
2. In the textbox, type in the body of the post.
3. Click on the Browse My Computer button to attach a file to the post.



4. When finished, click the **Submit** button.

The thread and post will now appear in the forum list.