

Replying to a Discussion Board Post

This lesson will demonstrate how to post a reply to a discussion board post.

Replying to a Post, Part 1



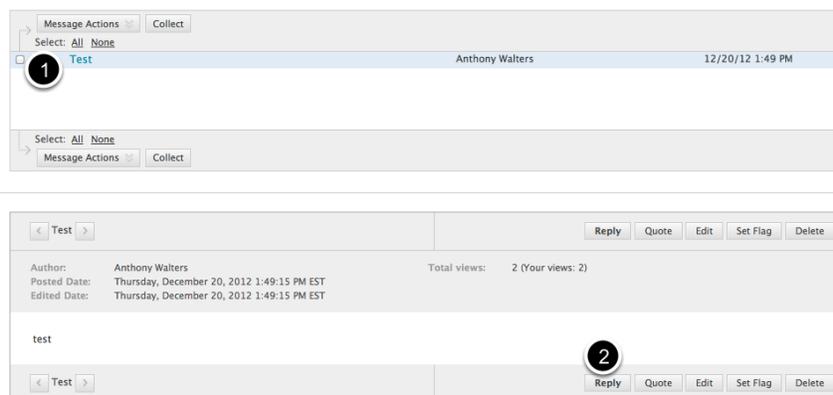
Log into Blackboard and click on the discussion board link. You will now see a list of forums in the course discussion board. Click on the name of the forum you wish to access.

Replying to a Post, Part 2



You will now see a list of threads within the forum. Click on the thread you wish to reply to.

Replying to a Post, Part 3



1. At the top of the screen, the posts in the current thread are arranged in a tree. Select the thread from the tree you wish to respond to.
2. The post you selected will appear at the bottom. Click the **Reply** button to reply to the post.

Replying to a Post, Part 4

1. **Message**

* Subject: Enter your subject here

Message Text Editor is: ON

Type your post here

2. **Attachments**

Attach File

3. **Submit**

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

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.