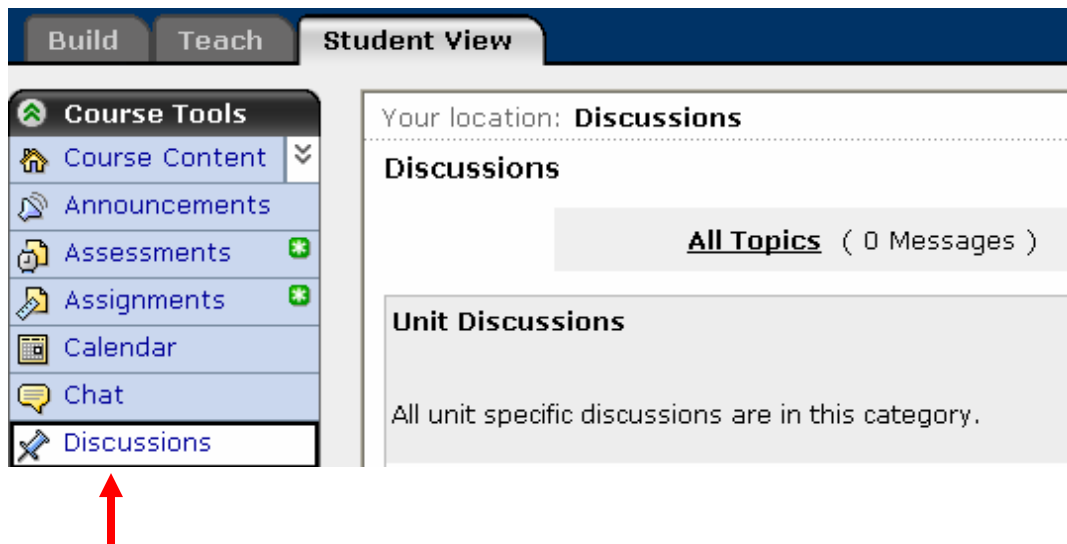




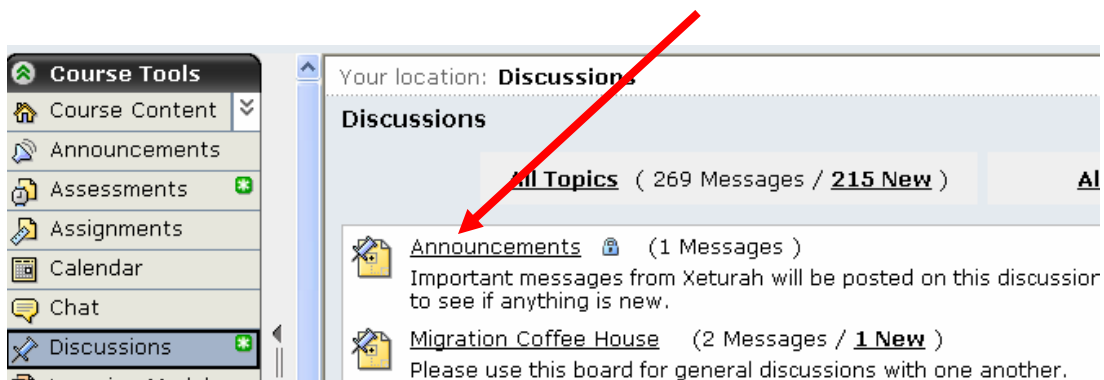
Participating in a Discussion Board in Blackboard CE6

This tutorial will show you how to use the Blackboard Discussions tool. With the Discussions tool you can discuss course topics with Section Instructors, Teaching Assistants, and other Students in the course.

- 1) Click on the Discussions Tool to open it.



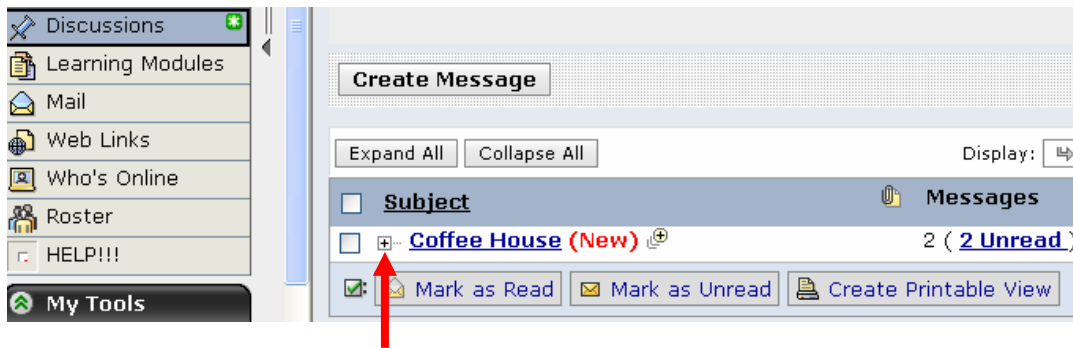
- 2) Your next step is to find the discussion topic you want to access and post to.



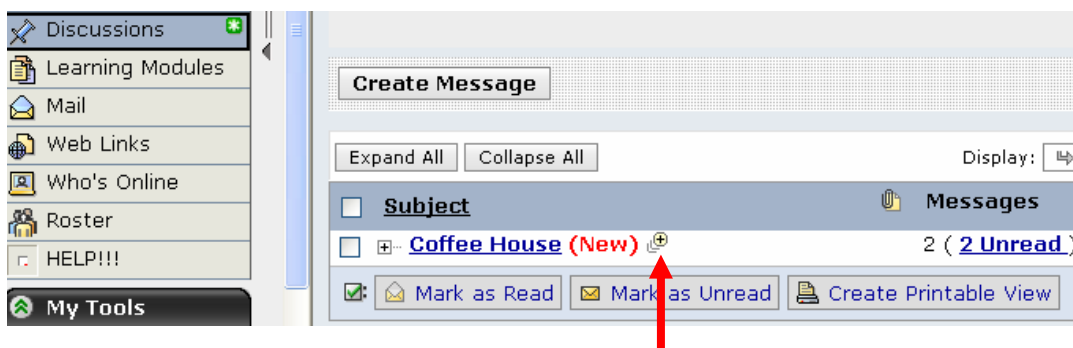
3) When you open the topic, you can see all the postings within the topic.

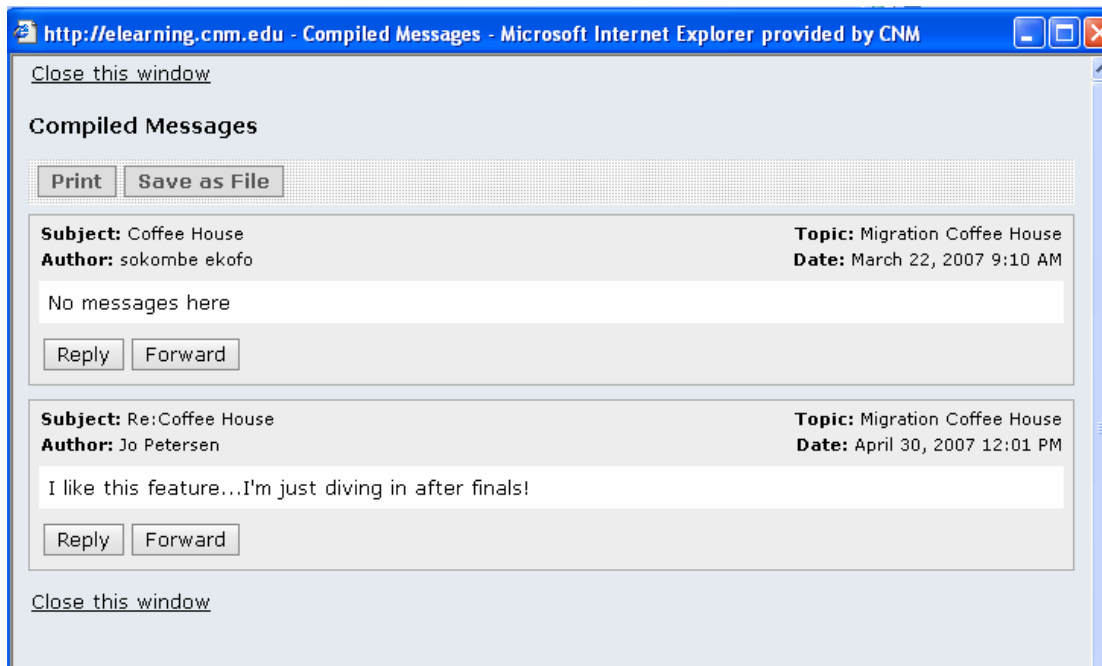


4) You can view the threaded messages by clicking the + sign next to the title.

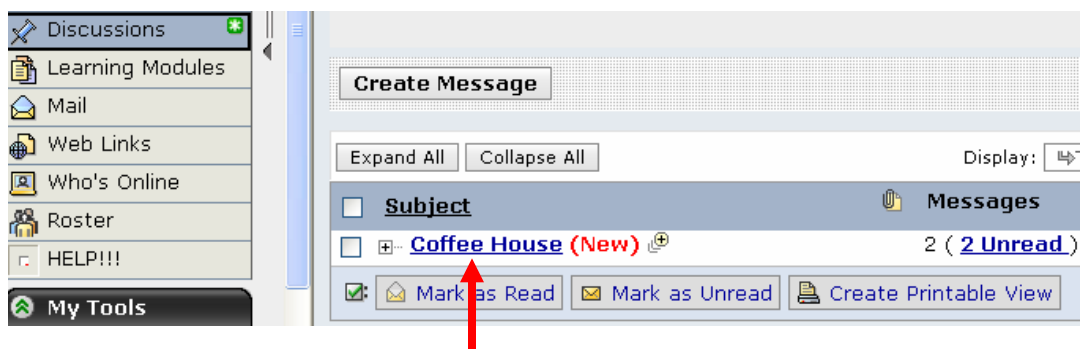


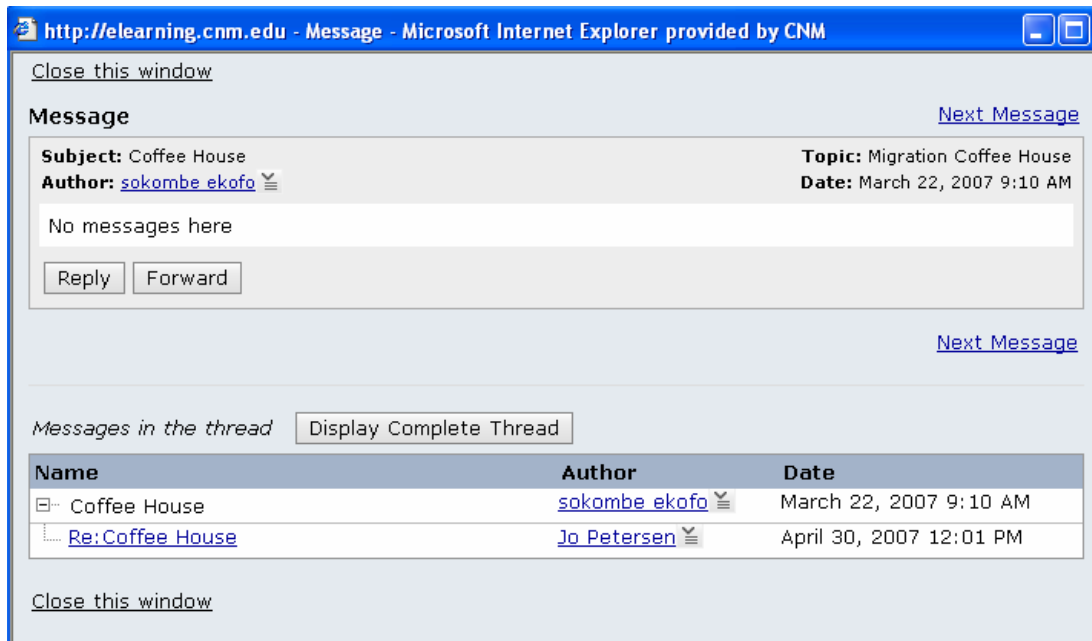
5) Also notice that if you click on the symbol next to the red message link (New) you will display the complete thread in a new window.



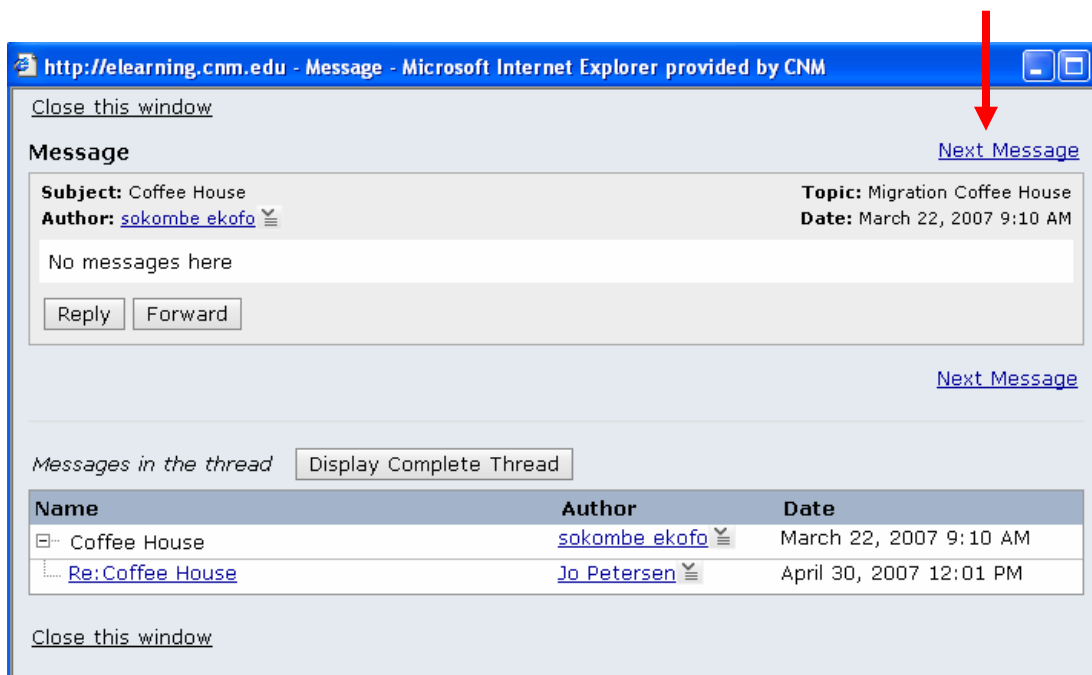


6) On the other hand, clicking on the posting title will open the link on a new window showing the initial post.

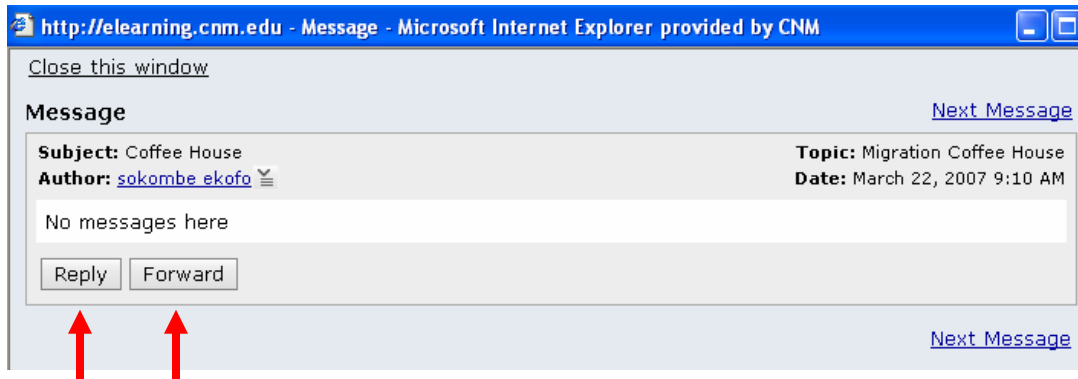




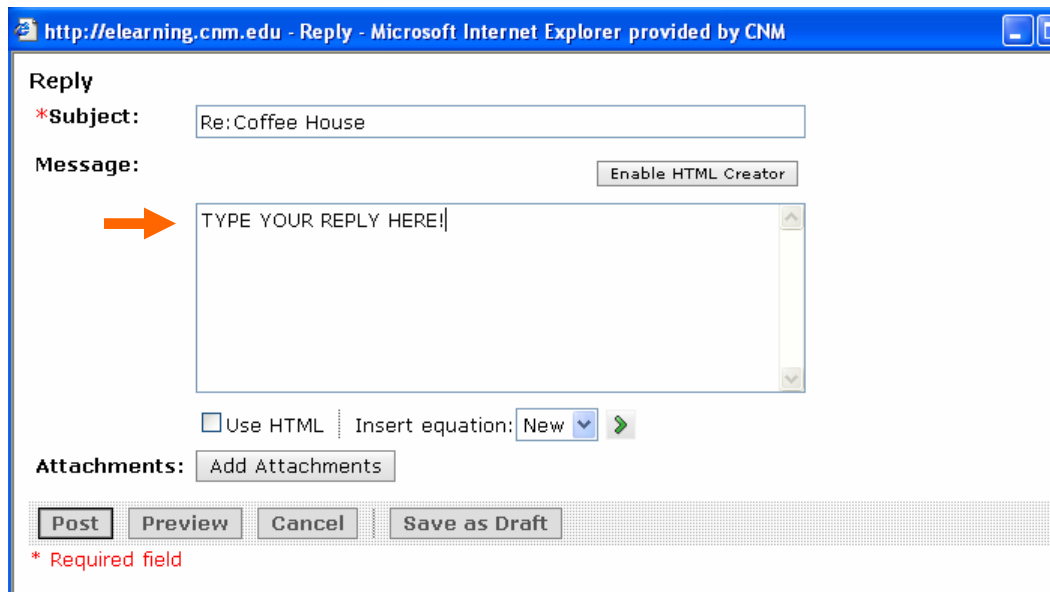
7) To navigate between messages you can click on *Next Message* and *Previous Message*.



8) To Reply or Forward messages, just click on the **Reply** or **Forward** buttons.



9) When you click on **Reply**, a new window will open with a message box where you type your reply.



10) When you are ready to post your message, click on **Post**. You can also **Preview** your message or **Save it as a Draft**.

http://elearning.cnm.edu - Reply - Microsoft Internet Explorer provided by CNM

Reply

*Subject: Re: Coffee House

Message:

TYPE YOUR REPLY HERE!

Use HTML Insert equation: New

Attachments:

* Required field

11) If you want to post your own message, click on the topic and then click on **Create Message**.

Course Tools

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Learning Modules
- Mail
- Web Links
- Who's Online
- Roster
- HELP!!!

My Tools

- My Grades

Your location: Discussions > Migration Coffee House

Migration Coffee House

Description (click to collapse)

Please use this board for general discussions with one another.

Display:

Subject

Coffee House 2

12) The Create Message window will open. Notice that the ***Subject** line is a required field. Type your message and click on **Post** to post it.

http://elearning.cnm.edu - Create Message - Microsoft Internet Explorer provided by C...

Create Message

***Subject:** SUBJECT GOES HERE! (REQUIRED)

Message:

TYPE YOUR MESSAGE HERE!

Use HTML ... Insert equation: New

Attachments:

* Required field

13) Notice that you can also **Add Attachments** to your posting. This is useful when you are posting messages to a Group.

Use HTML ... Insert equation: New

Attachments:

* Required field

Keep in mind that you can only see the topics that your instructor allows you to see. In some instances, you can only see the topics of the group you are assigned to.