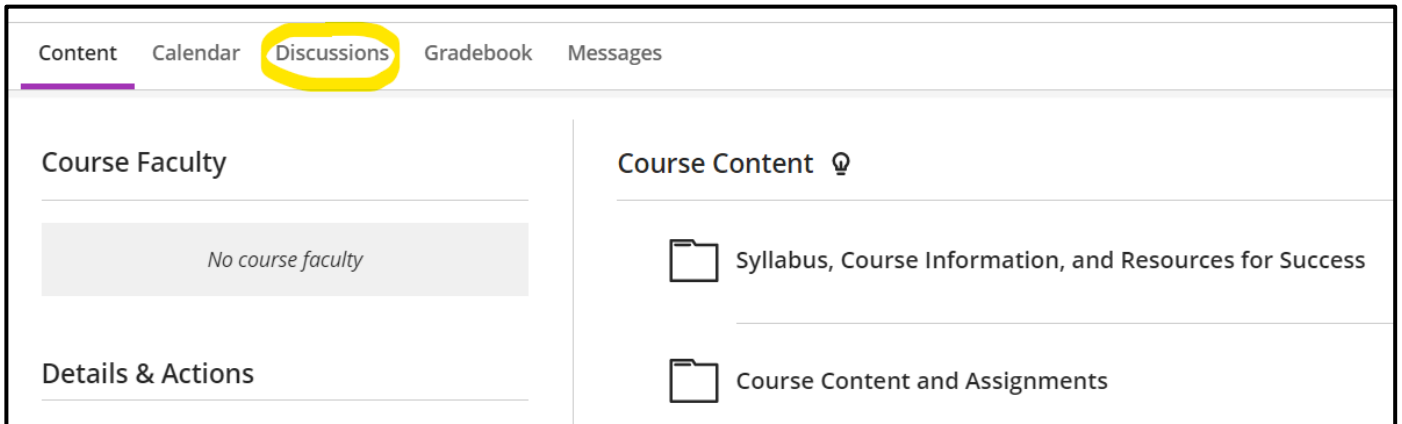


## Student Guide: How to Post and Reply to Discussion Boards in an Ultra Course View Class

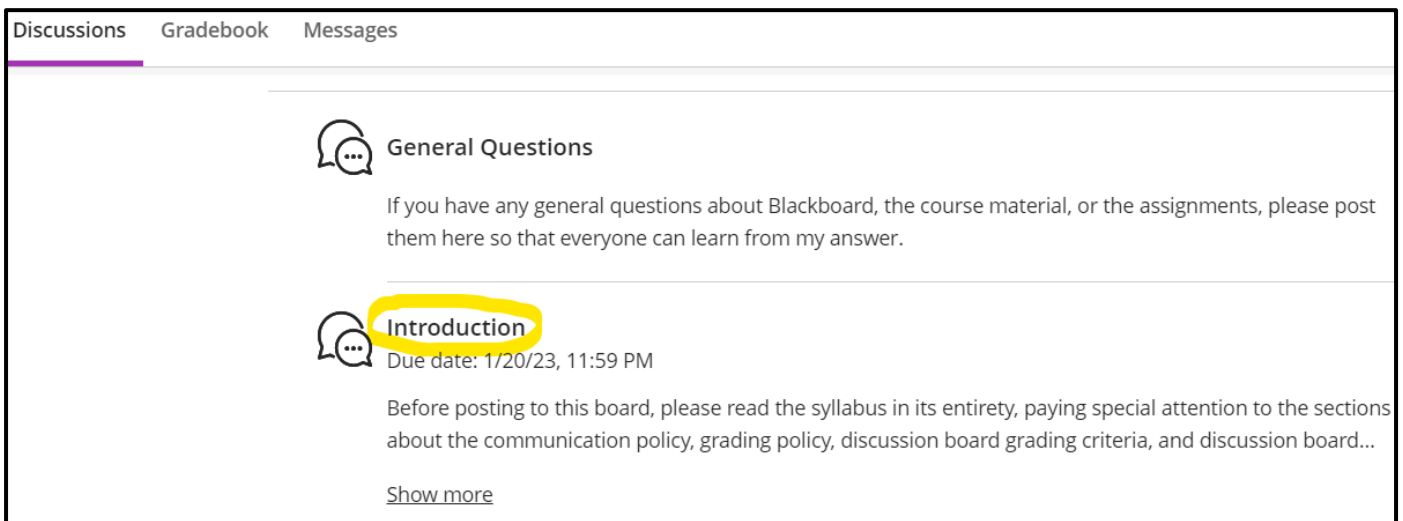
### To Post:

1. The link to “Discussions” is a tab at the top of your Ultra course view Blackboard class. Click on this link to access all discussion boards for a course. **Note:** your instructor may call these “discussion forums” or “discussion boards.” Your instructor may also include links to these discussion boards within the “Course Content” area.



The screenshot shows the top navigation bar of a Blackboard Ultra course view. The tabs are 'Content', 'Calendar', 'Discussions', 'Gradebook', and 'Messages'. The 'Discussions' tab is highlighted with a yellow circle. Below the navigation bar, the page is split into two columns. The left column is titled 'Course Faculty' and contains a grey box with the text 'No course faculty' and a 'Details & Actions' link. The right column is titled 'Course Content' and contains two folder icons with the following text: 'Syllabus, Course Information, and Resources for Success' and 'Course Content and Assignments'.


2. Click on the name of the discussion you wish to post to. For example, if I want to post to the “Introduction” discussion, I would click on “Introduction.”



The screenshot shows the 'Discussions' tab selected in the Blackboard Ultra course view. The navigation bar at the top shows 'Discussions', 'Gradebook', and 'Messages'. Below the navigation bar, there are two discussion board entries. The first entry is titled 'General Questions' and has a description: 'If you have any general questions about Blackboard, the course material, or the assignments, please post them here so that everyone can learn from my answer.' The second entry is titled 'Introduction' and is highlighted with a yellow circle. It has a due date of '1/20/23, 11:59 PM' and a description: 'Before posting to this board, please read the syllabus in its entirety, paying special attention to the sections about the communication policy, grading policy, discussion board grading criteria, and discussion board...'. A 'Show more' link is visible below the description of the 'Introduction' discussion.

3. Below the discussion instructions, you will see a textbox with the words “Type a response” in it. Click in that textbox to type your response.

Responses (0)



*Type a response*

Word count: 0

[Save Draft](#) Cancel Respond

4. Click on the “Respond” button when you are done.

**Important:** If you click on “Save Draft,” the instructor and other students won’t be able to see your posting, so be sure to click “Submit.”

## To Reply:

1. To reply to someone else’s post, click on the “Reply” link under their response.

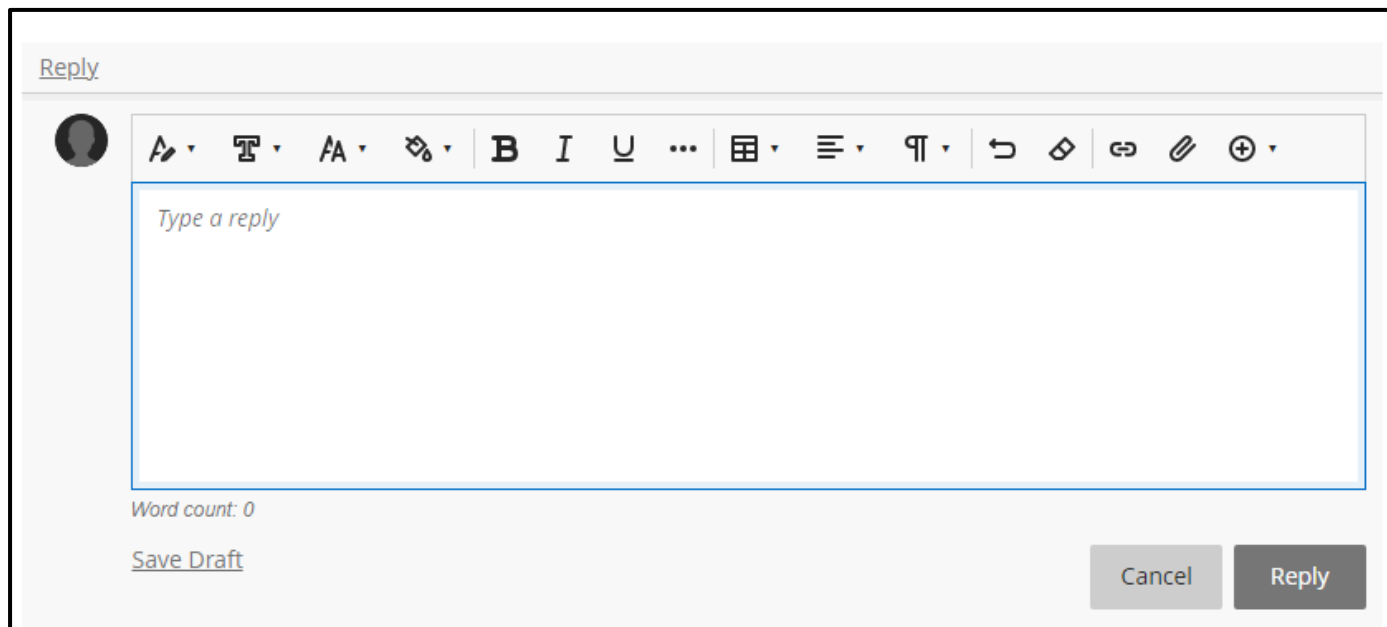


Amy Beaudry\_PreviewUser  
a few seconds ago, at 10:24 PM

This is an example of a response.

[Reply](#)

2. Type your response.



The screenshot shows a 'Reply' form interface. At the top left, there is a 'Reply' label and a profile picture icon. Below this is a rich text editor toolbar with icons for text color, background color, bold, italic, underline, link, unlink, and other formatting options. The main text area contains the placeholder text 'Type a reply'. Below the text area, it says 'Word count: 0'. At the bottom left, there is a 'Save Draft' link. At the bottom right, there are two buttons: 'Cancel' and 'Reply'.

3. Click on the “Reply” button when you are done.

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