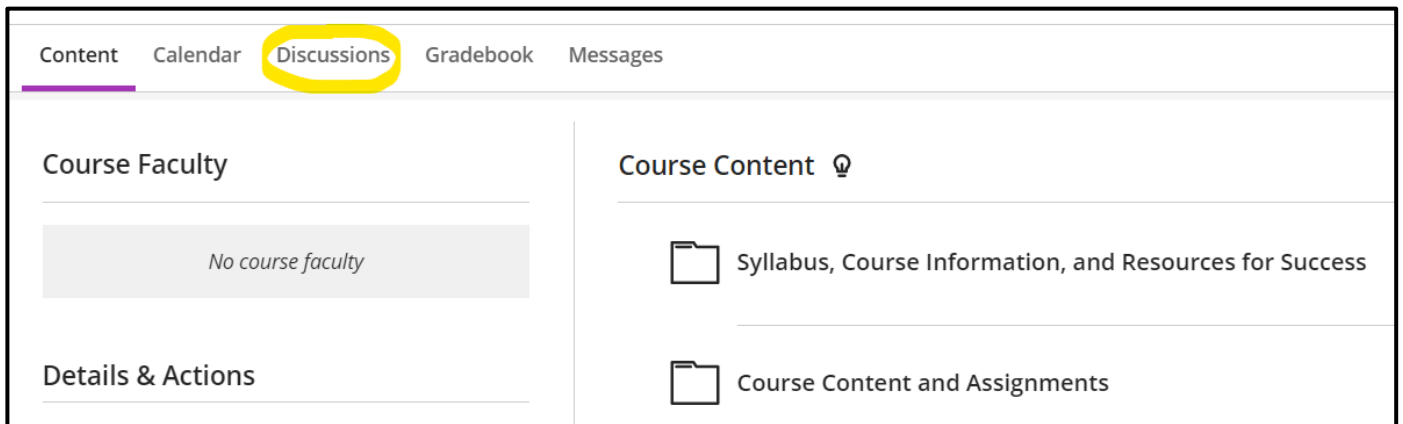![Quinsigamond Community College logo]

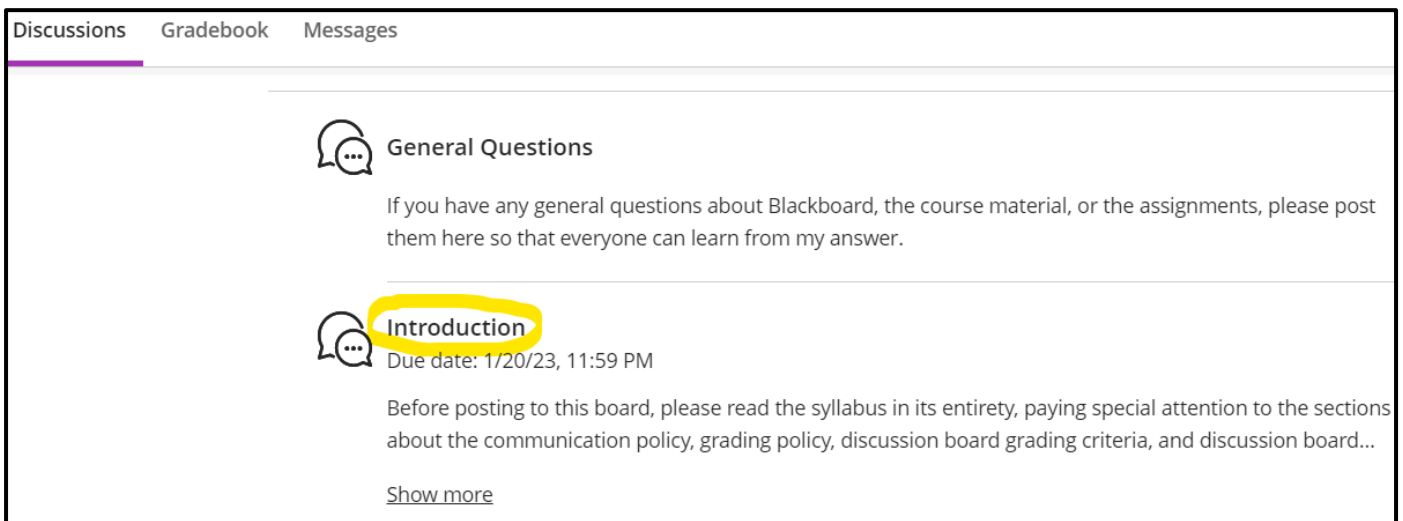# Student Guide: How to Post and Reply to Discussion Boards

To Post:

1. The link to "Discussions" is a tab at the top of your 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.

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."

3. Below the discussion instructions, you will see a textbox with the phrase "*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 "Respond."

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 in the textbox with the phrase "*Type a reply*" in it.

3. Click on the "Reply" button when you are done.

24/7 Support
Phone Number: 508.854.4427, Press 1 for Student Support
QCC IT Service Desk: https://www.qcc.edu/support/it-service-desk
IT Support Portal: https://qccitsupport.freshservice.com/support/home