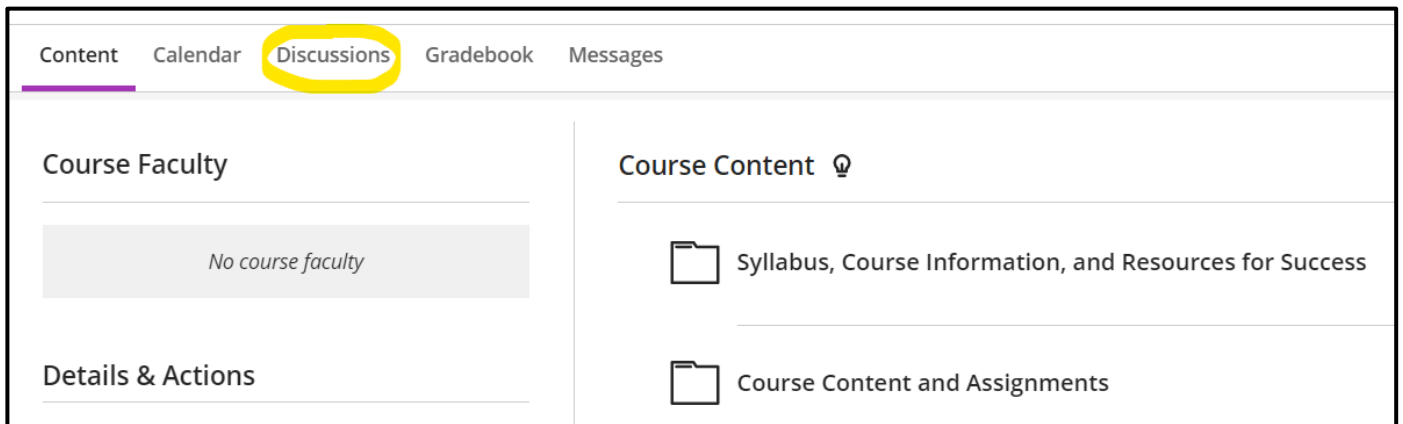


Student Guide: How to Post and Reply to Discussion Boards

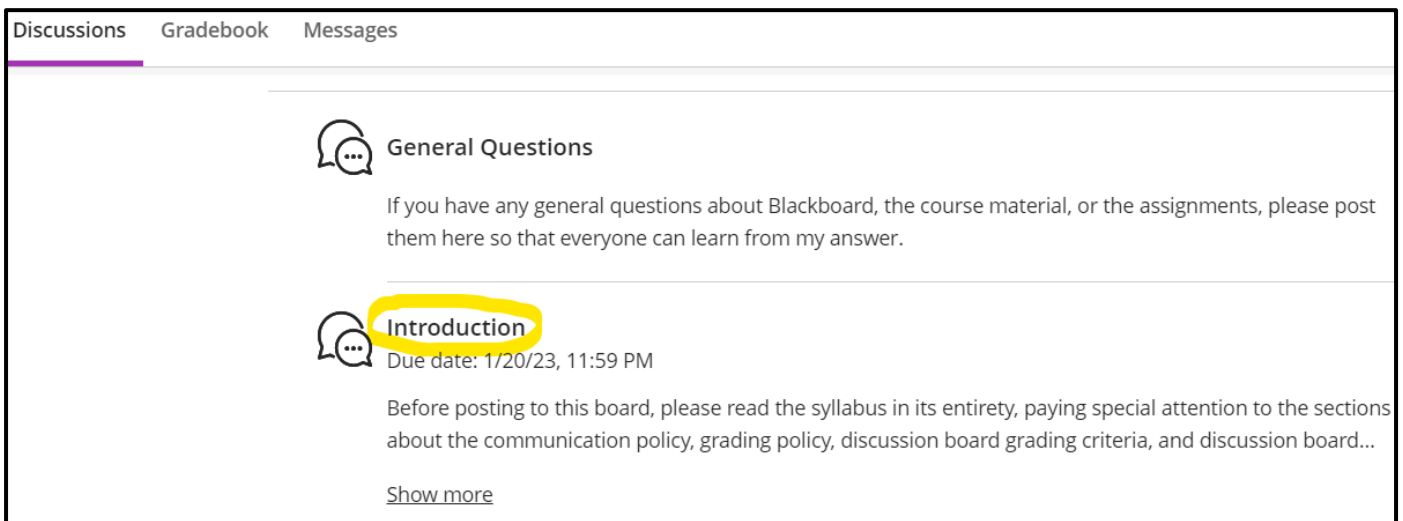
To Post:

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.



The screenshot shows the top navigation bar of a Blackboard course with tabs for 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: '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 navigation bar. 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 at the bottom of the 'Introduction' entry.

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.

Reply

Type a reply

Word count: 0

[Save Draft](#)

Cancel Reply

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>