



# BLACKBOARD DISCUSSION BOARD P.1



## Login to Blackboard

If you need help with this, please consult the Blackboard Help Desk or the Beginner's Guide to Blackboard How-To Document.



## Participating in the Discussion Board

Instructors create forums on specific topics in the Discussion Board. If your instructor adds a forum to the Discussion Board, you can reply by posting your reactions, comments, or questions. Some instructors use the Discussion Board to measure class participation. When you participate in a class discussion, keep in mind that your entire class, and your instructor, will be able to read your postings.

To post a message to a discussion thread:

1. Login to Blackboard and select the appropriate course.
2. On the left side of the screen, click on **Communication**, then click  [Discussion Board](#).
3. Click on the forum in which you wish to participate.
4. Then, click on the message to which you wish to reply.
5. Beside the title of the message, click on **Reply** ([Thread: discussion question week 1](#) ).
6. Type your message in the *Message* box.
7. If you wish to preview your completed message, click on **Preview**. When you are ready to submit your completed message, click **Submit** to submit the message to the forum. You may need to scroll down to view the Preview and Submit buttons.

To start a new thread:

1. Under Discussion Board, near the top of the screen, click  [Thread](#), this will start a new thread.
2. Type the subject and your message. You MUST enter a subject. You will get an error if you do not.
3. When you are ready to submit your completed message, click  to submit the message to the forum. You may need to scroll down to view the Submit buttons. You may also Save a message for completing later.

It is very important that you always remember to logout of Blackboard by clicking the Logout button at the top of the page.

## Need More Information and Help?

Call, e-mail, or come by the Cleveland Community College Blackboard Help Desk on the second floor of the library. They may be e-mailed at [BBHelpDesk@cleveland.cc.nc.us](mailto:BBHelpDesk@cleveland.cc.nc.us), or called at 704-484-4133.

Other How-To documents are available in the library, through the Blackboard Help Desk.