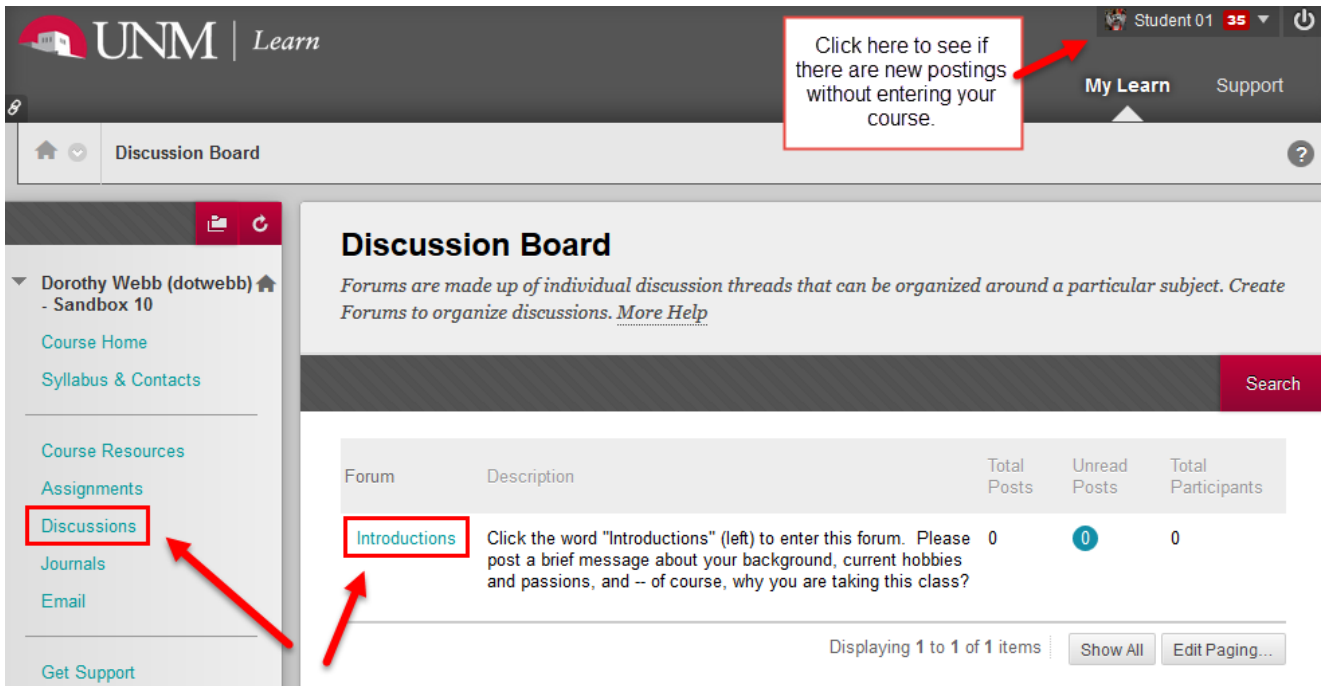




# Posting & Replying in a Discussion Forum

[Discussion Netiquette](#) | [Blackboard Intro to the Discussion Tool](#)

Courses in Learn offer lots of flexibility, so they may be organized differently from one to the next. Ask your instructor if there is supposed to be a class discussion and you cannot find it.



1. Click to enter the **Discussion** area.

2. Click the **Forum** title (ex. "Introductions") to enter. *NOTE – Sometimes you may not be able to see anyone else's posts until you have posted first. Be sure to read the instructions!*



### Forum: Introductions

List View Tree View

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

**Create Thread** Grading Information Subscribe Search Display ▾

Click to start your post (called a thread in Learn).

3. Click **Create Thread** to start your post.
4. Enter a **Subject**, type the body of your post and click **Submit!**

### Create Thread

A Thread is a series of posts related to the same subject. Threads provide an organizational structure within a Forum for users to share posts on similar topics. Creating a thread posts the first message. [More Help](#)

\* Indicates a required field.

Cancel Save Draft **Submit**

#### FORUM DESCRIPTION

Click the word "Introductions" (left) to enter this forum. Please post a brief message about your background, current hobbies and passions, and -- of course, why you are taking this class?

#### MESSAGE

\* Subject

Message  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B. Type your message here.

Optional: To add an image, click the chevrons top right to expand the toolbar. **Add Image** is next to the **paperclip**/ Add File.

C. When ready, click **Submit**.

Path: p Words:33

#### ATTACHMENTS

Attach File Browse My Computer Browse Content Collection



Note: the text editing box where you type your post is a tool you will see often. Learn calls it the **Content Editor**. Here are some tips on how to use it: <http://online.unm.edu/help/learn/students/pdf/student-content-editor.pdf>

5. To **Read** and **Reply**, click the link to a particular post.

**Forum: Introductions**

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Grading Information Subscribe Search Display ▾

<input type="checkbox"/>	Date ▾	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	7/21/16 11:34 AM	<a href="#">A. Type a subject ("Student 1's Intro")</a>	Student 01	Published	0	1

Thread Actions ▾ Collect

To Reply, click the link to a particular thread.

Displaying 1 to 1 of 1 items | Edit Paging...

**Thread: A. Type a subject ("Student 1's Intro")**

Select: [All](#) [None](#) 1 Posts in this Thread 0 Unread

Message Actions ▾ Expand All Collapse All

**Student 01** 6 minutes ago

**A. Type a subject ("Student 1's Intro")**

B. Type your message here.

Optional: To add an image, click the chevrons top right to expand the toolbar. **Add Image** is next to the paperclip/ Add File.

C. When ready, click **Submit**.

**Reply** Quote Edit

"Quote" puts the text of the message you are responding to in your reply.

Select: [All](#) [None](#) Message Actions ▾ Expand All Collapse All



The screen for creating and replying to discussion threads will also let you attach ONE file (an image or Word doc or PDF or Excel spreadsheet, etc). Click Browse My Computer. Navigate to the file you want. Click Submit.

Attach File

Browse My Computer    Browse Content Collection

**To attach a file from your computer**  
Note: only one per post or reply

Cancel    Save Draft    Submit

Thread: A. Type a subject ("Student 1's Intro")

Select: All None    2 Posts in this Thread    0 Unread

Message Actions    Expand All    Collapse All

Student 01  
A. Type a subject ("Student 1's Intro")    3 hours ago

Student 01  
RE: A. Type a subject ("Student 1's Intro")    3 hours ago

Select: All None    Message Actions    Expand All    Collapse All

Expanding and Collapsing can be very handy

### RELATED RESOURCES:

[Blackboard Help pages for Discussions](#)

[Adding Media \(Video\) as Mashup](#) (i.e. loading or creating video as part of your post).

[Adding an Image to Your Posting](#)