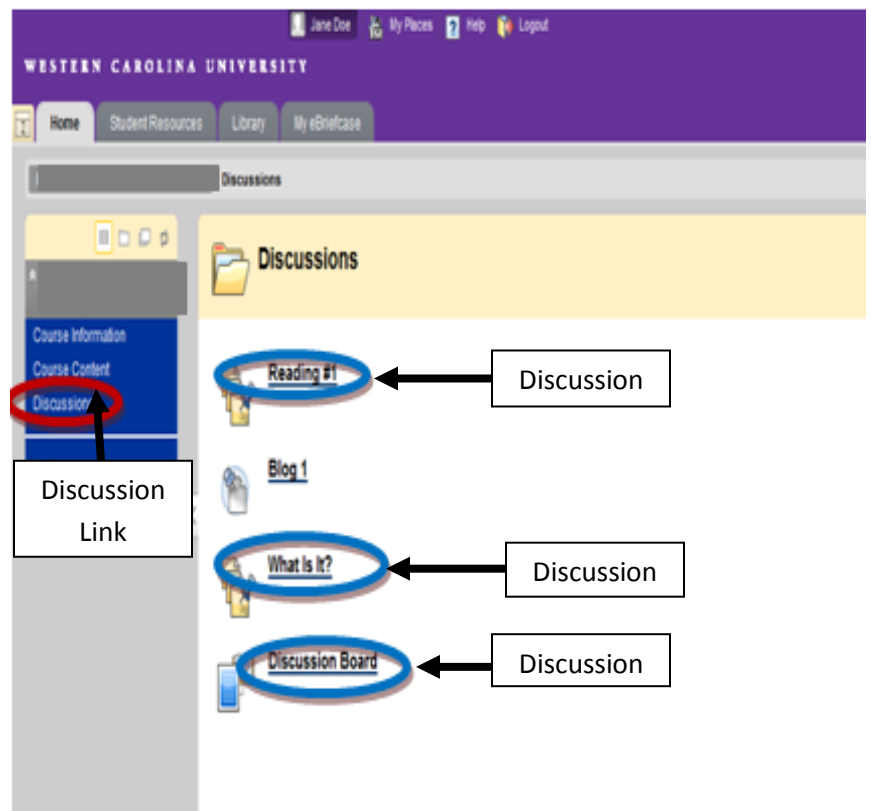


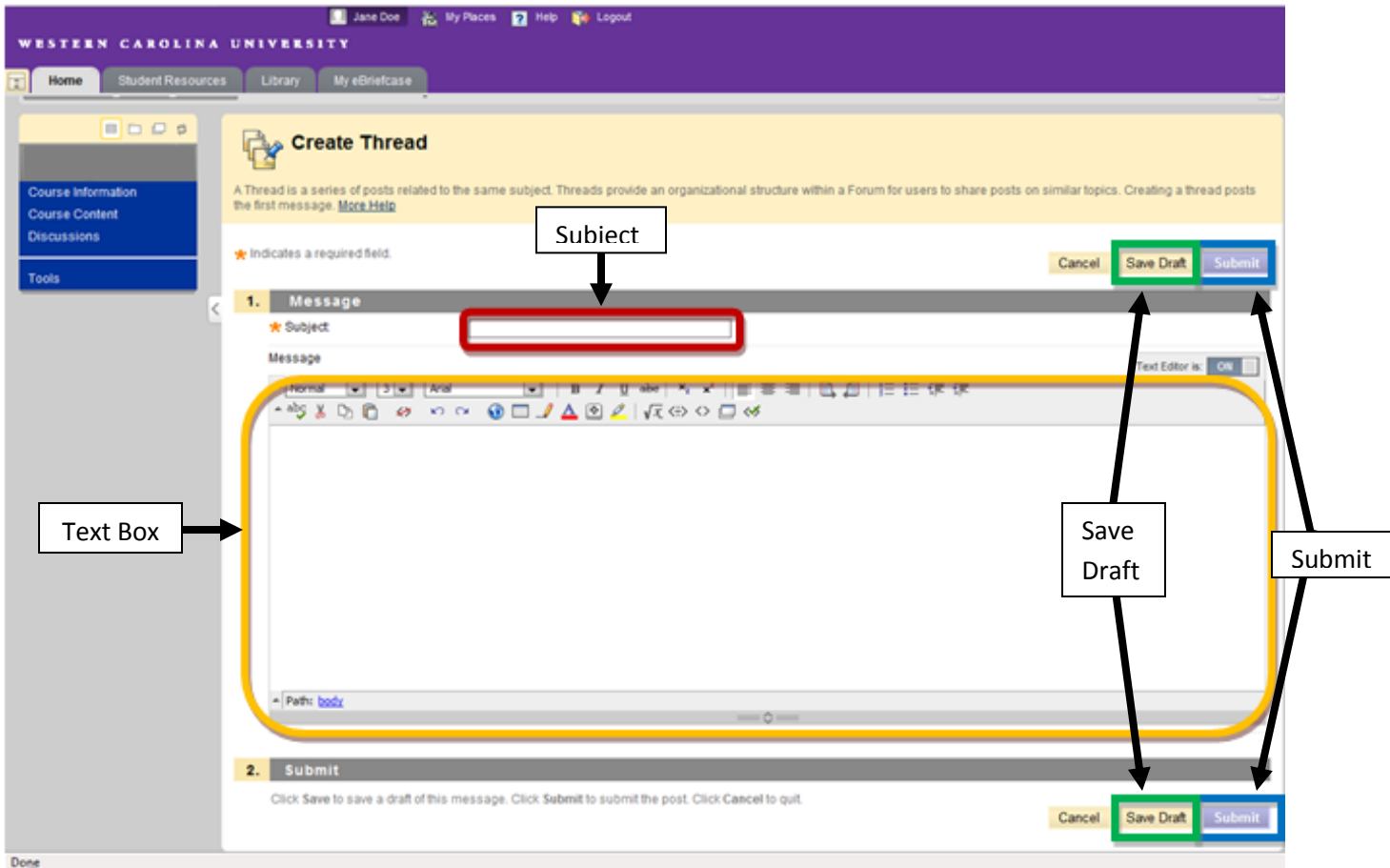
## Students Getting Started With Discussion Boards

- To start into the Discussion Board, you must first click on the **“Discussion”** link your professor has put up on Blackboard
- After you found the Discussion link and have clicked on it, you must then choose the **actual discussion** you want/need to enter
- Once you are in the actually Discussion Board, you have multiple options:
  - Read previously posted threads
  - Search for a certain post or thread
  - Or begin your own thread



## Starting Your Own Thread:

- To start your own thread, you must first click on the button “Create Thread” at the top of the screen
- Once you have entered the “Create Thread” screen, simply type in a “**Subject**” (MUST HAVE) and your message in the “**Text Box**”



- After the two areas are filled out, you can either click “**Submit**” for all to see, or click “**Save Draft**” for you to come back to later and work on some more

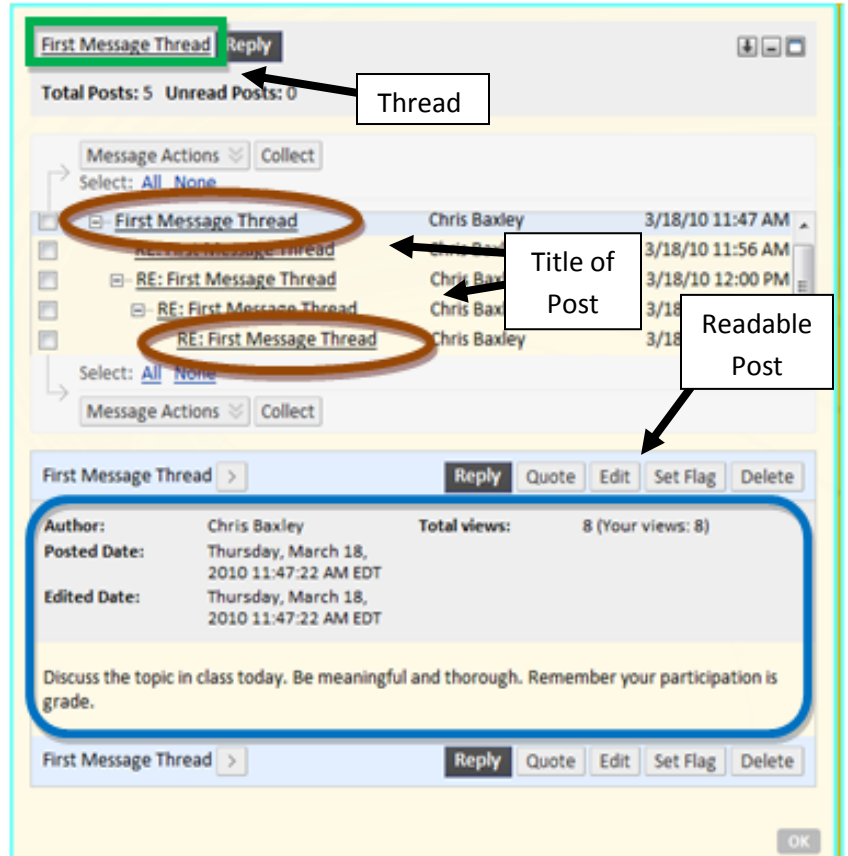
## Read Previously Posted Threads:

- In the main body of the Discussion board screen should be a list of dates, titles, and names of student who have started threads

- Find which “**Thread**” you would like to read and select it

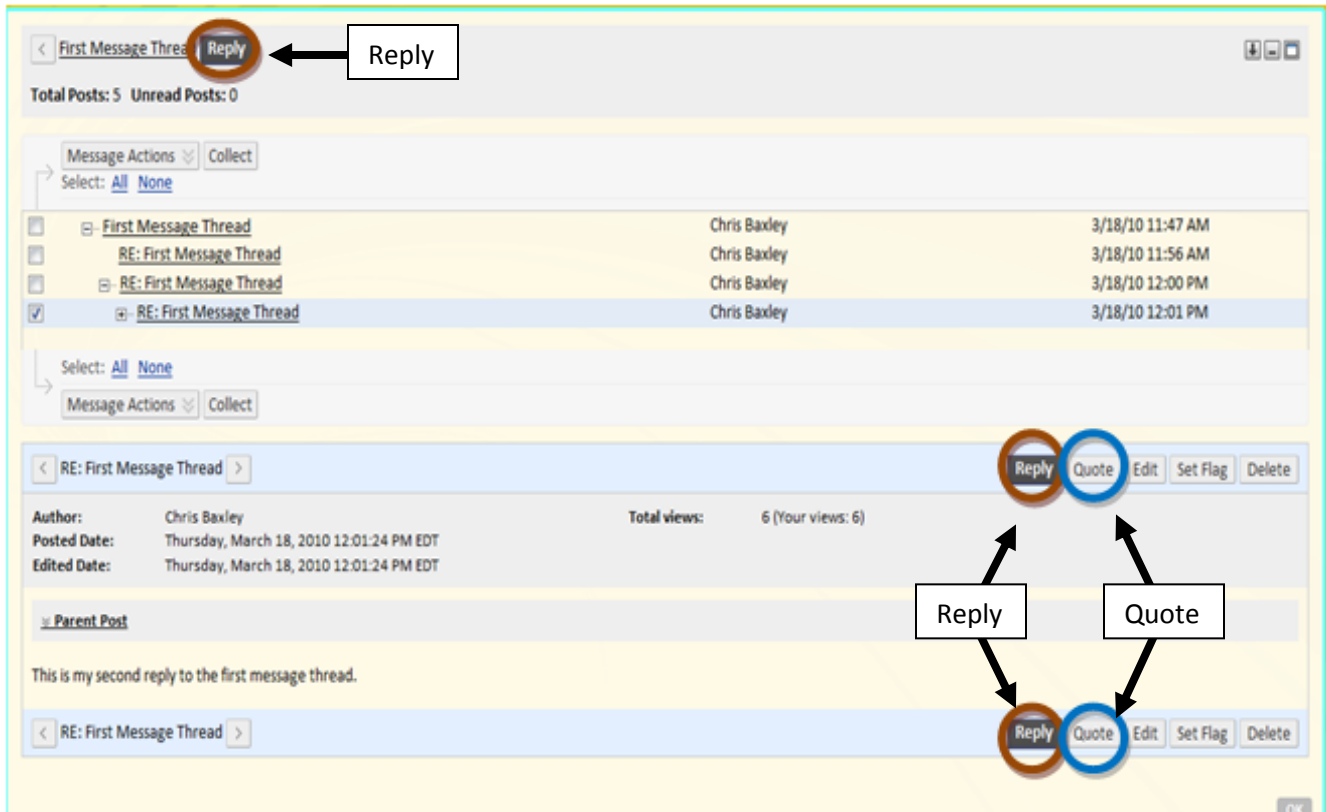
- Then another similar looking screen will pop up with more details on it

- There will be the start of the Thread link furthest to the left; replies will be tabbed underneath to the right



- To read any post, simply click on the “**Title of the post**” and the “**Readable Post**” will show below the listed posts
  - Information shown will contain when it was posted, who posted it, and how many times you and others have viewed it

- To reply to a post, click on the “**Reply**” button located on the top and bottom of the current message shown



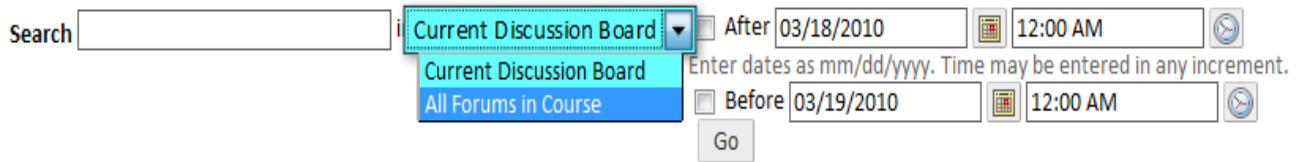
- If you really enjoy what someone wrote and would like to reply, but refer what was said for others, you can click the “**Quote**” button next to the Reply button.
  - This will bring up the message screen again, but will already have the message you wanted to quote in it with the author who wrote it.

## Searching a Discussion Board:

- To search a discussion board, you need to click on the “**Search**” button at the top right part of the screen next to Display



- After clicked on Search, a small box with pop up below it

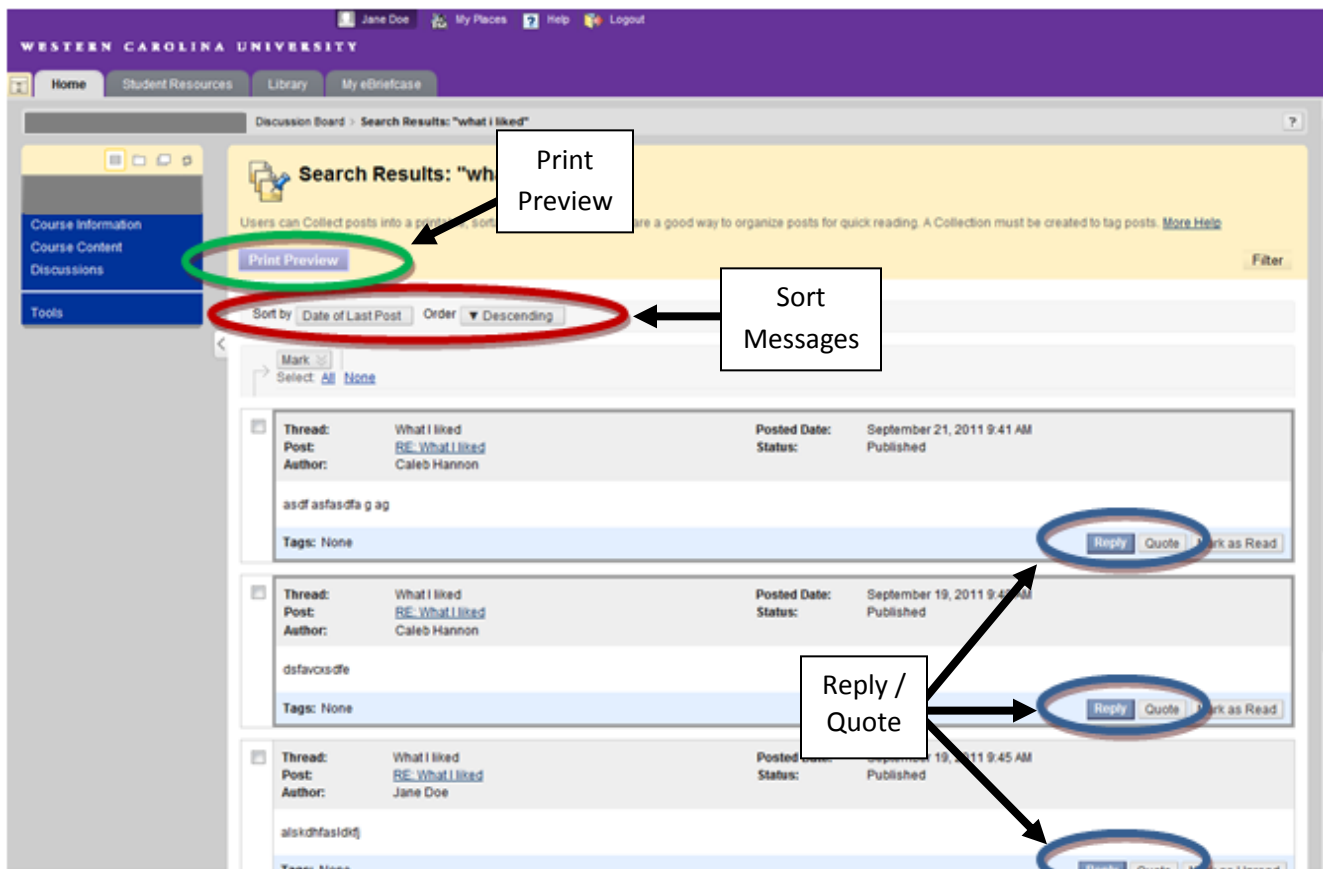
A search form with a text input field on the left. To its right is a dropdown menu with a blue border and a downward arrow. The dropdown is open, showing two options: "Current Discussion Board" (highlighted in light blue) and "All Forums in Course" (highlighted in a darker blue). To the right of the dropdown are two date and time selection fields. The first is labeled "After" and contains "03/18/2010" and "12:00 AM". The second is labeled "Before" and contains "03/19/2010" and "12:00 AM". Below these fields is a "Go" button. A small text note says "Enter dates as mm/dd/yyyy. Time may be entered in any increment."

- Type the word or words you are searching
- Select the Discussion Board you are searching in
- If there is a certain time frame that you want it to be posted in, choose that and select the boxes next to them

- When all the information is filled out, then select Go



- Every message found will be shown already open, easy to read



- The messages can “**be sorted on the screen**” in a particular order if wanted
- You can then “**read, reply, quote,**” or even print any of the shown messages
  - If you want to print these messages out, click on the “**Print Preview button**” on the top right hand of the screen
    - This will bring up a new window with an automatic printing menu