

# Blackboard Student

## Discussion Boards

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### Navigating and Using the Discussion Board

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#### *Creating a Discussion Board Post*

1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your TU **NetID and Password**
3. Enter the desired course.
4. Locate the **Discussion Board Forum** needed. Most courses have the **Discussions** tool listed on the course menu on the left. If it is not there, ask your professor where the **Discussion Boards** are located.
5. Click on the title to enter the **Discussion Board Forum**.
6. From here you can select the type of view in the top right of the page.
  - a. **List View** – default view to see threads in a list.
  - b. **Tree View** – a friendlier view where you can see a thread with all of the response threads on one screen, instead of having to enter each one individually.
7. Here you can create a thread by selecting **Create Thread** in the menu towards the top of the page.  
*Please Note: Some instructors will require you to post first before you're allowed to see your classmate's responses. If your instructor requires you to post first, you'll see a notification with the **Create Thread** option.*
8. The Forum Description will be provided for you in case you need to reference it while writing your post.
9. Give your message a **Subject**.
10. Type your **Message**.  
*Please Note: In every text box, there is a help icon "i". Clicking this will provide information on what each icon does, including the math editor.*
11. Attach any necessary documents under the section titled **Attachments**.
12. If you are finished and ready to post click **Submit**. If you want to continue working on the post later click **Save as Draft**.

#### *Accessing your Draft to Post*

1. To access your saved draft, enter **Tree View** by following steps 1-6 above
2. Locate your draft and click the title to enter it.
3. Mouse over the post an **Edit** and **Delete** will appear. If you no longer need this draft select **Delete**. If you would like to continue editing the draft select **Edit**.
4. After you are satisfied with your **Message** and ready to post, click **Submit**.

#### *Replying to a Post*

1. Follow steps 1-5 in "Creating a Discussion Board Post" above. Here you can see all the posts other students have made in the **Discussion Forum**. To view another student's post, click the title to enter.
2. From here you can reply to a student's post by clicking **Reply**.
3. Type your message and be sure to click **Submit**.

## *Viewing Replies to My Post*

You can view people who have replied to your post without searching through the Discussion Board

1. Enter the discussion board area of the course.
2. Find the **Forum** with replies
3. Under the column header **Replies to Me**, click the number in the circle. If it is 0, you have no new replies.

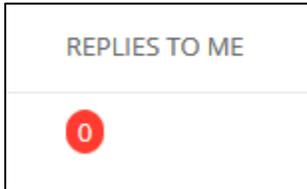


Figure 1