Navigating and Using the Discussion Board

1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Enter the desired course.
3. 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.
4. Click on the title to enter the **Discussion Board** Forum.
5. 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.
6. 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.

7. The Forum Description will be provided for you in case you need to reference it while writing your post.
8. Give your message a **Subject**.
9. Type your **Message**.
10. Attach any necessary documents under the section titled **Attachments**.
11. 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 1-5 above.
2. Locate your draft and click the title to enter it.
3. Mouse over the post and **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 a satisfied with your **Message** and ready to post, click **Submit**.

**Replying to a Post**

1. Follow steps 1-5. 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**.