Navigating and Using the Discussion Board

1. Navigate to 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.

   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.

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.

Repling to a Post

5. Follow steps 1-4. 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.
6. From here you can reply to a student’s post by clicking Reply.
7. 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.

8. Enter the discussion board area of the course.

9. Find the **Forum** with replies.

10. Under the column header **Replies to Me**, click the number in the circle. If it is 0, you have no new replies.