

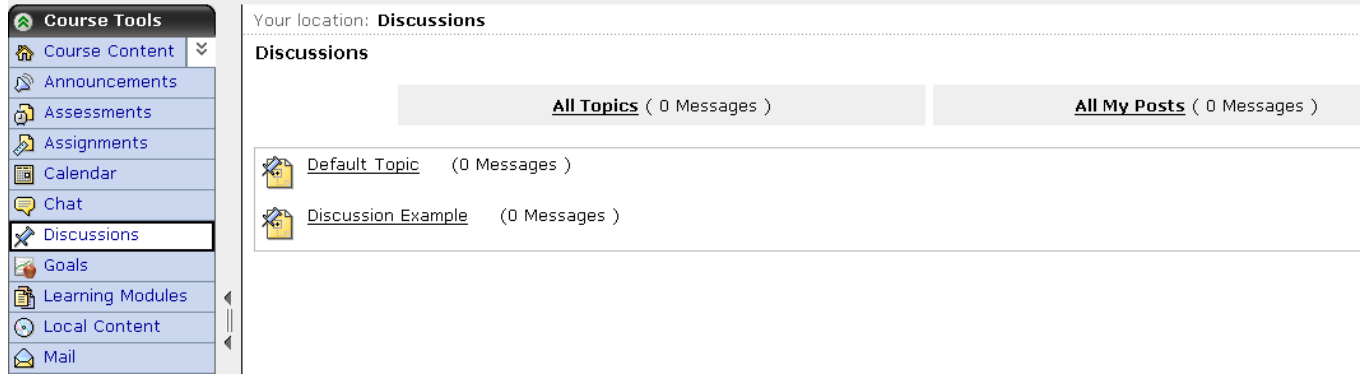
## Using Discussion in Blackboard

This tool allows you to create topics relevant to the course where users enrolled in the course can post and reply to messages. You can ask questions; generate discussion, share feedback and ideas. In Blackboard there are three types of discussion topic that an Instructor can create for Students:

- Threaded: Create a threaded topic for a more traditional online discussion. Participants post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed
- Class blog: Create a collaborative blog (weblog) space by allowing participants to post a chronological series of entries on a particular topic. Participants can then add comments to any blog entry
- Journal: Create a journal topic to give Students a place for their own writing. The journals can be kept private between the Student and the Section Instructor or shared with the class

### Viewing Discussion

1. Select the ***Discussion*** tool, located on the left hand side of the screen under ***Course Tools***
2. You'll be directed to the following screen



3. From this screen, you will have the following options to View the Discussions:
  - a. All Topics: In here you can view All the Topics that have been created in the course
  - b. All My Posts: In here you will have access to All the Post you had made
4. Select the Discussion you want to view

### Creating a New Message

1. Once you selected the Discussion Topic, you can create a message by clicking the **Create Message** button
2. A pop-up window will appear

http://sunywcc.blackboard.com - Create Message - Mozilla Firefox

Create Message

\*Subject:

Message:

Use HTML | Insert equation:

Attachments:

\* Required field

3. In this window fill out:
  - a. Subject
  - b. Content of the Message
  - c. Add attachment if any
4. When you finish you can click
  - a. Post: To post your message
  - b. Preview: To preview the message before you post it
  - c. Cancel: To cancel the message
  - d. Save as Draft: To save and return it later

### Replying and/or Commenting on Message

1. Once the message has been created, locate the message you want to reply
2. In the message center, click on the message
3. A pop-up window will appear



4. Click **Reply**

5. Another window will appear

Reply

**\*Subject:** Re: Testing Discussion

**Message:**

Use HTML | Insert equation: New

**Attachments:**

\* Required field

**Original Message**

**Subject:** Testing Discussion  
**Author:** Demo Student  
**Date:** September 29, 2008 11:37 AM

How to reply message

6. Enter your reply:

- a. To reply in Plain Text format, enter the message in the text box. The message will appear exactly as you have typed it
- b. To reply in HTML format, you can use the HTML Creator or you can hand code the HTML:
  - i. To use the HTML Creator, click Enable HTML Creator.
  - ii. To hand code the HTML:
    - Select Use HTML
    - In the Message text box, enter the HTML code

7. If you want to attach files to the message:

- a. Click **Add Attachments**. The Content Browser pop-up window appears
  - b. Locate and select the files
8. If you want to preview your reply, click **Preview**
9. Do one of the following:
  - a. If you are not ready to post the message but want to save it, click **Save as Draft**
  - b. To post the message, click **Post**