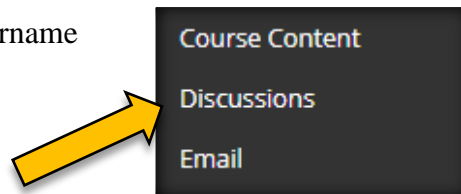


How to Use Discussion Boards in Blackboard

Discussion boards, in most courses, is used as a collaboration, and/or introduction, tool.

How to Review a Thread in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Click on the desired course located in the **My Courses** section on the homepage.
3. Click on the **Discussions** tab in the grey directory.
4. Select the desired thread, read, respond, or review.
5. Click **OK** to close out.



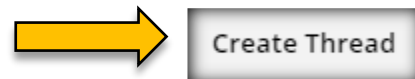
How to Subscribe to a Forum in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Click on the desired course located in the **My Courses** section on the homepage.
3. Click on the **Discussions** tab in the grey directory.
4. Select the desired discussion board.
5. Click the **Subscribe** button once to subscribe to the forum.



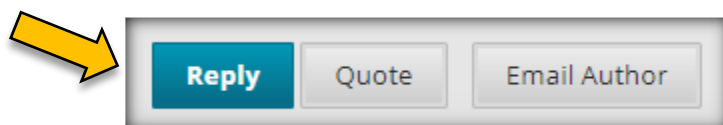
How to Create a Thread in a Forum in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Click on the desired course located in the **My Courses** section on the homepage.
3. Click on the **Discussions** tab in the grey directory.
4. Select the desired discussion board.
5. Click **Create Thread**. Type a subject and message in the form that appears.
6. Click **Submit** when finished.



How to Reply to a Thread in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Click on the desired course located in the **My Courses** section on the homepage.
3. Click on the **Discussions** tab in the grey directory.
4. Select the desired discussion board and thread.
5. Click the **Reply** button and type a message.
6. Click **Submit** when finished.



Warning

Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.