Read/Navigate a Discussion Post

Introduction: The goal of this help guide is to provide users with detailed instructions on how to read and navigate the discussion forum in Blackboard. Instructions on the left column of this guide correspond to the screenshot on the right. Individual tasks are displayed in green numbered circles. A summary of keystrokes is also provided at the beginning of this guide.

Each faculty will set guidelines for the requirements for participating in the discussion forums. These guidelines will include grading, deadlines, and quality. The faculty will create the various forums; students cannot create the forums.

Access Blackboard, login and select your course.

ACCESS THE DISCUSSION FORUM

1. Click the Discussion Board button on the left side of the screen.

2. Click the Forum to which you want to read/navigate.

HINT: The professor must create the forums. If you see none, they haven’t been created yet.

READ A POST IN A DISCUSSION FORUM

These directions are for reading and responding to others posts. If no Thread are present, see the Post Discussion directions for how to start a thread.

3. Click the Thread that you want to read.

Summary of Keystrokes To Read Post

Access Blackboard and Login. Select your Course.
1. Click Discussion Board button
2. Click the Forum to which you want to Post.
3. Click Thread you want to read.
4. Read the Post. Use the previous, next thread and post buttons to navigate through the discussion.

HINT: The professor must create the forums. If you see none, they haven’t been created yet.
**Read/Navigate a Discussion Post**

1. **Read** the post.

2. **Navigate through posts**
   - Use the Move to next message action button to go to the next reply in a thread.

3. Go back to the previous message.
Go to the next thread in the forum.