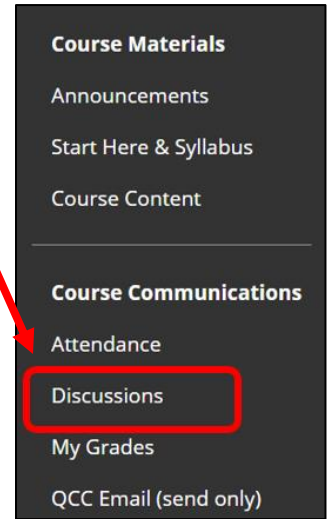


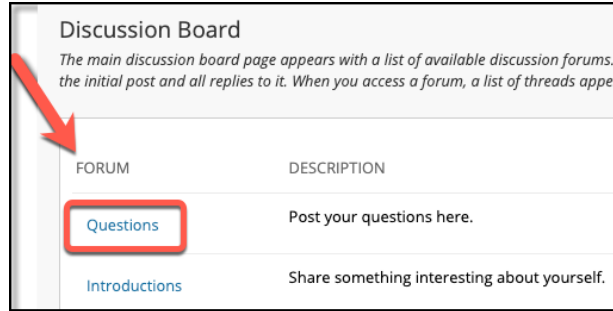
Student Guide: How to Post and Reply to Discussion Boards

To Post:

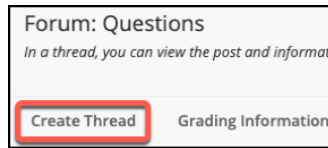
1. Typically a “Discussions” link is located on the left-side navigation menu of your Blackboard course. Click on this link to access all discussion boards for a course.
Note: your instructor may call these “discussion forums” or “discussion boards.”



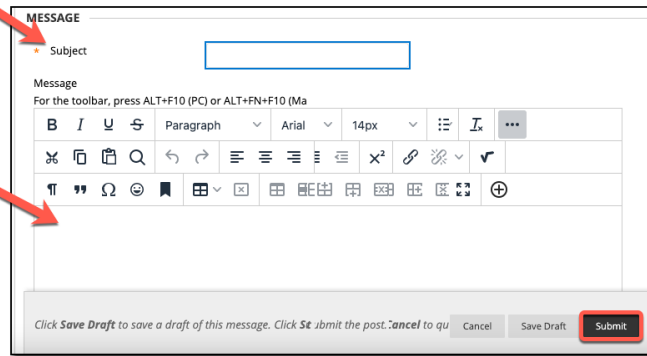
2. Click on the name of the discussion board you wish to post to.



3. Click on **Create Thread**.



4. Add a subject line and type a message.

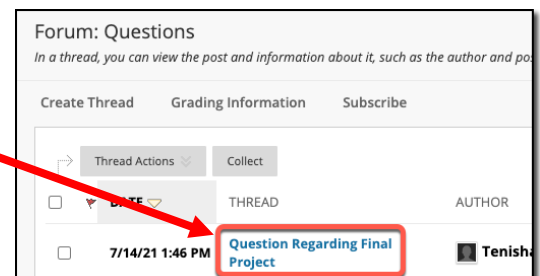
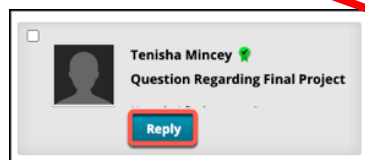


Important: If you click on “Save Draft,” the instructor and other students won’t be able to see your posting, so be sure to click “Submit.”

5. Click on **Submit** when done.

To Reply:

1. To reply to someone else’s post, click on their thread.
2. Click on **Reply**.
3. Type your response.
4. Click on **Submit** when done.



24/7 Support
Phone Number: 508.854.4427, Press 1 for Student Support
QCC IT Service Desk: <https://www.qcc.edu/help>