How to Post to the Course Discussions

1. Login to your Blackboard course then go to a Learning Module (e.g.: Week 1, Chapter 1, etc.).

2. Within the Learning Module, locate then click on the Discussion Forum.
3. You may initiate a discussion by clicking on the Create Thread Button.

4. Within the Create Thread window, enter a subject title for your post then enter text into the body of the message. When finished, click on the submit button.
5. You may respond to a fellow student’s discussion thread by clicking on the thread’s title. Then click Reply to reply to the post.
Your reply will appear indented underneath the initial post.

6. At the top level of the Discussion Forum, you will now see the posts.

7. You may switch the view to the “Tree View” by clicking on that button in the upper right corner. You can also click on the “Expand All” button to show all of the replies to a thread.
8. When you’re finished, close the window to return to the Learning Module.

For assistance, please contact UNIT's Center for Instructional Technology at: 610-519-5777 or e-mail: cit@villanova.edu