
Blackboard v9.1 for Employees

Create a Thread

This document describes, for employees, how to add a thread to a forum in the discussion board in their Blackboard course for students to access.

Brief Instructions

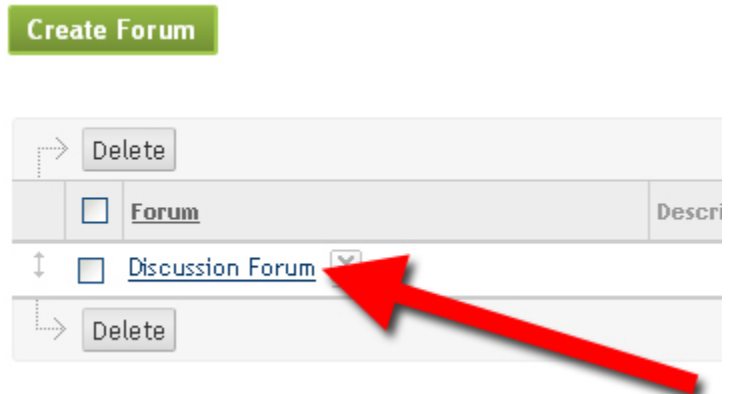
From the *Discussion Board* tool page of your course site within Blackboard:

- Click the hyperlink for the desired *Forum* on the *Discussion Board* page.
- Click the *Create Thread* button in the *Action Bar* on the *Forum: ***** page.
- Enter display text in the *Subject* field in section *1. Message*. (Required)
- Enter display text in the *Message* text box. (Recommended)
- Include a file by clicking the *Attach a file* link. (Optional)
- Click the *Submit* button at the bottom-right of the page.
- Look for the success message at the top of the *Forum: ***** page.

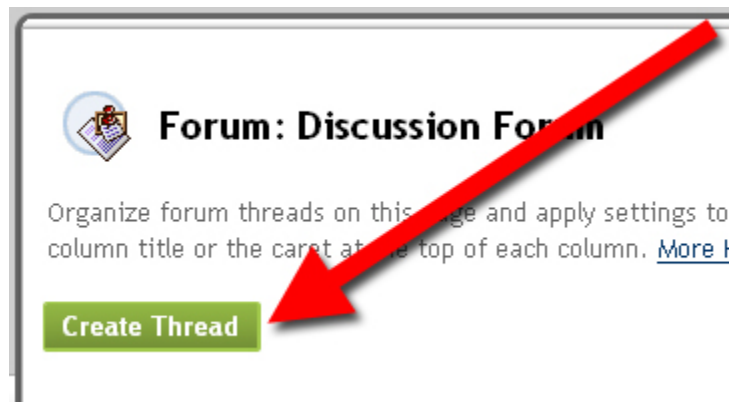
Process complete.

Detailed Instructions

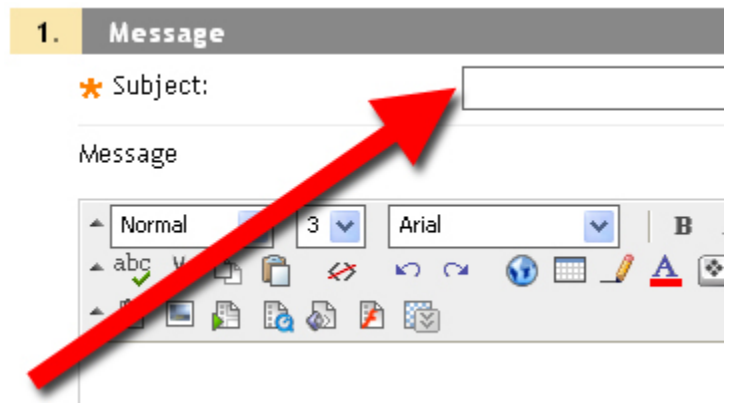
1. Click the hyperlink for the desired *Forum* on the *Discussion Board* page.



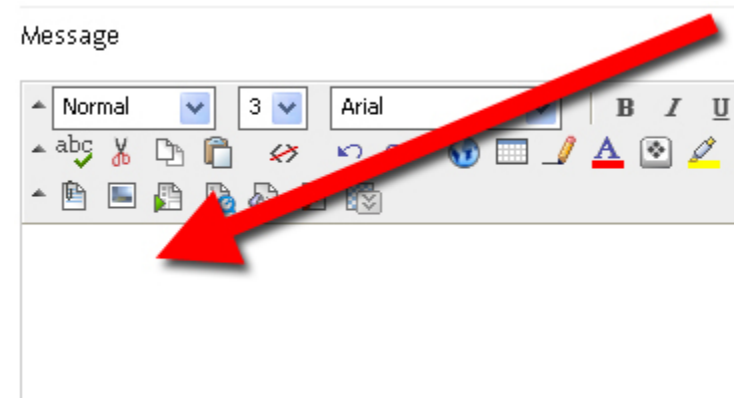
2. Click the *Create Thread* button in the *Action Bar* on the *Forum: ***** page.



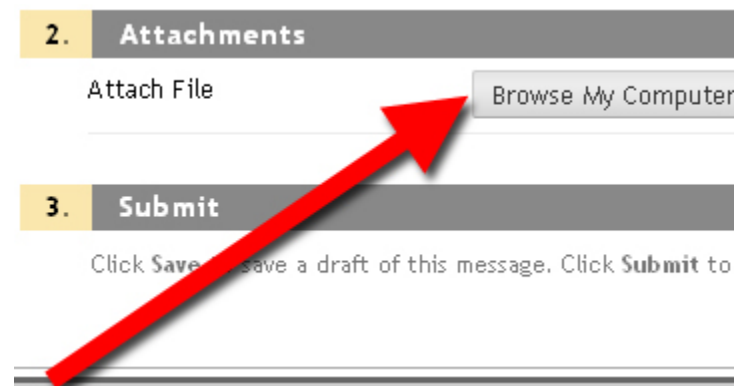
3. Enter display text in the *Subject* field in section 1. *Message*. (Required)



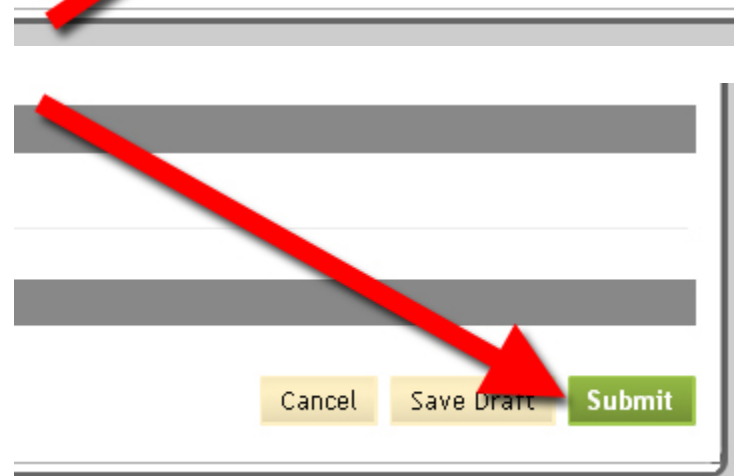
4. Enter display text in the *Message* text box. (Recommended)



5. Include a file by clicking the *Attach a file* link. (Optional)



6. Click the *Submit* button at the bottom-right of the page.



7. Look for the success message at the top of the *Forum: ***** page.

