

# STUDENT TUTORIAL: CREATING A DISCUSSION BOARD THREAD

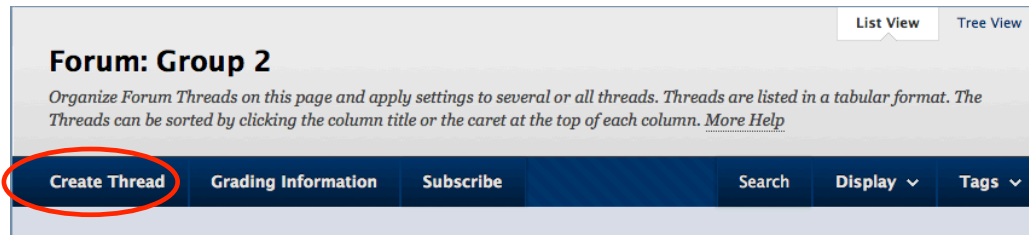
## WHY WOULD YOU USE THIS FEATURE:

Threads are content within a selected forum. They are a series of posts about a specific topic. A specific thread may contain both a user's response to the forum topic as well as other users' comments about that response. Instructors will sometimes have students create threads as a homework assignment, and therefore have the option to grade them. The following tutorial will explain how to create a thread within a discussion board forum.

## HOW TO CREATE A THREAD:

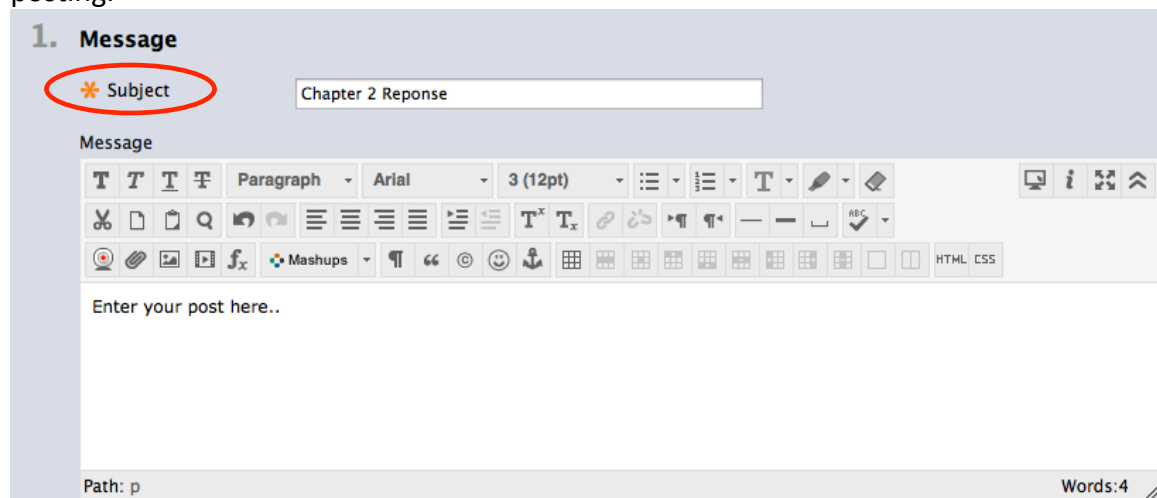
1. Access your course within **Blackboard**.
2. Open your course discussion board and click on the appropriate forum.
3. At the forum's main page, click **Create Thread**.

**Note:** The **List View** and **Tree View** buttons on the top right of the page provide two different methods of viewing the forum homepage. The example below is shown in **List view**.



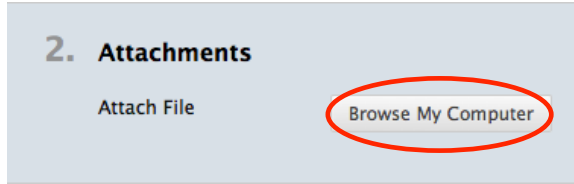
4. Enter a subject for your thread. Enter your message in the text box editor.

**Note:** Feel free to use the other features within the text box editor to enhance your posting.

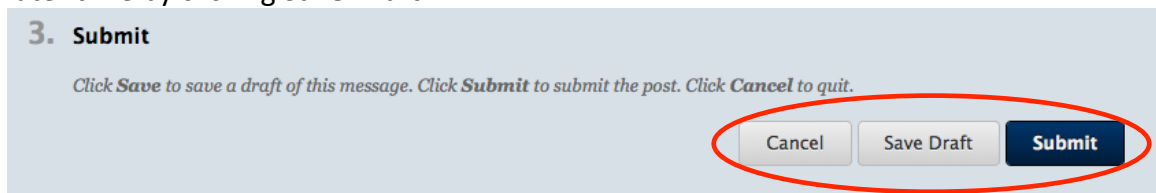


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- To add a file to your post select the **Browse My Computer** option in the Attachments section.



- Locate the file in your computer and click **Open** to attach the file to your post.
- When you are finished composing your thread, you may choose to either **Submit** the thread to the Forum, or you can save the post as a draft to come back and finish at a later time by clicking **Save Draft**.



- A green message will appear indicating a successful creation of the thread.



**Note:** Instructors have the option to determine whether or not threads can be removed or edited once they have been posted. If you know this is the case, make sure your post has been edited and is error free in case it is going to be graded.