

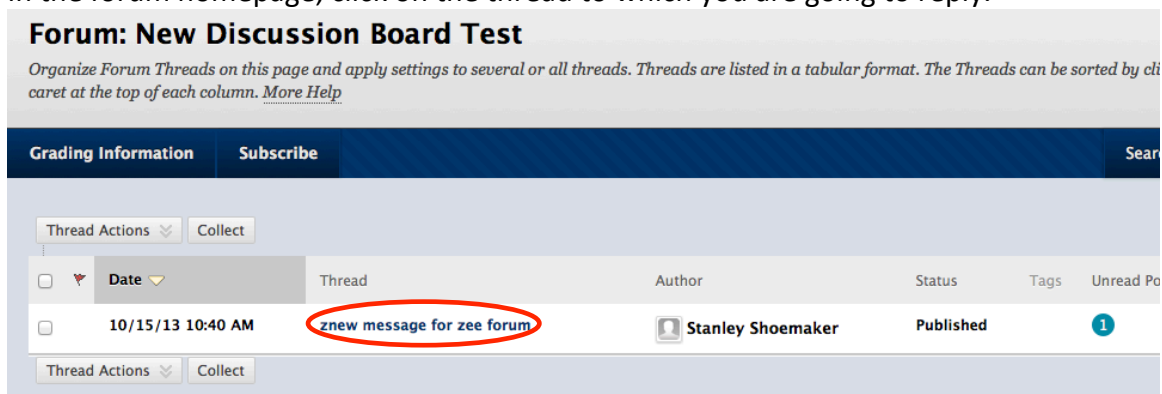
STUDENT TUTORIAL: REPLYING TO, EDITING, AND SAVING THREADS AS A DRAFT

WHY WOULD YOU USE THIS FEATURE:

Replying to threads is a useful way to provide feedback to other users regarding their ideas or comments on certain topics. It is also a way to complete assignments if a teacher asks you to respond to a particular thread within a forum that relates to a topic being covered in class. In addition, Blackboard allows you the option to save and edit drafts as part of the Discussion Board. It allows students to come back and edit a post at a later date if they do not have enough time to complete the post at that moment, or if they feel they need additional information to create a sufficient post. **Note:** Only the students may see the drafts, and it is up to the student to submit the final posting within the instructor's deadline for the forum. The following tutorial will demonstrate how to save and edit drafts in the Discussion Board. The following tutorial will cover how to reply to a thread, edit and save a thread as a draft.

HOW TO REPLY TO A THREAD:

1. Access your course within **Blackboard**.
2. Access the Discussion Board for your course or group.
3. Select the appropriate forum.
4. In the forum homepage, click on the thread to which you are going to reply.




Forum: New Discussion Board Test

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the up and down caret at the top of each column. [More Help](#)

Grading Information Subscribe Search

Thread Actions Collect

<input type="checkbox"/>	Date	Thread	Author	Status	Tags	Unread Posts
<input type="checkbox"/>	10/15/13 10:40 AM	znew message for zee forum	 Stanley Shoemaker	Published		1

Thread Actions Collect

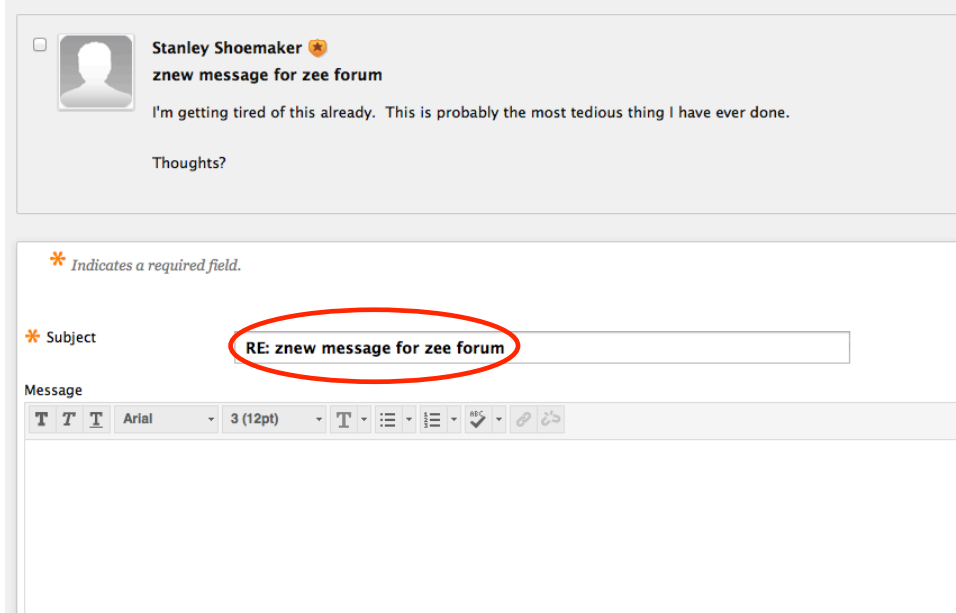
5. This will bring up the original thread in a separate menu. This menu provides the name of the author and their profile picture, the content of the message, the date it was last edited (if edit option is enabled by your instructor), and it gives you the ability to reply to a post. To reply to a post click **Reply** at the bottom of the message. Other message actions can be found under the **Message Actions** menu, when you click on the chevron

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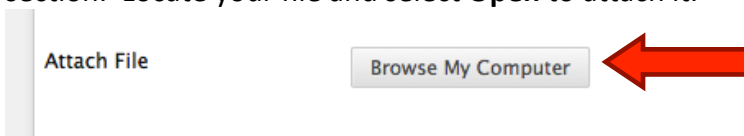
next to **Message Actions**.



- This will bring up the message composition screen. Notice the title of the original post appears in the subject box already with prefix **RE:** to indicate your message is in response to the original thread. Type your reply to the thread in the text box editor.

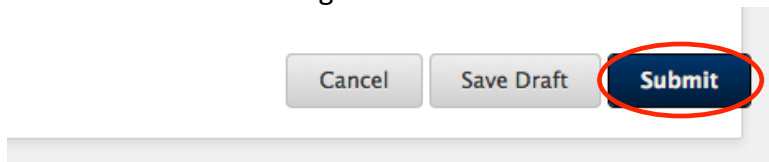


- To attach a file to your reply click on **Browse My Computer** under the attachments section. Locate your file and select **Open** to attach it.



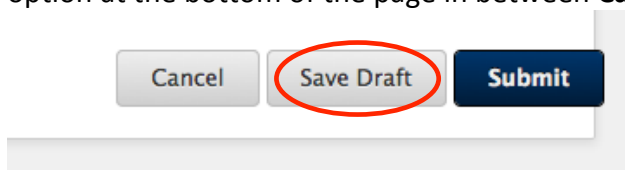
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- When you have finished editing your reply to the thread, click **Submit**. You can also **Save Draft** of the message and continue to work on it at a later time before you post it.

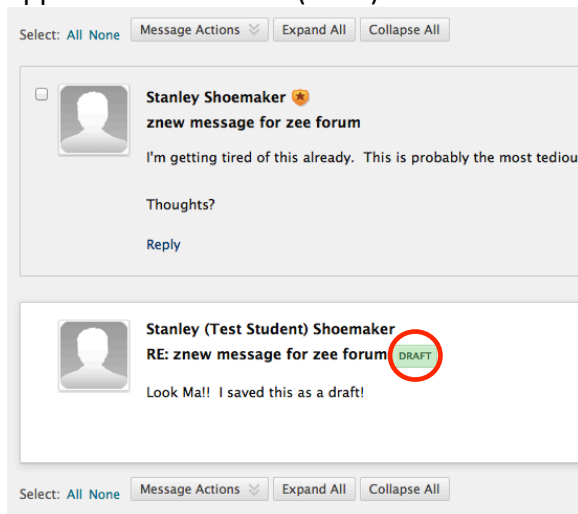


HOW TO SAVE AND EDIT DRAFTS:

- Access your course through **Blackboard**.
- Find the appropriate forum or thread.
- Select **Create Thread** if you are replying to a forum topic, or **Reply** if you are responding to a thread (For more on, see “Creating a Thread” the tutorial).
- You must enter a name for your post in order to save it as a draft. If after beginning your post you wish to stop and come back to it at a later time, click the **Save Draft** option at the bottom of the page in between **Cancel** and **Submit**.

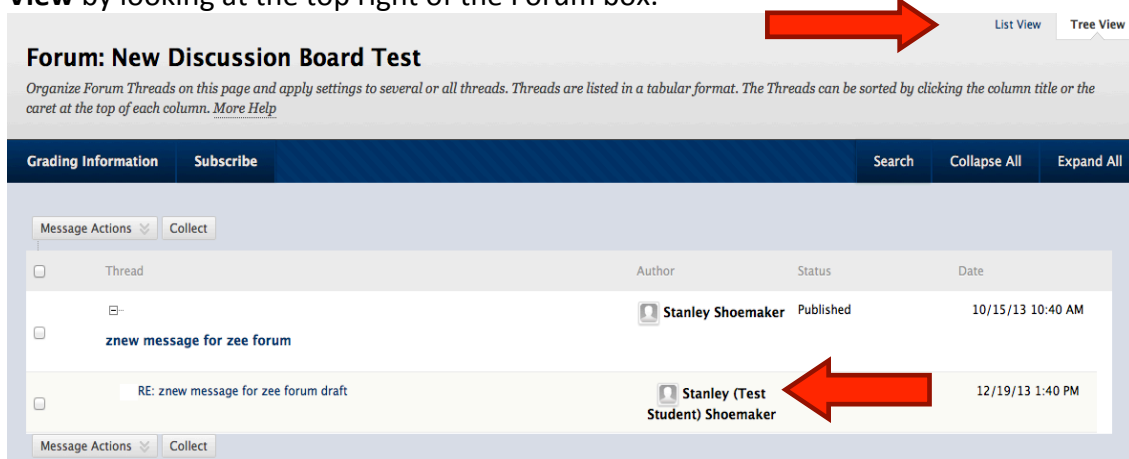


- A message will appear indicating the successful save of your draft. Your thread will appear with the word (draft) next to it.



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6. If you are unable to see your draft in the list of thread, make sure that you are in **Tree View** by looking at the top right of the Forum box.



The screenshot shows a forum interface for "Forum: New Discussion Board Test". At the top right, there are two tabs: "List View" and "Tree View". A red arrow points to the "Tree View" tab. Below the forum title, there is a dark blue navigation bar with buttons for "Grading Information", "Subscribe", "Search", "Collapse All", and "Expand All". The main content area displays a list of threads with columns for "Thread", "Author", "Status", and "Date". The first thread is "znew message for zee forum" by Stanley Shoemaker, published on 10/15/13 at 10:40 AM. The second thread is "RE: znew message for zee forum draft" by Stanley (Test Student) Shoemaker, dated 12/19/13 at 1:40 PM. A red arrow points to this second thread, which has a "(draft)" indicator next to the author's name.

Thread	Author	Status	Date
znew message for zee forum	Stanley Shoemaker	Published	10/15/13 10:40 AM
RE: znew message for zee forum draft	Stanley (Test Student) Shoemaker	(draft)	12/19/13 1:40 PM

7. To come back and edit your saved draft, simply click the thread you were working in with the (draft) indication next to the post and begin making your changes. Once you have finished, click **Submit** to publish your post.
8. Your post will now appear in the list of threads without the (draft) indicator.