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.

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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6. 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.

7. 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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8. 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:
1. Access your course through Blackboard.
2. Find the appropriate forum or thread.
3. 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).
4. 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.
5. A message will appear indicating the successful save of your draft. Your thread will appear with the word (draft) next to it.
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.

![Forum: New Discussion Board Test](image)

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.