

## How do I post a message and/or reply to a discussion on Blackboard?

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**Subject Descriptors:** Blackboard, Discussions, Post, Message, Reply

**Application (Version):** Blackboard

**Task Description:** I want to post a message and reply to a discussion on Blackboard. How do I do that?

**Tutorial Date:** 6 May 2009, Marita Jackson

### Login to Blackboard

Faculty & Staff Community & Visitors

ard  
University

## Login to Blackboard

Username

Password

### Quick Resources

- ▣ [Forgot your password?](#)
- ▣ [Look up your Banner ID \(Username\)](#)
- ▣ [Can't upload files in Blackboard?](#)
- ▣ [Please Check Your Browser](#)
- ▣ [Computer Setup](#)
- ▣ [IT Service Desk](#)

First, Log into Blackboard through the school website (bb.usu.edu) using your A number as the user name and your Banner password...

## Select Course or Discussion Board

### [DRAWING I - Spring-09 ART-1020-001 - 200920](#)

1/5/09

Section Instructor: Mark Larson

My Role: Student

### [INTRO MICROECONOMICS \(BSS\) - Spring-09 ECON-2010-001 - 200920](#)

1/5/09

Section Instructor: Douglas Romrell

My Role: Student



If there are new discussions in the course, you can click on the green thumb tack(2) to go straight to the discussion board. Otherwise, you can click on the course which will lead you to the course home page.

## Course Home Page Tools





The screenshot shows the Blackboard interface. On the left is a 'Course Tools' menu with options: Course Content, Announcements, Discussions, Mail, Roster, Syllabus, Who's Online, My Tools, and My Grades. A red arrow points to the 'Discussions' option, with the text 'Click here' next to it. The main content area shows 'Your location: Home Page' and 'Econ 2010: Principles of Microeconomics - Section 1'. Below this are several links: 'Syllabus - Campus TH3', 'Soap Box - Part 1', 'Extended Lecture Notes', '"Rest of the Story" Discussion Articles', 'Test Answers', and 'Final Grades'.

(If you clicked to the discussion directly, skip this step as it will take you to the next step)

Select "Discussions" from the Course tools menu...

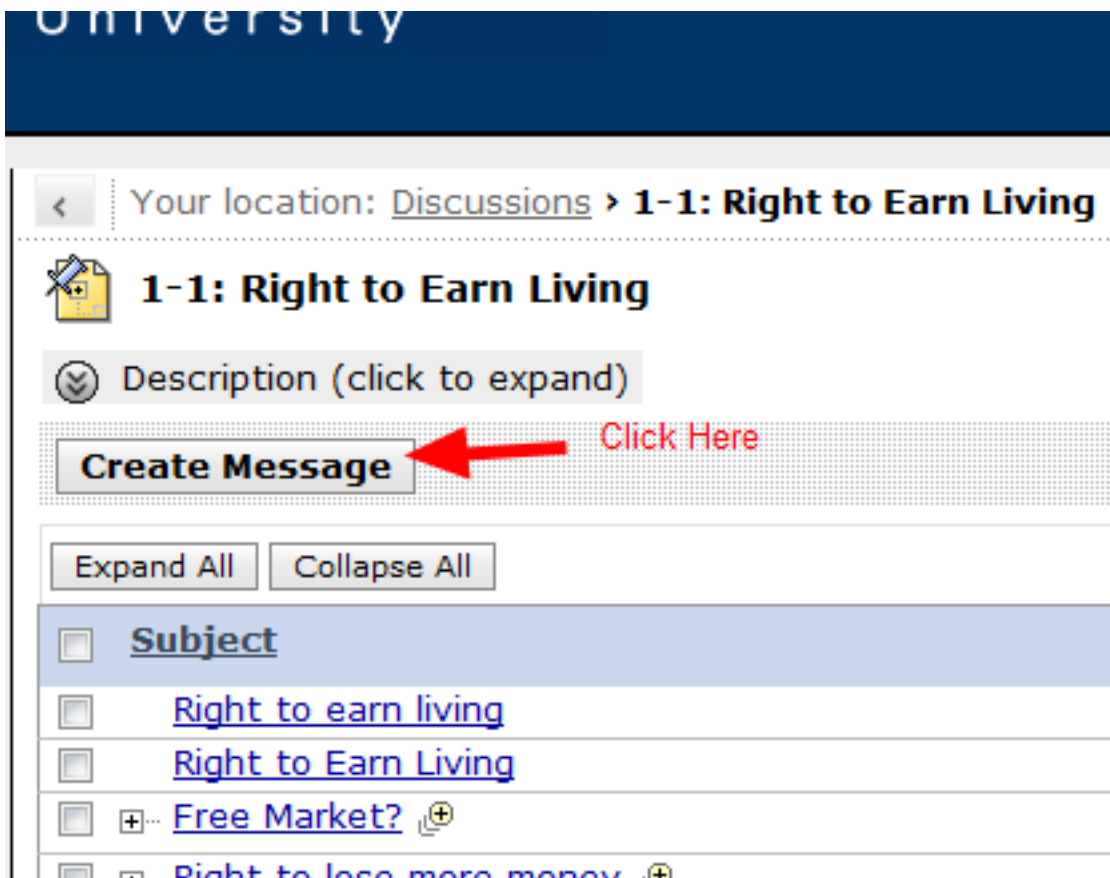
## The Discussion Page

### First Set of Articles - Discussions

-  [1-1: Right to Earn Living](#) (449 Messages )
-  [1-2: Arizona Minimum Wage](#) (472 Messages )
-  [1-3: Economic Freedom & Unemployment](#) (422 Messages )
-  [1-4: Big Three Bailout](#) (422 Messages )

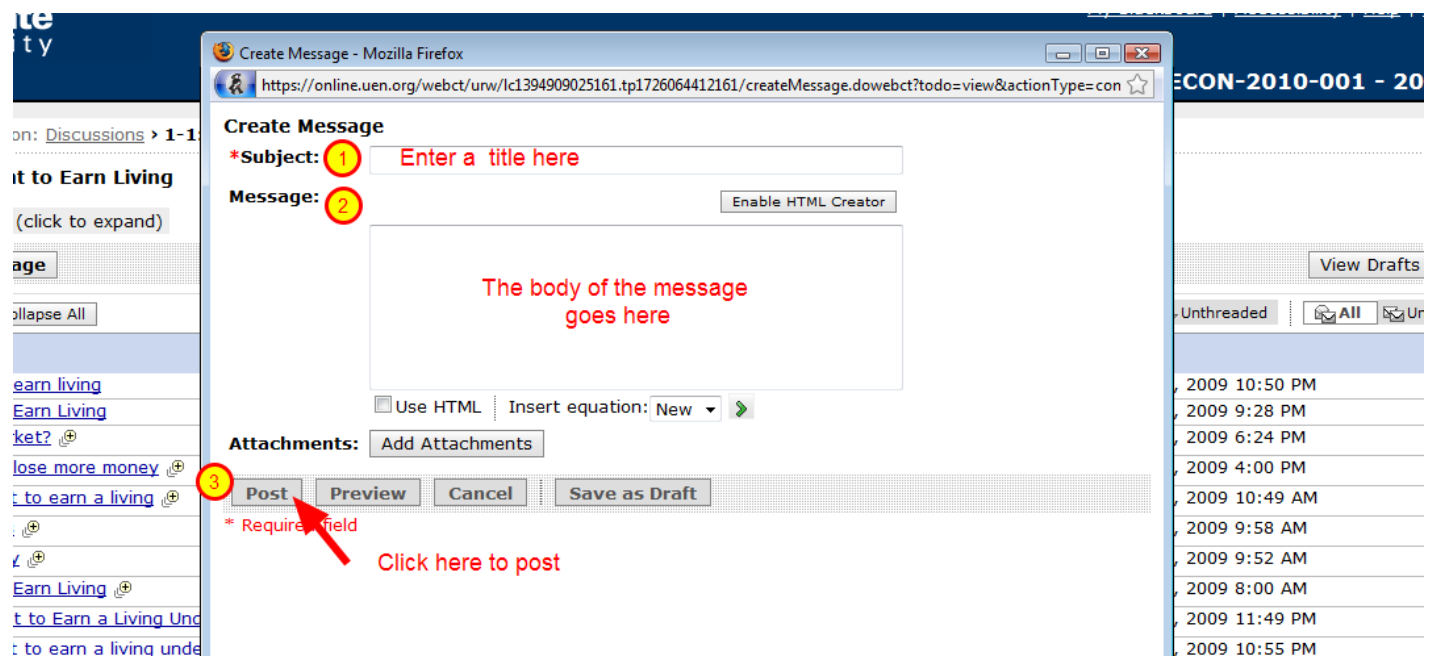
To view the discussion board, click on the link of the desired topic.

## Posting a Message



If you wish to post a new thread in the board, you can click "Create Message".

## The New Message Window



\*\*If you wish to use HTML or add an attachment, you can do so at this time.

## Opening a Thread

The screenshot shows a Blackboard interface. At the top, there is a dark blue header with the word "University" in white. Below this is a breadcrumb trail: "< Your location: [Discussions](#) > **1-1: Right to Earn Living**". A yellow document icon with a pencil is next to the title "1-1: Right to Earn Living". Below the title is a "Description (click to expand)" section with a downward arrow icon. A "Create Message" button is visible. Below that are "Expand All" and "Collapse All" buttons. A list of discussion threads is shown, each with a checkbox and a subject line. The threads are: "Subject", "Right to earn living", "Right to Earn Living", "Free Market?" (with a red arrow pointing to it and the text "Click here" next to it), and "Right to lose more money" (with a plus icon).

If you wish to read one of the threads, click on the desired link.

## The Thread Window

Message - Mozilla Firefox

https://online.uen.org/webct/urw/lc1394909025161.tp1726064412161/newMessageThread.dowebct?discussionaction=viewM

Close this window

**Message** [Next Message](#)

**Subject:** Free Market? **Topic:** 1-1: Right to Earn Living  
**Author:** Steve Hines **Date:** January 22, 2009 6:24 PM

I always thought that

1 Reply Forward

[Next Message](#)

Messages in the thread [Display Complete Thread](#)

Name	Author	Date
Free Market?	Steve Hines	January 22, 2009 6:24 PM
Re:Free Market?	Michael Hill	January 22, 2009 7:15 PM
Re:Free Market?	Douglas Forrest	January 22, 2009 7:22 PM
Re:Free Market?	Vincent Cook	January 22, 2009 7:54 PM

[Next Message](#)

My Blackboard

Readed

Date

January 22,  
January 22,  
January 22,  
January 22,  
January 22,  
January 22,  
January 22,  
January 22,  
January 22,  
January 21,  
January 21,

In this window, you can reply or forward and navigate through the responses.