

# Blackboard Tips:

## Contribute to a Discussion Forum

The Blackboard Learning Management System (LMS) (<https://www.blackboard.uscupstate.edu>) allows you to carry on discussions with your classmates through the Discussion Forum feature.

### Purpose and Applications

Contribute to a Discussion in Blackboard to:

- Submit homework to your instructor while interacting with classmates to discuss the work.
- View Rubrics used for grading before you submit.
- Return to your assignment after it is graded to see comments and feedback on your work.

### How to Contribute to a Discussion Forum

- In your Blackboard Course, your instructor will make a discussion forum link for you to submit your work. This may be under a menu item labeled “Discussions,” “Assignments,” “Course Content,” “Learning Units,” “Weekly Modules,” or something similar. Click on the Content Area where your assignments are typically found. In the example below, it is **Course Content**.

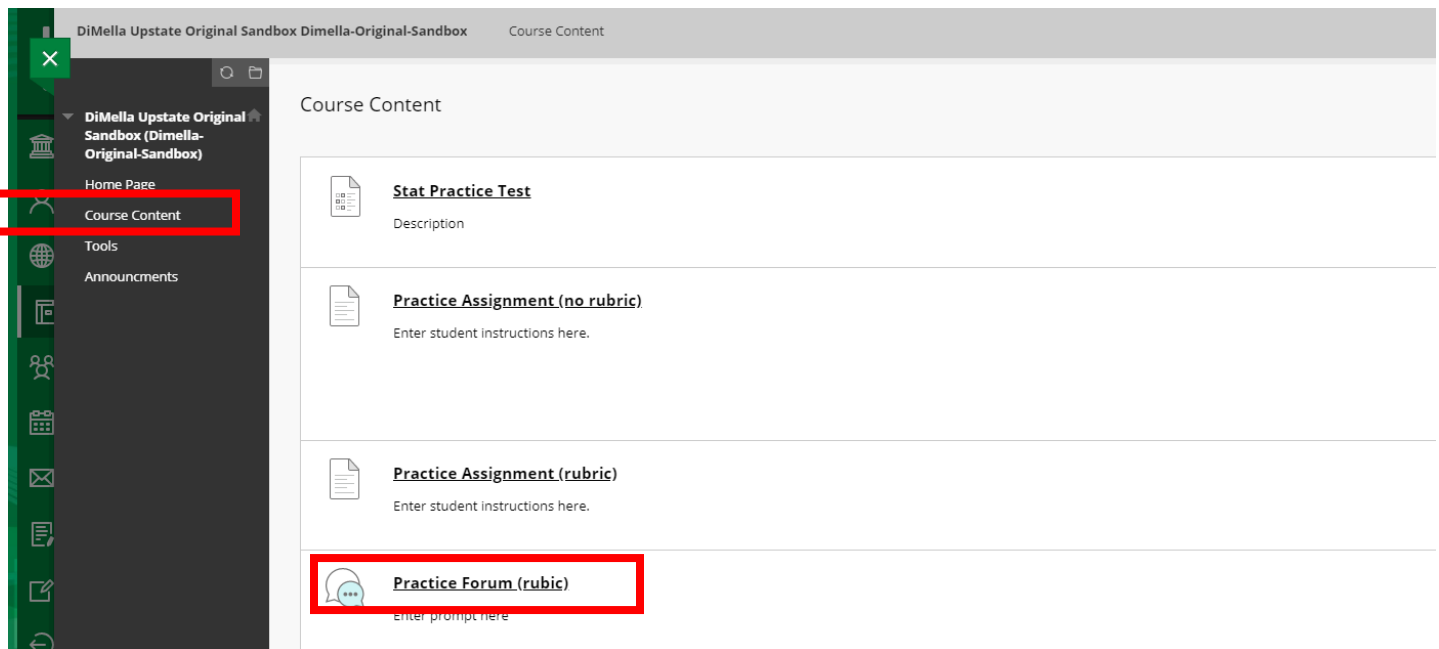


Figure 1 Course Content Area with a Test, Assignments, and a Discussion Forum

- View all assignments and other course content on the page. If your instructor has provided a written description of the assignment, you will see it on this page.
- To get to a Discussion Forum, click the title of the forum (talk bubbles icon). In this case, click **Practice Forum (rubric)**.

For help implementing any Blackboard best practices in your classes, contact [academicinnovation@uscupstate.edu](mailto:academicinnovation@uscupstate.edu).

- Within the Discussion Forum, you may see a thread from your instructor with “Instructions.” You may also see threads from your classmates.

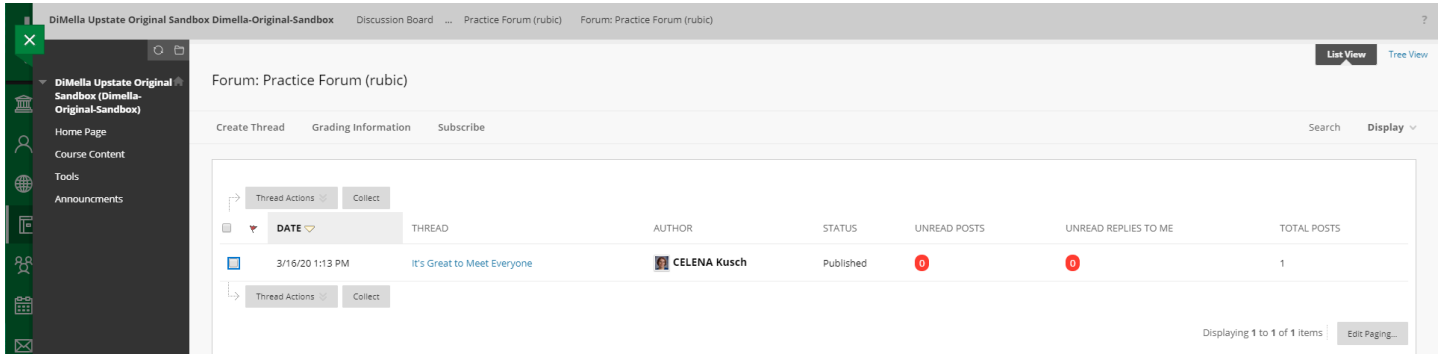


Figure 2 Discussion Forum with Existing Threads and Posts

- Click the **Thread** name you would like to read to view a post.

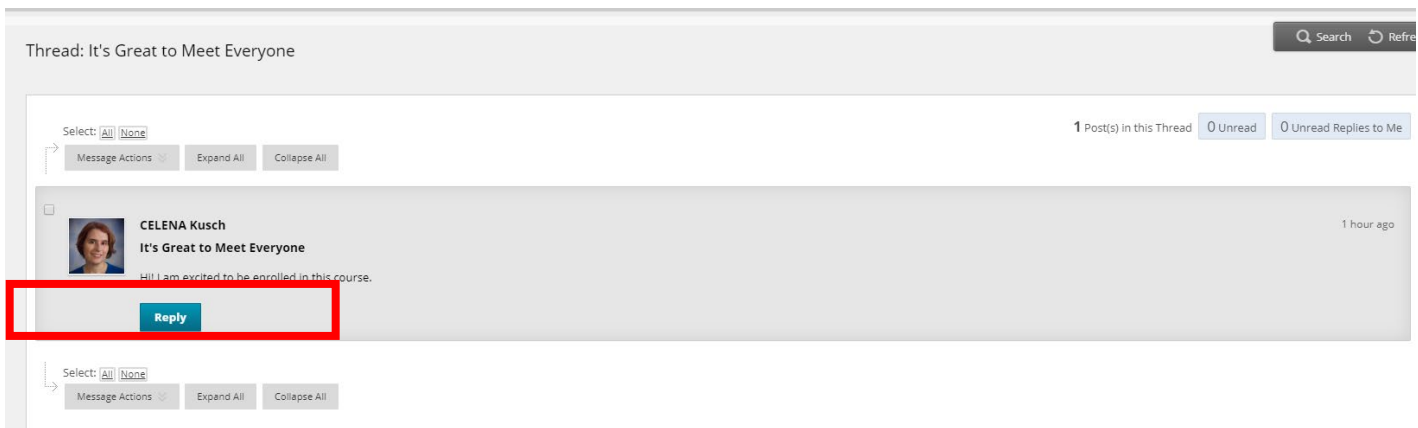


Figure 3 Discussion Post with Reply Option

- Click **Reply** to respond to and build upon the ideas shared by your classmate. Some instructors will require both a post and a reply, so check your discussion forum instructions for details.

### What If I Am the First One in a Discussion Post?

- In most cases, your instructor will post instructions in a thread just to get everyone off to a good start. Sometimes, instructors may have you start with a blank discussion forum. If you are the first one to the discussion, click on **Create Thread** to make your post.

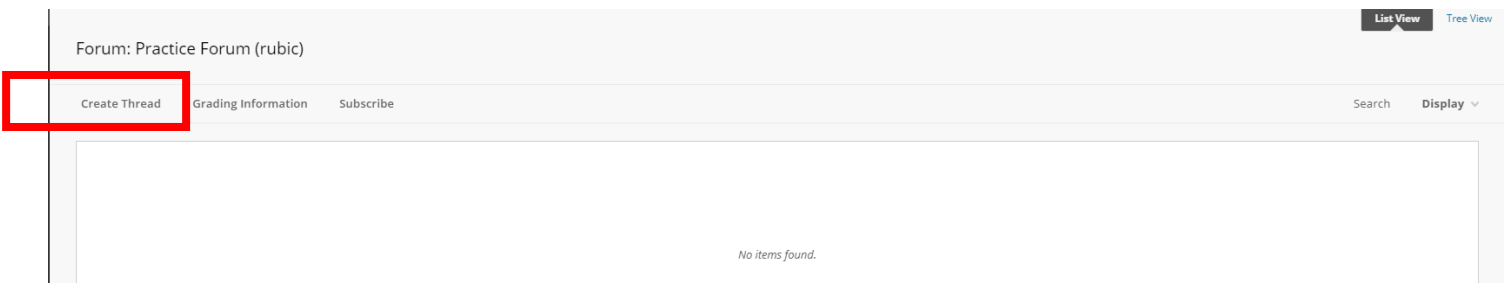
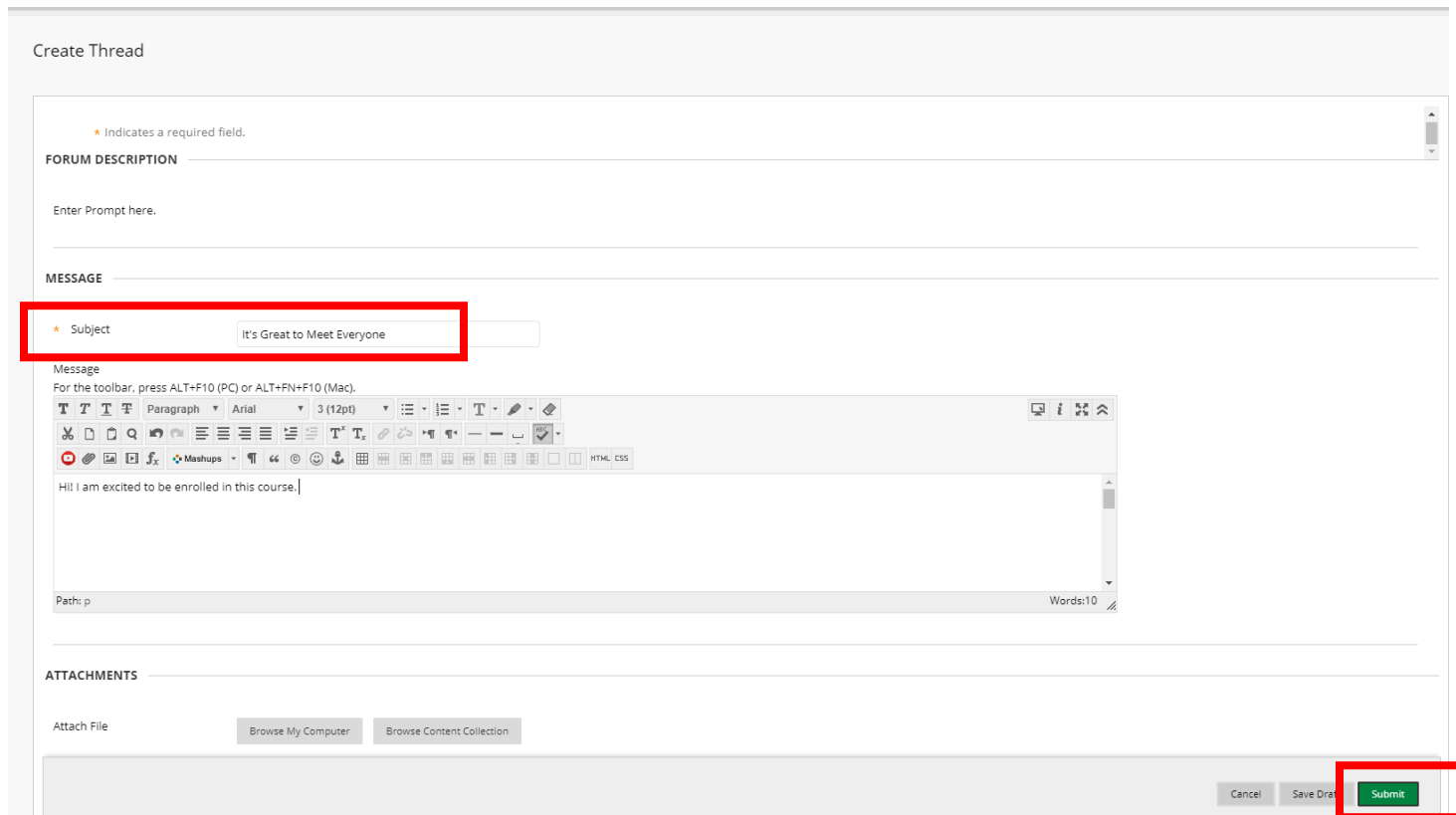


Figure 4 Empty Discussion Forum with Create Thread Option at the Top

For help implementing any Blackboard best practices in your classes, contact [academicinnovation@uscupstate.edu](mailto:academicinnovation@uscupstate.edu).

## How Do I Add a Post?

- After clicking **Create Thread** or **Reply** to another post, you will see the message box.
- Enter a Subject for your post. Type your post into the Message box. Then click **Submit** to complete your discussion forum assignment.



Create Thread

\* Indicates a required field.

FORUM DESCRIPTION

Enter Prompt here.

MESSAGE

\* Subject

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Hi! I am excited to be enrolled in this course.

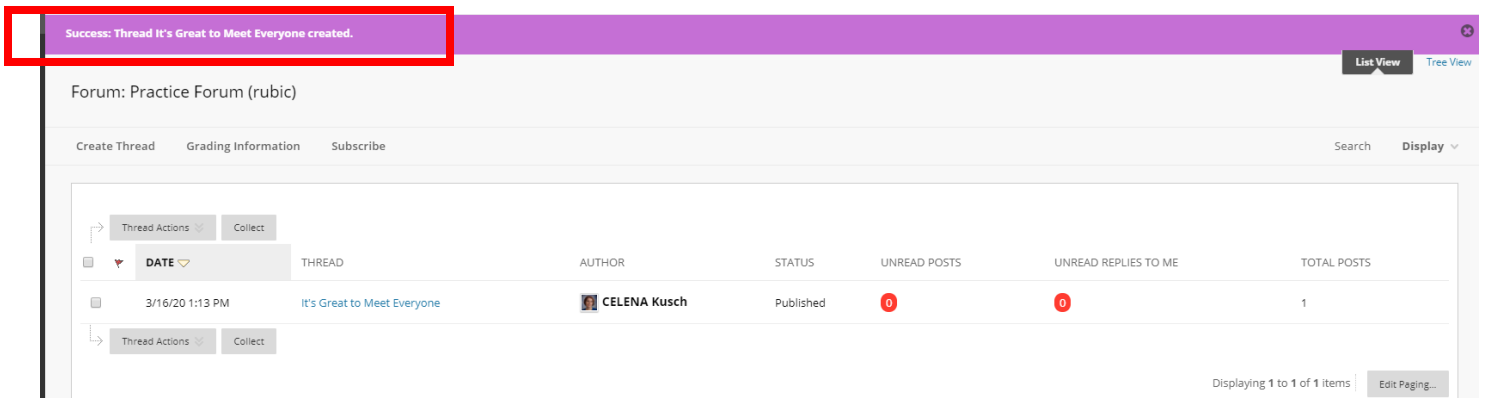
Path: p Words:10

ATTACHMENTS

Attach File

Figure 5 Message Details for a Discussion Forum Post

- Once you click **Submit**, you will receive a submission confirmation in the message bar at the top of the screen. Your post will now appear in the list of threads in your discussion forum.



Success: Thread It's Great to Meet Everyone created.

Forum: Practice Forum (rubic)

Create Thread Grading Information Subscribe Search Display

DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
3/16/20 1:13 PM	It's Great to Meet Everyone	CELENA Kusch	Published	0	0	1

Displaying 1 to 1 of 1 items Edit Paging...

Figure 6 Success Message after Submitting a New Thread in a Discussion Forum

## Additional Resources

- [View Discussion Grades](#)

For help implementing any Blackboard best practices in your classes, contact [academicinnovation@uscupstate.edu](mailto:academicinnovation@uscupstate.edu).