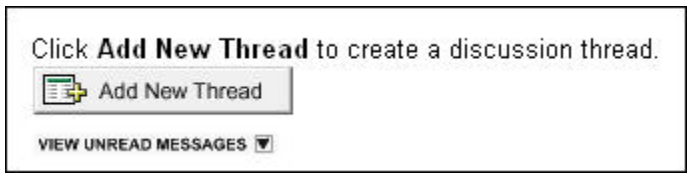
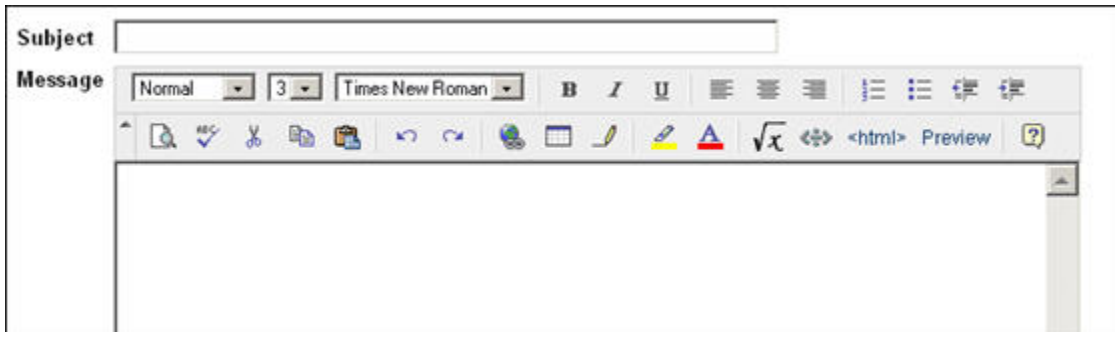
How to create a Discussion Board Thread

- To respond to a forum, you will create a new thread. Click the **'Add New Thread'** button.



- The Create New Message page will open. This is a built in TEXT/HTML editor that you can use to type in your response to the Forum. The tool bar will very closely resemble your formatting tool bar in WORD or any other word processing program that you may use.



- Type in the subject in the '**Subject'** field
- Type the body of your message in the Message field
- When you are ready to post your message, click the submit button
- To read a thread posted by a different author, click on the title of the thread. **(Do not click on the name of the person that posted the thread)** The posted thread will open. You can then read the thread.

Helpful Tip: Blackboard has a built-in spell check feature that you can use when posting threads and replies in the Discussion Board area. You can find this tool in your formatting tool bar in your message area of the Discussion Board.

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