

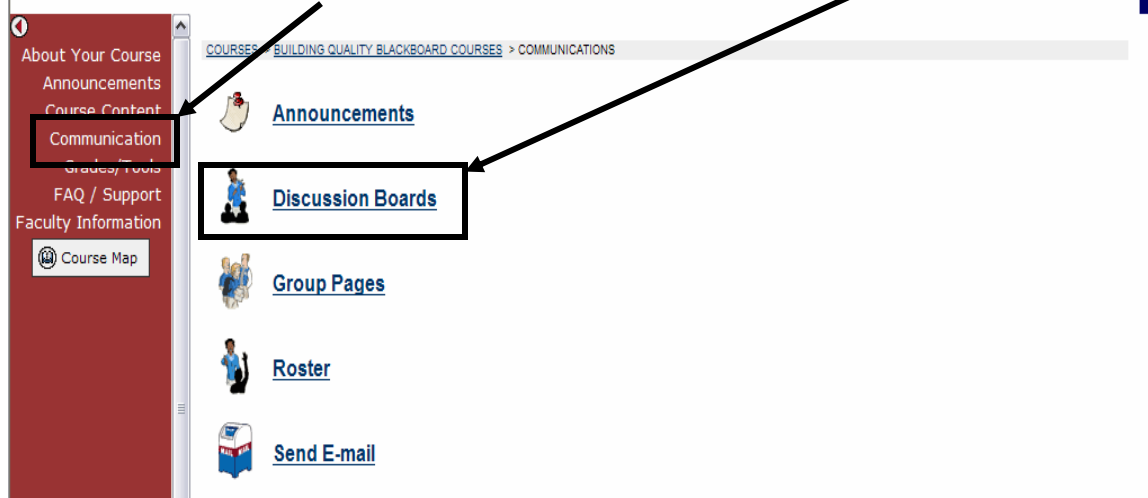


Blackboard Tutorial

In this tutorial you will learn how to post a message to the discussion boards.

The Center for the Advancement of Faculty Excellence
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From the Communication menu, on the left, click Discussion Boards.



Choose a discussion board to enter.

Click the name of a current discussion to open it and create a reply.

Here you can see the author and their message.

To reply click the Reply button.

Type your message, attach documents, and submit your reply.

The screenshot shows a Blackboard forum interface. On the left is a navigation menu with items like 'About Your Course', 'Announcements', 'Course Content', 'Communication', 'Grades/Tools', 'FAQ / Support', and 'Faculty Information'. The main area is titled 'Your Response:' and contains the following information: 'Current Forum: Course Community Center', 'Date: Fri Apr 15, 2005 3:42 pm', and 'Author: Heideman, Mark N.'. Below this is a 'Subject' field with the text 'Re: 5 Nouns Personal Introduction'. The 'Message' field is a rich text editor with a toolbar and a large text area containing the placeholder text 'Type you reply here.'. Below the message field is an 'Attachment:' field with a 'Browse...' button. At the bottom right are 'Cancel' and 'Submit' buttons. Three callout boxes with arrows point to the 'Browse...' button (labeled 'Browse for attachments'), the 'Submit' button (labeled 'Submit your reply'), and the text area (labeled 'Type you reply here.').

After submitting your message you would be able to expand the top thread and view your message.

The screenshot shows a list of forum messages. The left sidebar contains 'Control Panel' and 'Quick Unenroll'. The main area displays a list of messages with checkboxes and expandable icons. The message 'Re: 5 Nouns Personal Intro...' is highlighted with a red background and a yellow 'New' indicator. A black box highlights the subject line of this message, and a black arrow points from this box to the 'Re: 5 Nouns Personal Intro...' entry in the list. The right side of the screen shows the details of the selected message, including the sender's name 'Heideman, Mark N.', the date 'Fri Apr 15, 2005 3:51 pm', and a yellow 'New' indicator.