

Create a Discussion Thread

A Discussion Thread is a conversation within a Discussion Board Forum that contains the initial post and all replies to that specific post.

1. Select **Discussion Board** tool link on the Course Menu.



2. Select the **blue forum name** on the Discussion Board Forum page to access the forum.

Discussion Board	
Create Forum	
Delete	
D FORUM	DESCRIPTION
Discussion 1	What do you think about the current president?

3. Within the forum, select the Create Thread button at the top left.

Forum: Discu	ssion 1	
Create Thread	Grade Discussion Forum	Subscribe

4. On the **Create Thread** page, enter a **Subject** title for the Thread. In the **Message box**, enter the reply to the question or subject you are discussing.

Indicates a required field. FORUM DESCRIPTION What do you think about the current president? MESSAGE Subject My Thoughts on the President Message For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). B I U S Paragraph × Arial × 10pt × ⋮ × Ė × ▲ × ∠ × I × ₺ Ē ♀ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	ate	Thre	ead																												
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5. Additional media such as YouTube videos and files can be added by selecting the **plus symbol** within the content editor.

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6. Under Attachments, files can be attached by selecting Browse Local Files.

ATTACHMENTS		
Attach File	Browse Local Files	Browse Content Collection
	2]

7. Press **Submit** button to publish thread to forum.



8. The thread will be listed on the Discussion Forum page showing the date/time of the post, the Thread Subject, the Author's name and the Status of the Thread.

0	٣		THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
		6/29/22 9:55 AM	My Thoughts on the President	Becky Johnson	Published	0	0	1

For more information on Creating and View Threads access <u>Create Discussion</u> <u>Thread</u>

For more information and assistance, please email DOES Blackboard Support at <u>blackboard@jjay.cuny.edu</u>