

Most common asked questions over the Discussions tool in Blackboard.

1. What is the Discussion Tool and how do I use it?

The Discussions tool provides asynchronous communication between Instructors and Students. With the Discussions tool, you can post and read messages. By default, discussion messages are presented in threads, which are a series of replies to the same subject, allowing you to follow the discussion.

With the Discussions tool, you can:

- Read messages posted by your Instructors and other Students.
- Create a printable view of messages that you can print or download.
- Post messages relating to a particular question or idea that can be viewed by the entire class.
- If working collaboratively on a project, discuss ideas with other members in your group.
- Receive feedback on your ideas from other Instructors and Students.
- Receive a grade based on your participation in a discussion topic.

2. How do I post a message?

You can reply to an existing message in the topic by clicking on the message and after reading it, click on the **Reply** button to write a response. When you are ready to send your reply, click on the **Post** button.

**OR**

You can post a new message to start a new discussion thread by clicking on the **Create Message** button located at the top left portion of the page listing all the messages.

Tips:

Preview your message before you post it to the whole class to read.

**Never** post personal information about yourself that is not relevant to the course.