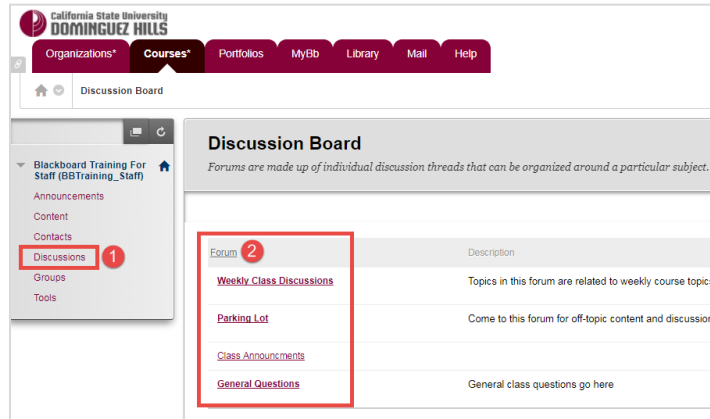


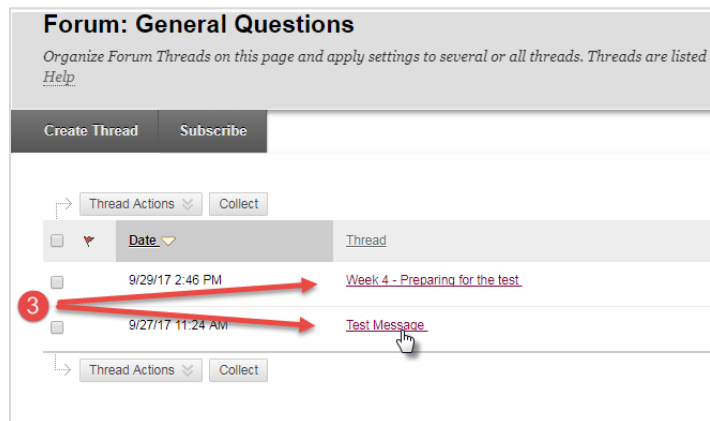


# HOW TO REPLY TO A THREAD

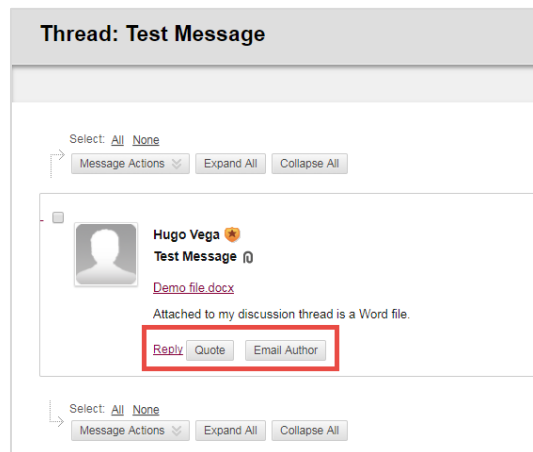
1. Access the **Discussion Board** through the course menu
2. Open a **Forum**.



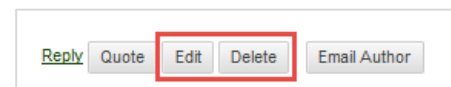
3. On the **Forum's** page select a **Thread**.



4. On the **Thread's** page choose one:
  - a. **Reply** – to reply to the post
  - b. **Quote** – to reply to the post with the original post included below your response.
  - c. **Email Author** – to send an email to the author of the post through Blackboard.



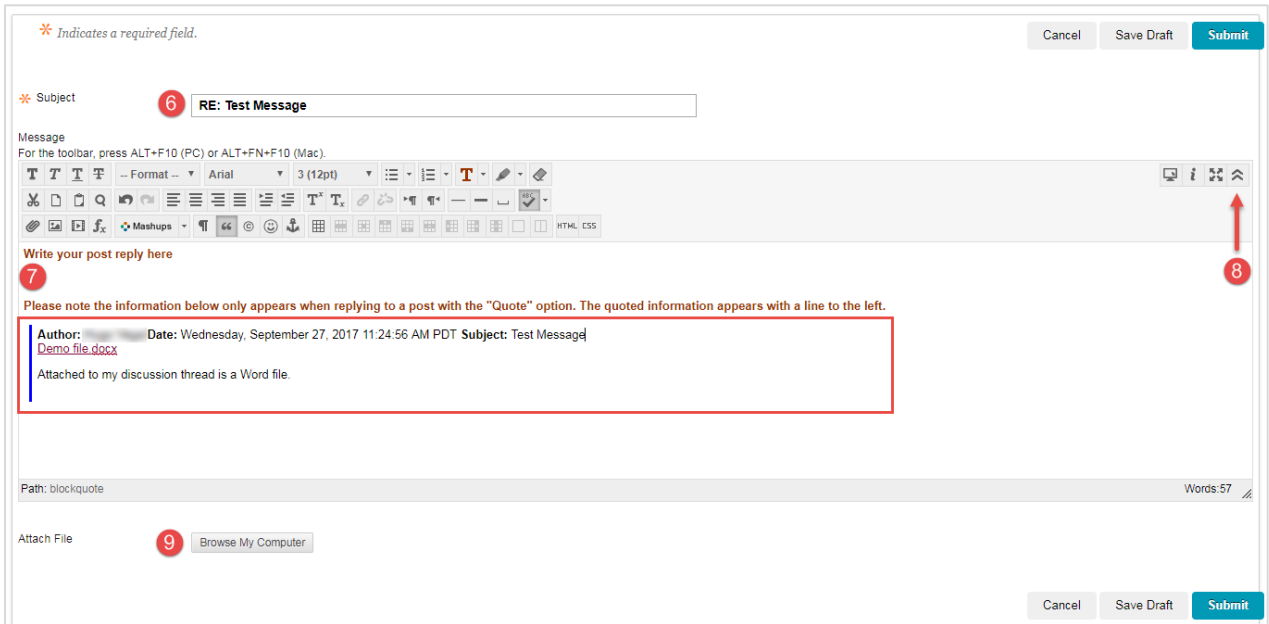
5. **Edit** and **Delete** options will appear if allowed by your instructor.



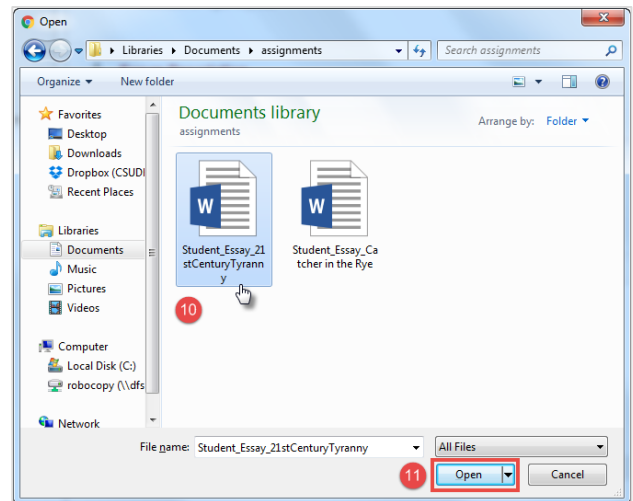
PLEASE NOTE: IF YOU HAVE POSTED SOMETHING IN ERROR AND THE OPTIONS TO **EDIT OR DELETE DO NOT APPEAR**, YOU MUST CONTACT YOUR INSTRUCTOR.

If you choose **Reply**, or **Quote** to reply to a post:

6. Edit the **subject** or leave unchanged
7. **Add** your comments in the **message** text box.
8. **Expand** the toolbar for more editing options by clicking on the double chevrons.
9. You can attach a file in the **Attach File** section by selecting **Browse My Computer**.



10. When the dialog box opens, browse your computer for the file, and **select** it.
11. Click **Open**



12. Select **Save Draft** to store a draft of the post or **Submit** to create the thread.

**PLEASE NOTE: SOME INSTRUCTORS DO NOT ALLOW FOR EDITING OR DELETING OF A THREAD AFTER A SUBMISSION HAS BEEN MADE. PLEASE VERIFY THAT ALL INTENDED CONTENT IS CORRECT BEFORE CLICKING SUBMIT.**

**IN THE CASE THAT YOU SUBMIT INCORRECT CONTENT, AND ARE NOT ALLOWED THE OPTION TO EDIT OR DELETE, YOU WILL NEED TO CONTACT YOUR INSTRUCTOR.**