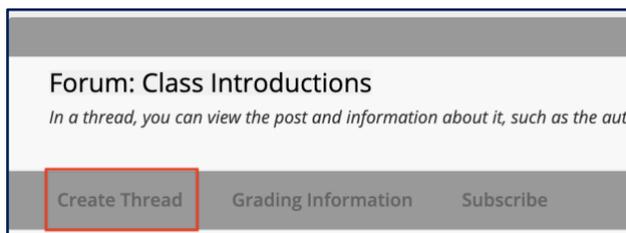


Participating in a Discussion Board

To add a new thread to a discussion forum, click the **Create Thread** button.

Some discussion boards will require that you create a thread before you view your classmates' posts. If this is the case, click the **Create Thread** button.



Forum: Class Introductions

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

This is a 'post-first' discussion forum.

There are currently 0 threads in this forum. Create a thread to help start the conversation!

[Create Thread](#)

FORUM DESCRIPTION

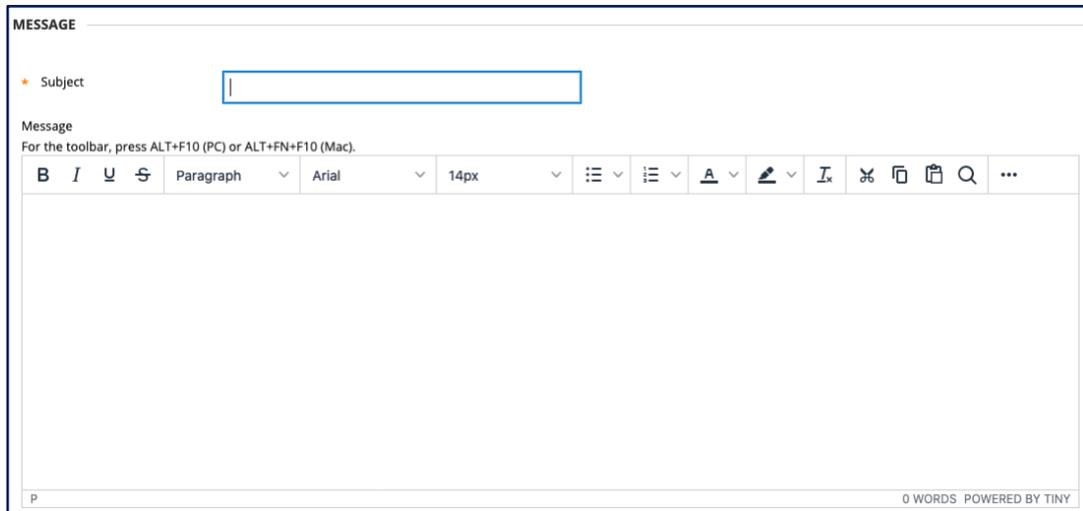
To read a brief biography about me, please see the "Your Instructor" section.

Let's get to know one another. **Please create a thread and use your name as the Subject of the thread.** Feel free to include any information you'd like to share about yourself with the class, but at a minimum I'd like you to include the following:

1. The name by which you prefer to be called

The forum description will be available for you to reference as you create your post. You will add your own response below the description.

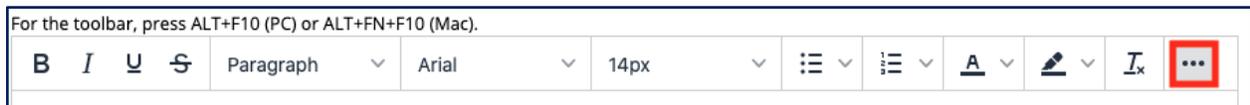
Enter a subject for the thread. The subject should be concise yet descriptive. In the message area, add your response or answer(s) to the forum to fulfill the requirements.



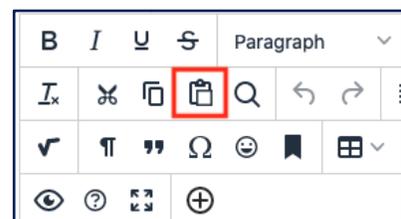
If you typed your response in Microsoft Word, at this time, you can paste it into the message box. First, highlight all of the text in Word, go to **Edit** in the menu (top of screen), and select **Copy**.

*Note: The **Copy** keyboard shortcut on Windows is Ctrl + C and on Macs is Command + C.*

Next, go into the discussion forum in Blackboard and click your cursor into the Message box. If your text editor toolbar has limited icons, click the three dots button.



This will expand the text editor, revealing more buttons. You will see an icon that looks like a clipboard with a piece of paper over it. Click this and your copied text will appear.



*Note: The **Paste** keyboard shortcut on Windows is Ctrl + V and on Macs is Command + V.*

You can also type directly into the message box.

After you press the reply button, the other responses will shift down and you will be provided with a textbox to type your response.

Fay Hill Just now
Hi, I'm Fay!

Hello, everyone! My name is Fay. I am in my first year at DMACC and studying Liberal Arts. I plan to transfer to Iowa State after getting my AA degree. I hope to major in Mechanical Engineering. I currently live in Des Moines. I am excited to take this course and learn about managing my time as a college student. I was a bit of a procrastinator in high school, but I'm going to turn that around.

When I'm not studying or working, I like to run. I ran track and cross country in high school and went to state both my junior and senior year. Now, I just run for fun. It helps calm me down after a long day and let my mind wander.

I look forward to getting to know all of you this semester!

* Indicates a required field.

* Subject

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar: B, I, U, ABC, Paragraph, Arial, 14px, bulleted list, numbered list, A, background color, ...

Rich text editor toolbar: Ix, strikethrough, copy, paste, search, undo, redo, bulleted list, numbered list, X², X₂, link, unlink, indent, outdent, decrease indent, increase indent, link, unlink, source code, user avatars

Rich text editor toolbar: eye, help, refresh, add

Buttons: Cancel, Save Draft, Submit

When you are finished with your reply, click **Submit**.

You will then see your response listed at the bottom of the page. Click **OK** to return to the main discussion forum.

This concludes the basic introduction to using Blackboard Discussion Boards.