

How to Use A Discussion Forum on Blackboard

To save a document you intend to upload to BlackBoard so the greatest number of people can access it, save it as a text file or a rich text file. There is no formatting in a text file, minimal formatting in a rich text file. Use the “Save as” option in your word processing software and under “Save as type” select text (.txt) or rich text (rtf).

If you click on an attached document on the Discussion Board and your computer can't open it, try saving it on your hard drive, then opening it with your word processor.

1. Start your Internet browser (Internet Explorer, Netscape, or other).
2. Type into the location box www.lpts.edu, click the Quick Links button, click on the BlackBoard button, click where it says “Click here to login to BlackBoard.”
3. Type in your BlackBoard username and password.
4. Click on your course link in the upper right corner of the My Institution page.
5. At the coursesite, click on the Discussion Board button on the left side of the screen.
6. Click on the Discussion link.
7. To open a message, click on the subject of the message.
8. To reply to a message, click on the Reply button.
9. To start a message that is not a response to another message, click on the “Add New Thread” button in the upper left of the screen.

To add message content:

Either copy and paste—

- Open your document in your word processor.
- Select the whole document and press CTRL C.
- Click in the Message area and press CTRL V.

Or attach—

- Scroll down until you see “Attachment:” and click on the Browse button.
- Find the document to attach and double-click on it.

10. Click the Submit button in the lower right corner to post your message.
11. You can search a discussion by subject, subject and body, author, or keyword by clicking on the Search button above and to the right of the messages.