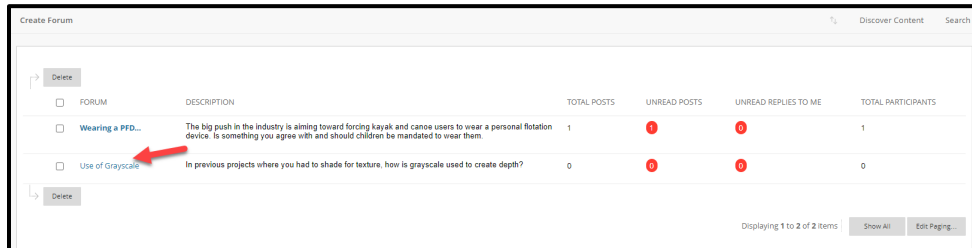**SUBMITTING A DISCUSSION BOARD POST**
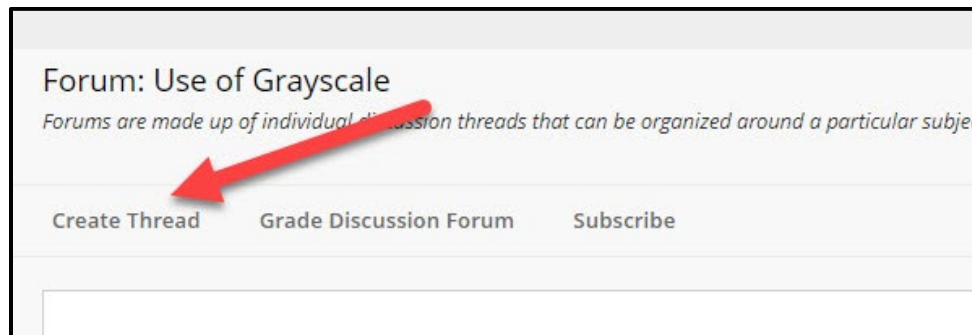
Step 1: Click On Forum Link

Navigate to the **Discussions** section of your class in Blackboard. Typically, there is a link on the left side column titled **"Discussions". Click on it**. It opens the **Discussion Board** page, which lists all the active forums. In this example, **"Use of Grayscale"** the name of the forum we are going to post in. Click on the name of the forum you are to open.

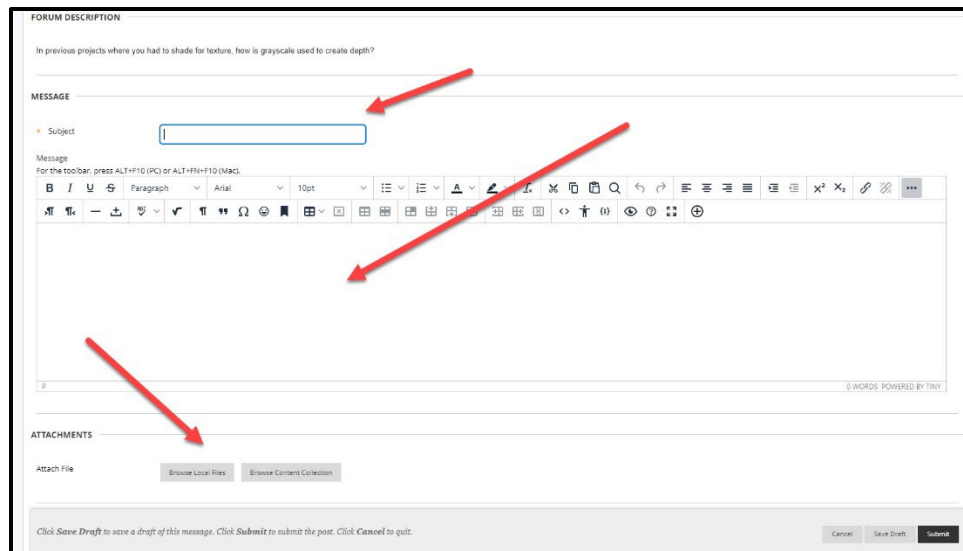**Step 2: Create Thread (Posting) Part 1.**

In this example, we are going to create our own thread (posting). This is for posting our own, original content, not replying to someone else's post (which is often part of a discussion board assignment). Click on **"Create Thread"**.

Step 3: Create Thread (Posting) Part 2.

Give your post a subject (be sure to check the assignment for instructions on labeling your post), then either write or paste your content into the message field. If you have any attachments (word document, pdf, image, etc.), click on **"Browse My Computer"** and submit the attachment.

Step 4: Submit the Assignment (Or Save the Draft)

You now either need to submit your posting or if you're not finished, you can click **"Save Draft"**. Saving as a draft will keep any work you have already completed on this discussion board posting. When you return and open it you will see what you already added and you can continue. If you are finished with your posting, click **"Submit"**. Clicking on **"Cancel"** deletes the entire posting.