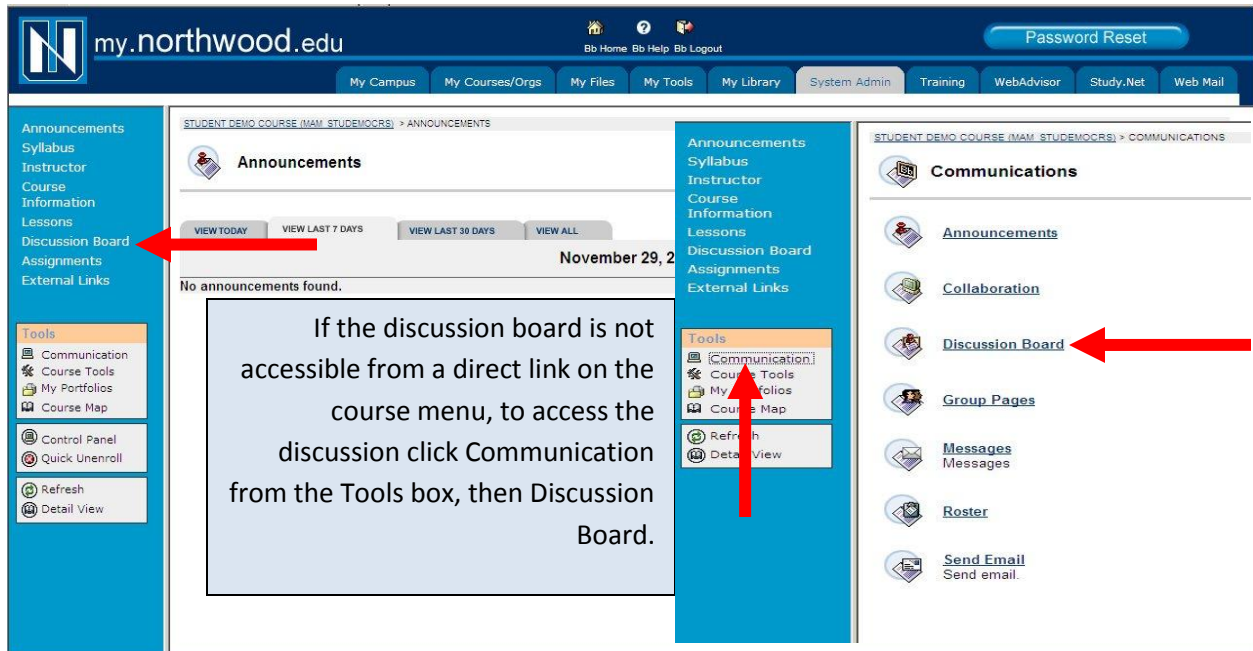


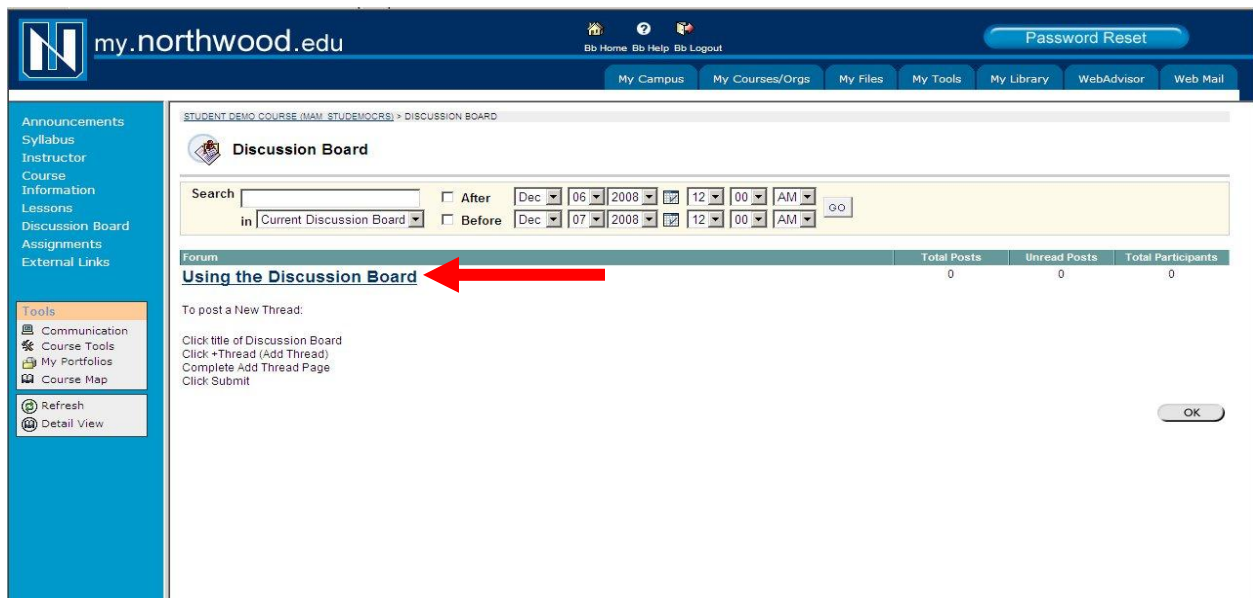
## Posting a Discussion Thread

1. Enter my.northwood at <http://my.northwood.edu>, Click the tab My Courses/Orgs, from Course List box, Click title of course (link) to open course, next:
2. Click "Discussion Board" from course menu



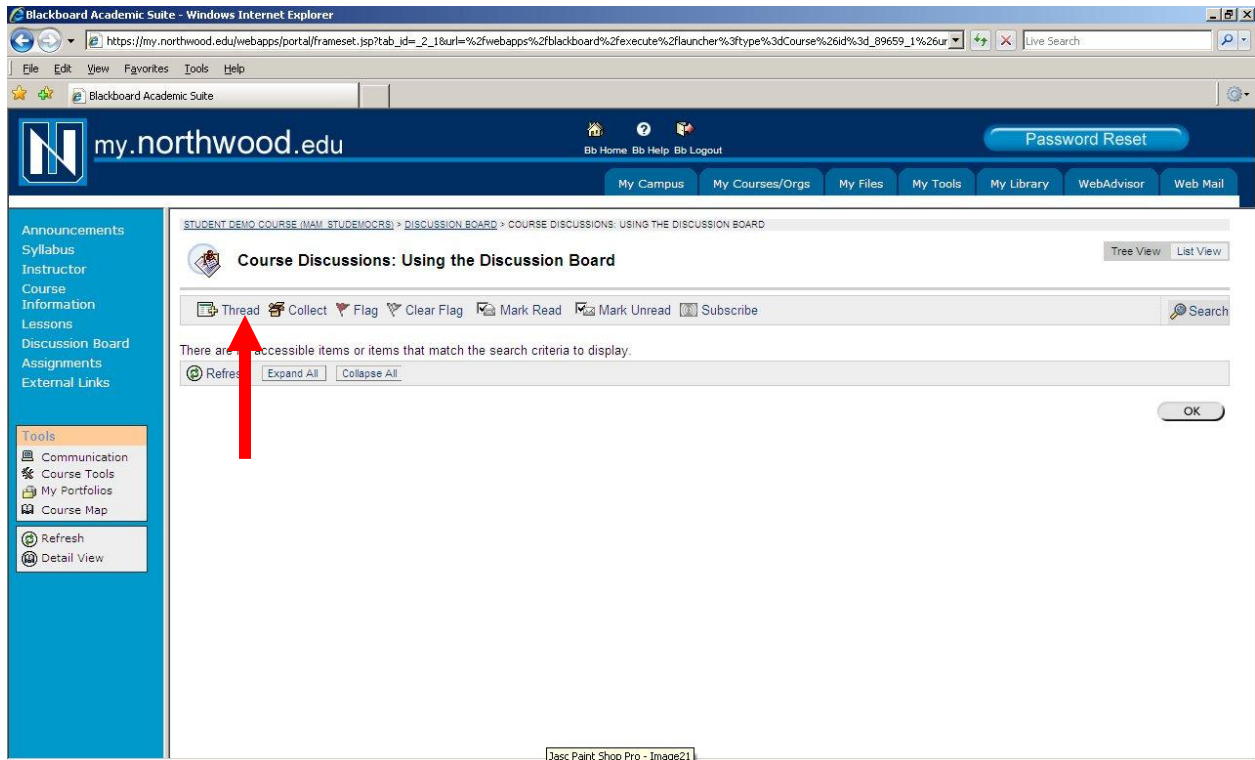
The screenshot shows the Blackboard interface for a course. The left sidebar contains a navigation menu with 'Discussion Board' highlighted. A red arrow points to this menu item. In the center, a text box states: 'If the discussion board is not accessible from a direct link on the course menu, to access the discussion click Communication from the Tools box, then Discussion Board.' A red arrow points to the 'Communication' link in the 'Tools' box on the right sidebar. Another red arrow points to the 'Discussion Board' link in the 'Communications' section on the far right.

3. Click the title of the Discussion to open the board

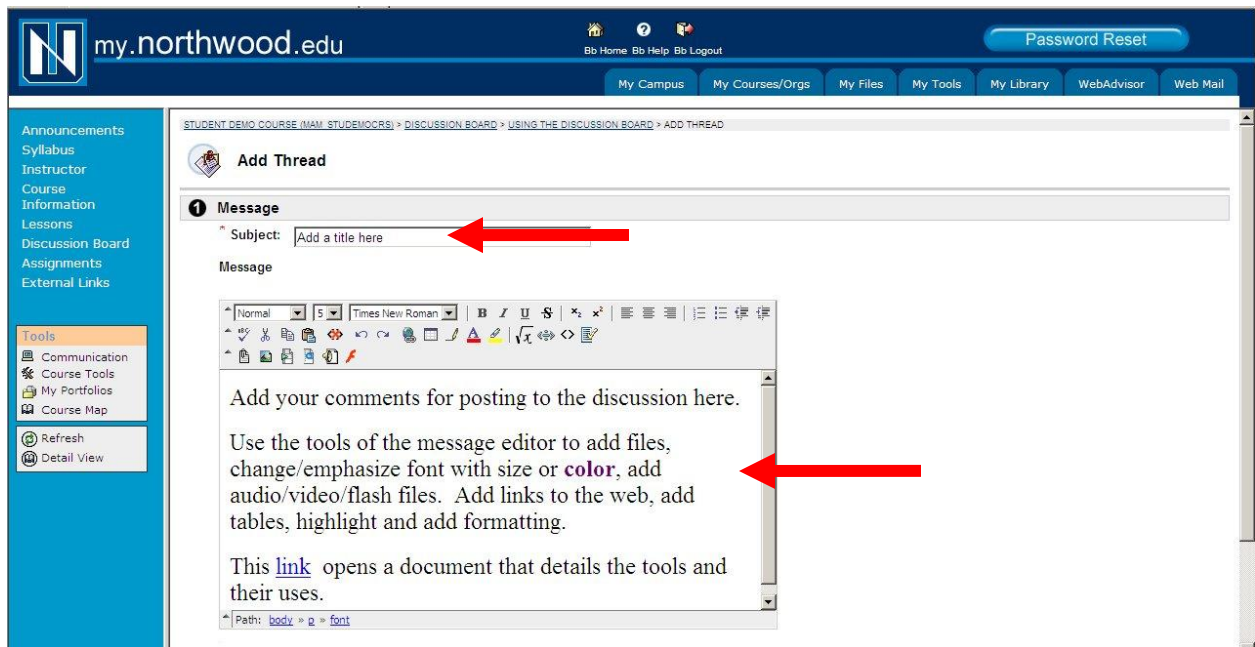


The screenshot shows the Blackboard Discussion Board interface. The top navigation bar includes 'my.northwood.edu' and a 'Password Reset' button. The left sidebar shows the course menu with 'Discussion Board' highlighted. The main content area displays the 'Discussion Board' title and a search bar. Below the search bar, there is a table with columns for 'Forum', 'Total Posts', 'Unread Posts', and 'Total Participants'. A red arrow points to the 'Using the Discussion Board' link in the forum list. Below the table, there is a section for posting a new thread, including instructions: 'Click title of Discussion Board', 'Click +Thread (Add Thread)', 'Complete Add Thread Page', and 'Click Submit'. An 'OK' button is visible at the bottom right.

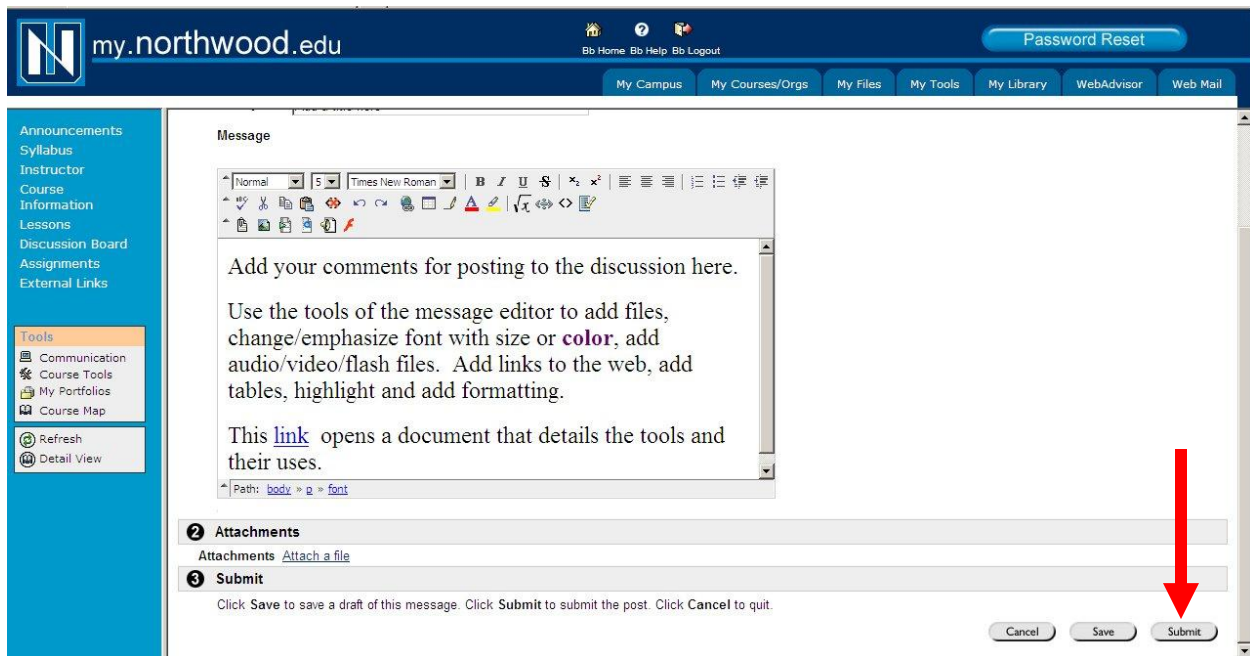
#### 4. Click +Thread



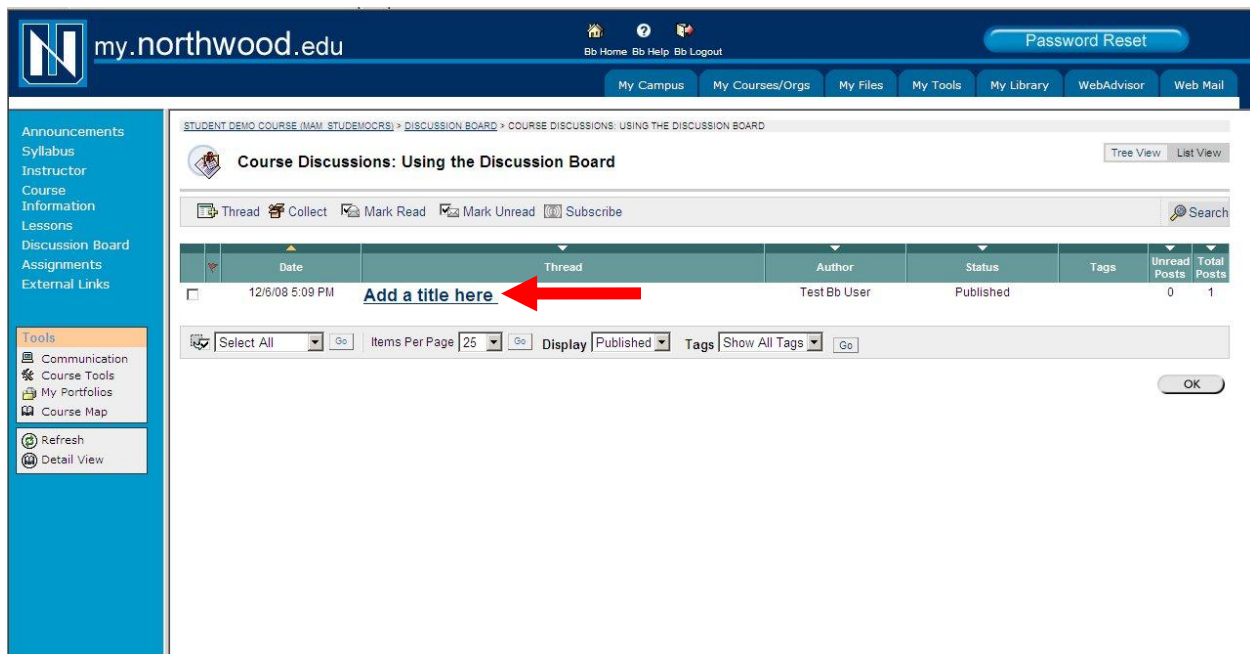
#### 5. Complete Add Thread Screen – add a subject title and your comments in the Message box.



6. To add thread to discussion board, Click Submit



7. Post will be added to discussion and will appear as demonstrated in this example image. To open a thread, click its title. You can then read what has been added and reply to comments.



Note: Clicking Save instead of Submit creates a "draft" post. Use this tool to begin comments and return later to finish and post to discussion board.

Summary:

- Login to my.northwood.edu, Click My Courses/Orgs tab, Click Course Title link,
- Click Discussion Board from course menu (or click Communication from Tools box and then Discussion Board);
- Click board title
- Click +Thread, complete Add Thread screen
- Click Submit to publish to board; Click Save to create draft to finish later and then submit