STUDENT GUIDE TO USING BLACKBOARD DISCUSSION BOARDS
This guide covers using the Discussion Board tool accessed through a web browser. The mobile app version looks different, but the concepts are the same.

**Discussion Board Tool**

From the standard template the Discussion Board tool is accessed from ‘Home Hub’, ‘Module Information and Support’, ‘Full Discussion Board including all forums’.

When you enter the Discussion Board tool you will see the list of Forums which have been created. Each Forum is usually focused on a certain topic.

Clicking on a blue title will take you into a Forum.

### Forums

Forums contain a number of conversations, which also known as Threads, on a topic.
Clicking on a blue Thread title will show you the messages within the Thread. If you have permissions to create your own Threads you will see the ‘Create Thread’ button.

‘Subscribe’ is a useful service that will email you when there are any posts to the forum. If you don’t see the ‘Subscribe’ button ask your tutor to enable it. The emails will be sent to your Edge Hill University email address.
Threads

In a Thread you will see the Posts in the conversation. You can use buttons such as ‘Collapse All’ to manage how the Posts are displayed.

You can reply to a Post by hovering your cursor over it and selecting ‘Reply’ or ‘Quote’ to include the message in your own reply. Have a look at the Discussion Board Netiquette guide for advice on communicating in a positive way.