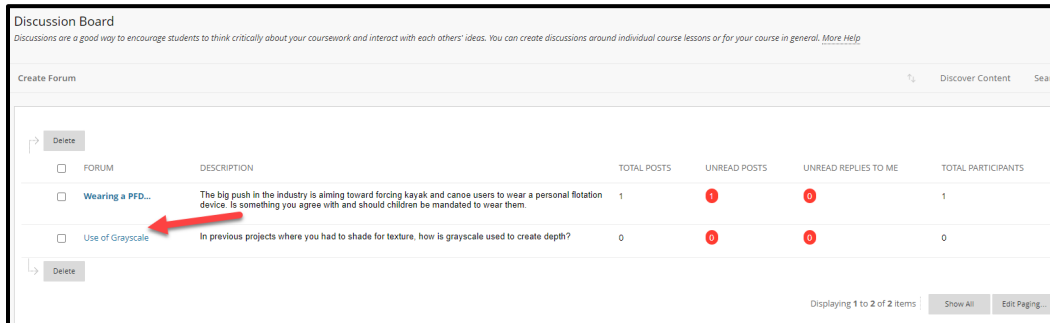




REPLYING TO A DISCUSSION POST

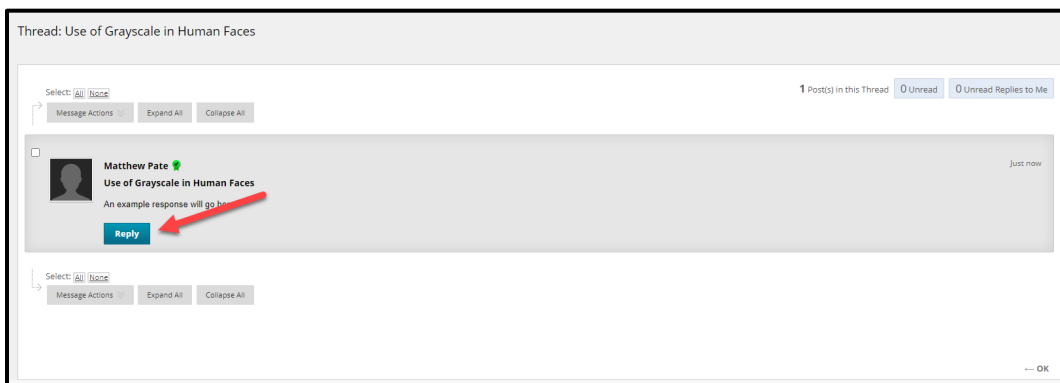
Step 1: Click On Forum Link

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"** is the name of the forum we are going to post in. Click on the name of the forum you are to open.



Step 2: Open Posting

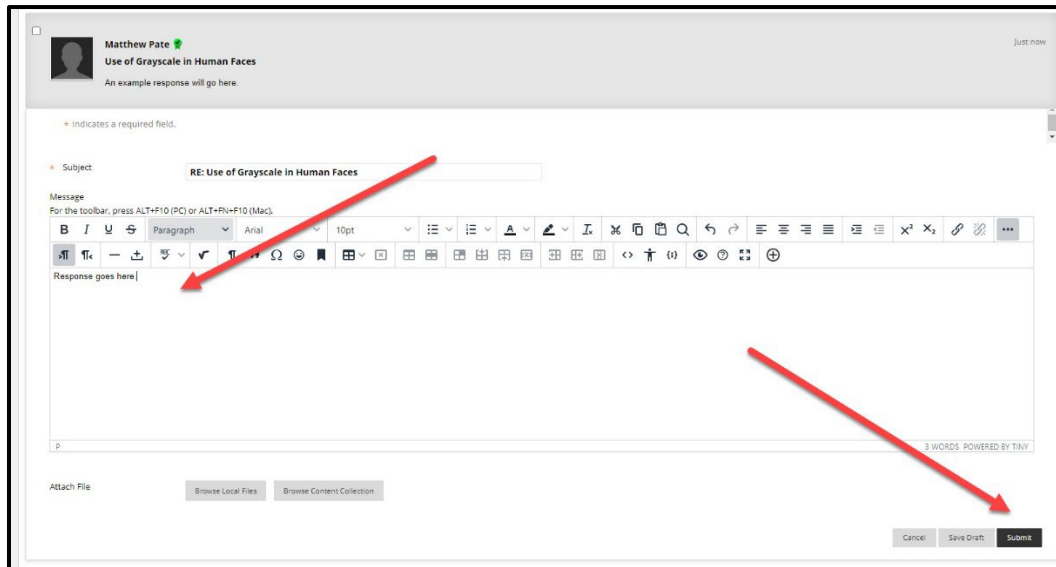
In this example, we see the posting **"Use of Grayscale in Human Faces"**. If the assignment was to reply to this posting, you could click on the **"Use of Grayscale in Human Faces"** text to open the posting.





Step 3: Create And Submit Reply

Write or paste your text in the text box. Click **“Submit”** to submit and save your reply.



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.

