

Navigating Blackboard Discussions: A Step-by-Step Guide for New Students

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1. Introduction

Purpose of the Manual:

This manual is designed to help new students navigate and effectively participate in discussion boards on Blackboard. It explains how to create posts, reply to threads, and engage with peers and instructors through this vital communication tool.

Expected Knowledge and Skills:

- Familiarity with logging into Blackboard.
- Ability to locate the course homepage.

Scope:

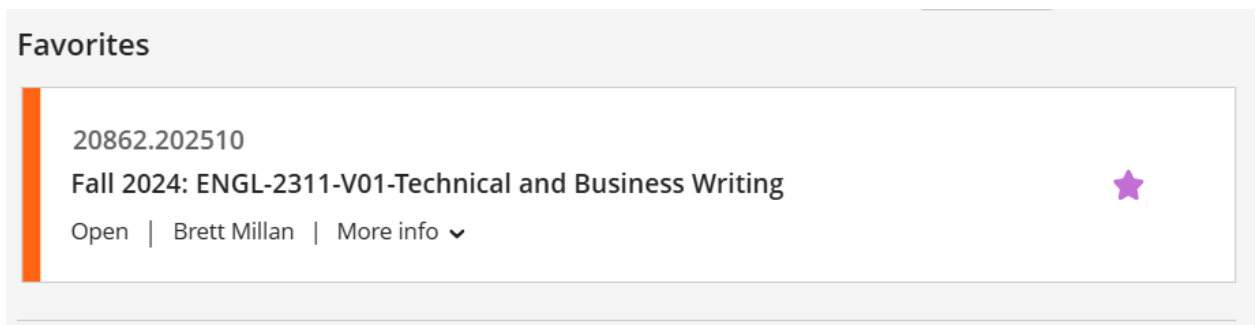
The manual covers:

1. Accessing the Discussion Board.
2. Creating a new thread.
3. Replying to existing threads.
4. Editing or deleting posts (if allowed).

2. Step-by-Step Instructions

Accessing the Discussion Board

1. Log into Blackboard and select your course from the dashboard.



2. On the course homepage, locate and click "Discussions" in the left-hand menu.

Fall 2024: ENGL-2311-V01-Technical and Business Writing

Content Calendar Announcements Discussions Gradebook (12) Messages A

Introduce Yourself

Step One: Introduce yourself to the class. Who you are (how do like to be referred to? Nicknames, pronouns, etc.) Academic / Career Goals (your intended college major, career aspirations) Hobbies and Interests (things you enjoy doing when you are not working, studying, or sleeping) An interesting life experience, special talent, or anything that makes differentiates you. Reply to at least two students . Second step: Watch the video about editing your profile Add a profile picture. To get full credit in the discussion, you must Answer the questions, being as specific as possible Provide thoughtful and well-written responses Reply at least twice with insightful and good questions, recommendations, or thoughts.

Unit 1 Discussion - Ethical Behavior


Due date: 9/9/24, 11:59 PM

Step One: Research some examples of companies and/or people who did not act ethically (for example ENRON, WorldComm, Volkswagen). Write an initial post (at least 200-250 words) where you discuss the examples you found and include the ...


Creating a New Thread

1. Once on the discussion board, click "Create Thread" at the top of the page.

Responses (24)




Type a response

**Esmeralda Quezada**
10/5/24, 12:10 AM • **NEW**

Going over the Coca cola company's website, I felt that it was very easy to navigate through

2. Fill in the Subject field with a brief, descriptive title for your post.
3. Type your message in the Message box. Use formatting tools as needed (e.g., bold, italics).



T ▾ | **B** | *I* | U | ... | ≡ ▾ | ¶ ▾ | ↶ | ✖ | 🔗 | 📎 | 🖼️ | ⊕ ▾

Type a response

Word count: 0


[Save Draft](#)

Cancel

Respond

4. If attachments are required, click "Browse My Computer" to upload a file.

Responses (24)



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Type a response

Attachment

5. Click "Submit" to post your thread.

Replying to a Thread

1. Click on an existing thread to open it.



Madison Lara

10/1/24, 11:58 PM • **NEW**

Coca-Cola's website has a nice and almost welcoming layout. Everything is created in a way to be as understandable to readers as possible, straying away from anything deemed too flashy or extravagant. There is no need to go all out and try to tell their product, given the clear and undeniable popularity of their products. [The Coca-Cola Company: Refresh the World. Make a Difference](#)

I like that hovering over each of the different hubs/names above shows a brief description of the section, then offers information to the side, whether it is a list of their products organized by type or the way they have made moves in society, such as their showcasing their different partnerships and projects they have been a part of in recent years.

Each section was well written and provided an easy reading experience, as opposed to others that may offer a seemingly unending list of paragraphs, which only turns me away in favor of something less bulky and excessive. Overall, the company has a clear grasp of good layout, website and document design, and a clear grasp on what consumers want to see.

Edited by Madison Lara on Oct 1, 2024, 11:59:30 PM

[Reply](#) | [Show Replies \(1\)](#) • **NEW**

2. Scroll to the post you want to reply to and click "Reply".

Edited by Madison Lara on Oct 1, 2024, 11:59:30 PM

[Reply](#) | [Show Replies \(1\)](#) • **NEW**

3. Type your response in the Message box. Attach a file if needed.
4. Click "Submit" to post your reply.

Editing or Deleting Posts (If Enabled by Instructor)

1. Locate your post on the discussion board.
 2. Click the "Edit" or "Delete" button below your post.
 3. Follow the prompts to confirm your changes or deletion.
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3. Troubleshooting/FAQs

Issue 1: "I can't find the Discussions link in my course."

Solution: Check with your instructor to ensure that the Discussions tool is enabled for the course.

Issue 2: "I can't attach a file to my post."

Solution: Verify that the file is under 10 MB and in a supported format (e.g., PDF, DOCX).

Issue 3: "I can't edit or delete my post."

Solution: Editing and deleting posts may be disabled by the instructor. Contact your instructor for clarification.

Issue 4: "My thread isn't showing up."

Solution: Refresh the page. If the issue persists, ensure you clicked "Submit" and not "Save Draft."

4. Conclusion

The Blackboard Discussions feature is an essential tool for engaging with your classmates and instructors. By mastering this function, you can contribute meaningfully to your course and stay actively involved. If you encounter issues beyond this guide, consult the Blackboard Help Center or contact your instructor for assistance.

