Participating in Discussion Board and Submitting Assignment Help Guide

Overview

This document provides a step-by-step guide on how to reply to discussion questions and submitting assignments in your Blackboard course site.

All red arrows on the example images indicate where you should click.

How to participate in the Discussion Board

1. You can access the Discussion Board in one of two ways as indicated by the red arrows:
2. Once inside the Discussion Board, click the specific forum you would like to participate in.

3. Once inside a specific forum, to create your own response, click on the Create Thread button.
4. To add text, simply type in the space provided and click Submit. You can use all options provided in the toolbar to format your text, add images, hyperlinks and other textual features.

5. To attach a document to your thread, click ‘Browse My Computer’ to locate and select the attachment you would like to include. Once you have identified the attachment, click the Submit button.

6. To respond to other students' threads simply click on their thread and click Reply.
Submitting an Assignment

1. All assignments are within their specific module (e.g. Module 1 – Module 1 Assignment). To submit an assignment, click on the Module # Assignment link.

   ![Module 1: Introduction to Organic Com](image)

   **Module 1 Assignment**

   Attached Files:  

   ![Pet Chemical List.pdf](image)

   (169.424 KB)

   Identify a “pet” chemical for developing estimates of comp Final Course Project. Please use the Pet Chemical List attach

   Please use MS Word (or similar document format) to compl link above.

2. Once you click the assignment link, it will open up the assignment tool and you will see a screen similar to the one below. It is important you read the Assignment Information and note whether there are any attached assignment files. Depending on the assignment instructions, you can either type your response in the assignment text box or attach a separate document as shown in the next frame.

   ![Assignment Information](image)

   **Assignment Information**

   **Name:** Module 1 Assignment

   **Instructions:** Identify a “pet” chemical for developing estimates duration of the course and for the Final Course Project chemical that has been agreed upon by me.

   Please use MS Word (or similar document format) the Module 1 Assignment link above.

   **Due Date:** September 10, 2012 11:59:00 PM EDT

   **Points Possible:** 0

   **Assignment Files:** Pet Chemical List.pdf

   ![Assignment Materials](image)

   **Assignment Materials**

   **Submission**
3. To attach a document, click ‘Browse My Computer’ attach the document and click Submit.

Help & Support

How to get additional help can be found under the ‘Help and Support’ tab in the course site navigation menu.
Additional Resources

Additional resources can be found at the following website:

Recordings of interest:
Submitting an Assignment
Creating a Discussion Board Post
Creating a Discussion Board Thread