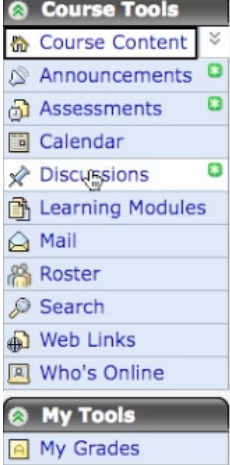
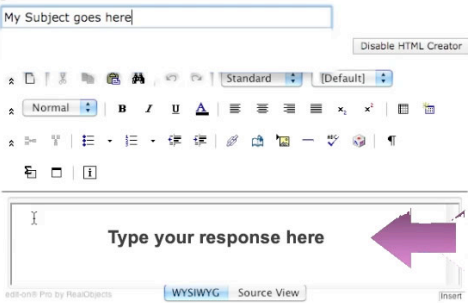
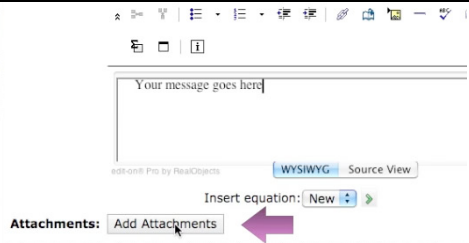
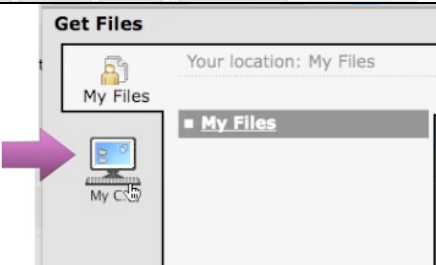
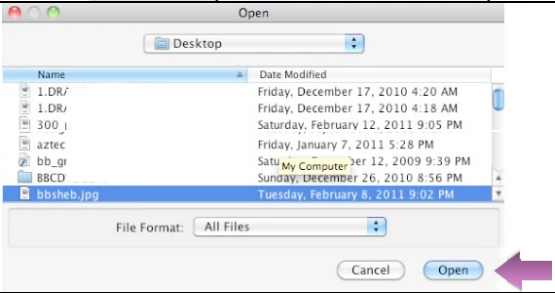


## Using the Discussion Tool in Blackboard

 <p><b>Course Tools</b></p> <ul style="list-style-type: none"><li>Course Content</li><li>Announcements</li><li>Assessments</li><li>Calendar</li><li>Discussions</li><li>Learning Modules</li><li>Mail</li><li>Roster</li><li>Search</li><li>Web Links</li><li>Who's Online</li></ul> <p><b>My Tools</b></p> <ul style="list-style-type: none"><li>My Grades</li></ul>	<p>Your location</p>	<p><b>Click on Discussions</b> under Course Tools Menu</p>
<p><b>Click on a Title</b> to open a specific topic</p>	<p>Your location: <b>Discussions</b></p> <p><b>Discussions</b></p> <ul style="list-style-type: none"><li>Introductions (1 Messages / <b>1 New</b>) Post an introduction, telling us a little bit about yourself.</li><li>Default Topic (0 Messages)</li></ul>	
<p><b>Click on Create Message</b></p>	<p><b>Create Message</b></p> <p>Expand All Collapse All</p> <p><input type="checkbox"/> Subject</p> <p><input type="checkbox"/> Welcome (New)</p> <p>Mark as Read Mark as Unread Create Printable View</p> <p><b>Create Message</b></p>	
<p><b>Type in your Subject</b></p>	<p>Create Message</p> <p><b>Subject:</b> <input type="text"/></p> <p><b>Message:</b> <input type="text"/></p> <p>Disable HTML Creator</p> <p>Normal [Default]</p> <p>Normal B I U A [List] [Link] [Image] [Table]</p> <p>[Undo] [Redo] [Bold] [Italic] [Underline] [Text Color] [Background Color] [Text Size] [Text Color] [Background Color] [Text Size] [Text Color] [Background Color] [Text Size]</p>	

<p><b>Type your response in The Message Box</b></p>	<p><b>Create Message</b></p> <p>*Subject: My Subject goes here</p> <p>Message: <input type="text" value="Type your response here"/></p> 																
<p><b>To add an attachment, Click Add Attachment</b></p>																	
<p><b>Select My Computer to browse for your file</b></p>	<p><b>Get Files</b></p> <p>Your location: My Files</p> 																
<p><b>Select the file on your computer and Click Open</b> The file will be attached to your discussion post at the bottom</p>	<p><b>Open</b></p> <p>Desktop</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date Modified</th> </tr> </thead> <tbody> <tr> <td>1.DR/</td> <td>Friday, December 17, 2010 4:20 AM</td> </tr> <tr> <td>1.DR/</td> <td>Friday, December 17, 2010 4:18 AM</td> </tr> <tr> <td>300_j</td> <td>Saturday, February 12, 2011 9:05 PM</td> </tr> <tr> <td>aztec</td> <td>Friday, January 7, 2011 5:28 PM</td> </tr> <tr> <td>bb_gp</td> <td>Saturday, December 12, 2009 9:39 PM</td> </tr> <tr> <td>BBCD</td> <td>Sunday, December 26, 2010 8:56 PM</td> </tr> <tr> <td>bbshsb.jpg</td> <td>Tuesday, February 8, 2011 9:02 PM</td> </tr> </tbody> </table> <p>File Format: All Files</p> <p>Cancel Open</p> 	Name	Date Modified	1.DR/	Friday, December 17, 2010 4:20 AM	1.DR/	Friday, December 17, 2010 4:18 AM	300_j	Saturday, February 12, 2011 9:05 PM	aztec	Friday, January 7, 2011 5:28 PM	bb_gp	Saturday, December 12, 2009 9:39 PM	BBCD	Sunday, December 26, 2010 8:56 PM	bbshsb.jpg	Tuesday, February 8, 2011 9:02 PM
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<p><b>To send the discussion response, Click Post</b> A yellow bar above will tell you your message has been posted.</p>	<p><b>Attachments:</b> Add Attachments</p> <p>bbshsb.jpg</p> <p>Post Preview Cancel Save as Draft</p> <p>* Required field</p> 