



Blackboard Vista Tutorial: Discussions

The Discussions tool provides a communication between instructors and students, with which they can post a message at any time. Discussions may be divided into topics and they are related to a chapter or a specific question or the introduction of a new concept, depending on the course design.


Posting Discussion Message

1. Select **Discussions**  in the left Course Toolbar.
2. Select the discussion topic you are interested to join discussions.
3. You should view a page of discussion messages under the topic. The message marked with "**New**" means this message has not been read.
4. Select a message link to read the message.
5. Select the **Reply** link to post a response to this posting. 
6. When the **Reply** page appears, select the text box and type your message there.
7. Click on **Add Attachment** if you would like to attach a document to this message.

To attach a document:
Select the file you want to attach.

Click on the **Open** button .


The My Computer Upload Status window opens. The document is attached to this posting.

8. Click the **Post** button to post this message.  Note: **Preview** allows you to view the message before posting it. **Save as Draft** allows you to save the message and edit it later.

Starting New Thread

1. To start a new posting, click on the **Create Message** button. 
2. Click the **Post** button 

Compiling Messages

1. Select **Discussions**  in the left Course Toolbar.
2. Select the discussion topic you are interested to view.
3. Click on the **Create Printable View** button to view all the messages under the topic.

(End)