

## To post an entry in the Discussion Forum, please follow the steps below:

The discussion forum is an environment where you can participate in a "virtual discussion" with your instructor and other members of your course. The forum is one of the most dynamic, interactive features of this course. Often instructors will post questions in discussion forums that require your review and response. In addition, you are encouraged to read other students' responses and engage in online dialogue with them.

### In your Blackboard course site...

1. Navigate to the Discussion Board in your course site.

Forum	Description	Total Posts	Unread Posts	Total Participants
<a href="#">Student Coffeeshouse</a>	This forum is your place to communicate with other students in the course. Post a message to introduce yourself. Discuss the content of the course, or just get to know your classmates. If you need to talk to someone about the course, this is a great place to start.	29	<u>29</u>	13
<a href="#">Module One</a>	Click on the assignments external link for Module One and you will find an article on various explorers. Choose one, and explain why you think they are the best explorer. The one your instructor chose was Amerigo Vespucci. If it had not been for his fearless courage, America would not have been named for him. He outlined the coast of South America and a German map maker	10	<u>10</u>	6

2. Click on the title of the forum in which you are going to participate.

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<a href="#">Student Coffeeshouse</a>	This forum is your place to communicate with other students in the course. Post a message to introduce yourself. Discuss the content of the course, or just get to know your classmates. If you need to talk to someone about the course, this is a great place to start.	29	<u>29</u>	13
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3. Read the first link, otherwise known as a thread, which is posted by your instructor. Sometimes instructors only include the prompt on the previous screen (see Step 2) and not on the thread.

**Forum: Student Coffeehouse**

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the carat at the top of each column. [More Help](#)

[Create Thread](#) [Search](#) [Display](#)

Date	Thread	Author	Status	Unread Posts	Total Posts
11/23/05 9:06 AM	<a href="#">Introduction</a>	Anonymous	Published	7	7

4. Read the other threads and messages in the forum.
5. After you have read all the threads, click on the thread to which you would like to respond. The thread may be the instructor's original posting to the forum, or it may be a student's thread to which you would like to respond. At the bottom of your selected thread, locate the "Reply" button and click.

[Introduction](#) [Reply](#) [Print](#) [Close](#)

Total Posts: 7 Unread Posts: 6

Message	Author	Date
<a href="#">Introduction</a>	Anonymous	11/23/05 9:06 AM
<a href="#">RE: Introduction</a>		5/24/10 7:34 AM
<a href="#">RE: Introduction</a>		5/24/10 10:31 AM
<a href="#">RE: Introduction</a>		5/24/10 12:15 PM

[Introduction](#) [Reply](#) [Quote](#) [Edit](#) [Set Flag](#) [Delete](#)

**Author:** Anonymous **Total views:** 36 (Your views: 2)

**Posted Date:** Wednesday, November 23, 2005 9:06:38 AM EST

**Edited Date:** Wednesday, November 23, 2005 9:06:38 AM EST

I am Dr. Harrington, your instructor. I am a two time graduate of CCCC, once in Radio-TV Broadcasting and the second in University Transfer. So I have been where you are now. I graduated from Campbell University with a B.S. in Social Science, a Masters in Education, and a Education Specialist Degree. I went on to earn a Doctorate in Higher Education at North Carolina State University. I have been a broadcaster full and part time for the past 30 years, I have taught in the Harnett County Schools and have been with CCCC as an instructor since 1988.

6. In the new window that appears, enter the subject heading and message to be posted in your thread. (As a special note, you may wish to create your message in a word processing program, then copy and paste it into the message box. You can spell check work in your word processor whereas you are unable to do so in Blackboard. In addition, you can save a copy of your work to re-post if you have technical difficulties.)

**Reply to Post**

Answer questions or contribute to a discussion using **Reply** at the Thread level or at the message level. Users replying to a Thread will create a child message below the Thread. Users replying to a child message will create a child of that message and so on. [More Help](#)

\* Indicates a required field.

Cancel Save Draft Submit

**1. Message**

\* Subject: RE: Introduction Show Parent Post

Message

Visual Editor: ON

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> [Icons]

Path: body

**2. Attachments**

Attachments [Attach a file](#)

7. To upload an attachment, click the "Attach a file" link (see above) and then either enter the appropriate location of the file to attach or click on "Browse" to find the location of the file you would like to attach.

**2. Attachments**

Attach Local File  Browse...

**3. Submit**

Click Save to save a draft of this message. Click Submit to submit the post. Click Cancel to quit.

Cancel Save Draft Submit

8. Once you are finished entering your subject heading, message, and any attachments, click "Submit" (see above) to post your message.

9. Contact your instructor if you have any questions or comments about discussion forum activities.

If you have any other questions about using the Discussion Board feature in Blackboard, please contact the Distance Education staff at CCCC via email at [destaff@cccc.edu](mailto:destaff@cccc.edu).