

# Forums

## A. Post a Message

### 1. Click on the Forum

The screenshot shows a Blackboard course page for 'COS Test 2014'. The top navigation bar includes 'SPST', 'Self-Service', 'Email', 'KC Library Catalog', and 'OCU Library'. The breadcrumb trail is 'Home > Miscellaneous > COS Test 2014'. On the left, there are two main sections: 'NAVIGATION' and 'ADMINISTRATION'. The 'NAVIGATION' section includes links for 'Home', 'Dashboard', 'Site pages', and 'Current course'. Under 'Current course', there is a dropdown for 'COS Test 2014' with sub-links for 'Participants', 'Badges', 'General', 'Topic 1', 'Topic 2', 'Topic 3', 'Topic 4', 'Topic 5', and 'My courses'. The 'ADMINISTRATION' section includes 'Course administration' (Turn editing on, Edit settings) and 'Users' (Enrolled users, Enrollment methods, Groups, Permissions, Other users, Unenroll me from COS Test 2014, Filters). The main content area features a large image of the Golden Gate Bridge. Below the image are two forum topics: 'Topic 1: Work on Forums' and 'Topic 2: Practice Uploading Assignments'. Under 'Topic 1', there is a link for 'Student Introduction' which is highlighted with a red rectangular box. Under 'Topic 2', there is a link for 'Test Assignment #1'.

### 2. Click Add New Discussion Topic

#### Student Introduction

Please introduce yourself and if you want to be daring try attaching a photo or file.

Add a new discussion topic

Discussion	Started by	Replies	Last post
Hello There!	 Melissa Casper	0	Melissa Casper Wed, Jul 9, 2014, 2:14 PM

3. Give the post a title, subject
4. Type your message
5. Click Add or Drag and Drop to attach a file
6. Click Post to Forum when you are finished !

## Student Introduction

Please introduce yourself and if you want to be daring try attaching a photo or file.

### ▼ Your new discussion topic

Subject\*

Message\*

Rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, and insert file. Below the toolbar is a large empty text area for composing the message.

Discussion subscription

Attachment

Maximum size for new files: 500KB, maximum attachments: 1

Attachment interface showing a file selection window with a red box around the 'Add' icon. Below it is a dashed box with a blue arrow pointing down and the text "You can drag and drop files here to add them."

Buttons for "Post to forum" (highlighted with a red box) and "Cancel".

## B. Read and Reply to a Post

### 1. Click on the Title of a Discussion you want to read

**Student Introduction**

Please introduce yourself and if you want to be daring try attaching a photo or file.

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
<b>Hello There!</b>	 Melissa Casper	0	Melissa Casper Wed, Jul 9, 2014, 2:14 PM

### 2. Click on Reply

#### Student Introduction

Hello There!

[Subscribe](#)

Display replies in nested form

 **Hello There!**  
by Melissa Casper - Wednesday, July 9, 2014, 2:14 PM  
It's been great to meet all of you today!

[Reply](#)


### 3. Type your message


### 4. Click Post to Forum


Your reply

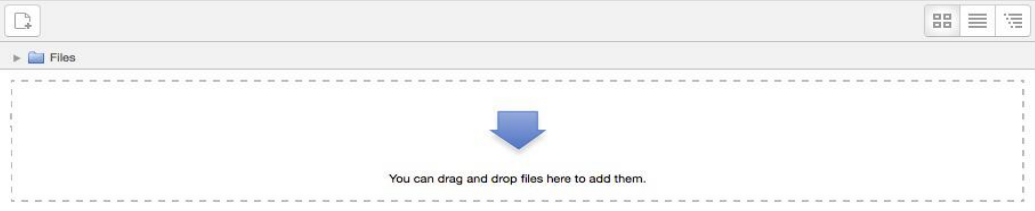
**Subject\***

**Message\***



Discussion subscription 

**Attachment**  Maximum size for new files: 500KB, maximum attachments: 1



[Post to forum](#) [Cancel](#)