Blackboard 9.1 Learning System QuickSheet • Faculty Instructional Technology Services • http://fits.uchc.edu • 860-679-2573

Reply to a Forum Thread

1. To reply to a Forum Thread, first click on the name of the Thread.

| Thread | <u>Author</u> | Status | Unread Posts | Total Posts |
|---------|----------------|-----------|--------------|-------------|
| Hello S | Stephen Bayley | Published | 0 | 4 |

- 2. After reading the Thread, click the button.
- 3. Type your reply in the "Message" box area. You can type directly in the "Message" box area or copy and paste the text from Microsoft Word or any other word processor software.
- 4. Then, attach a file if needed.
- 5. Finally, click the **Submit** button.