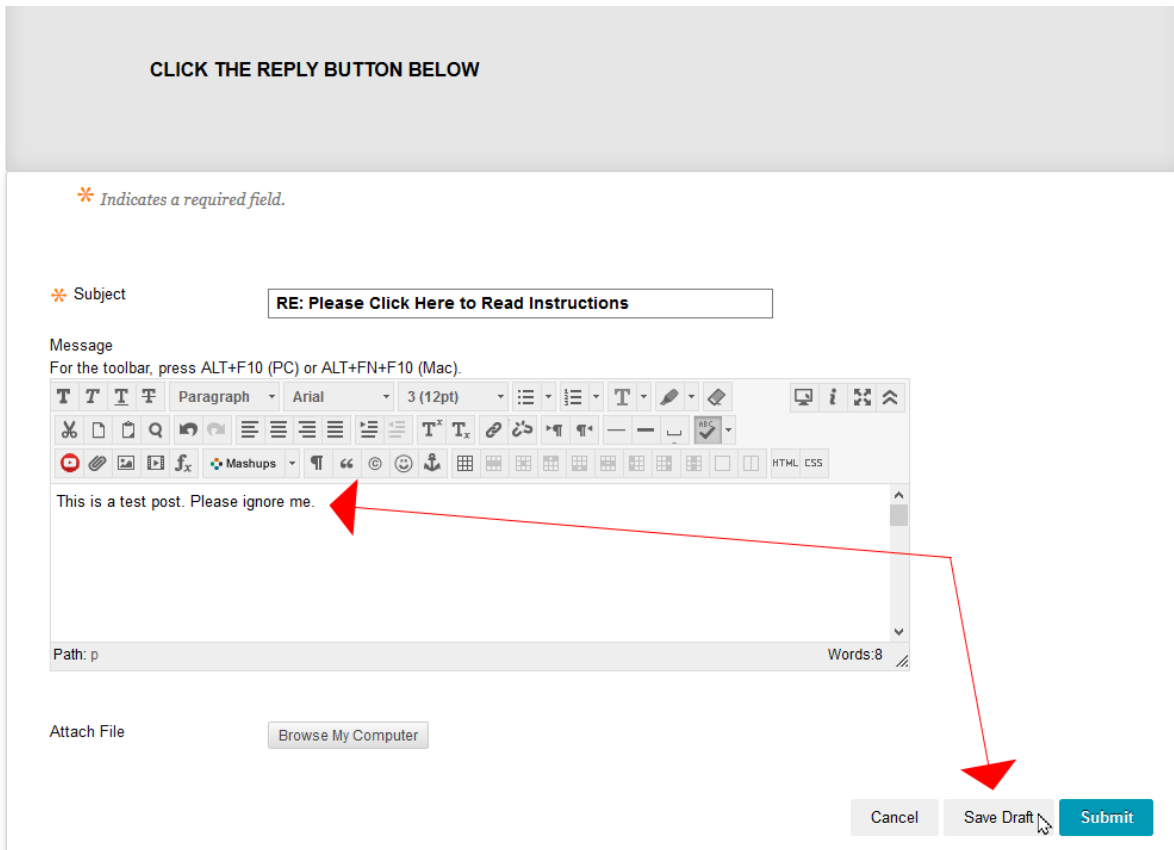


How to Update a DRAFT Discussion Board Post

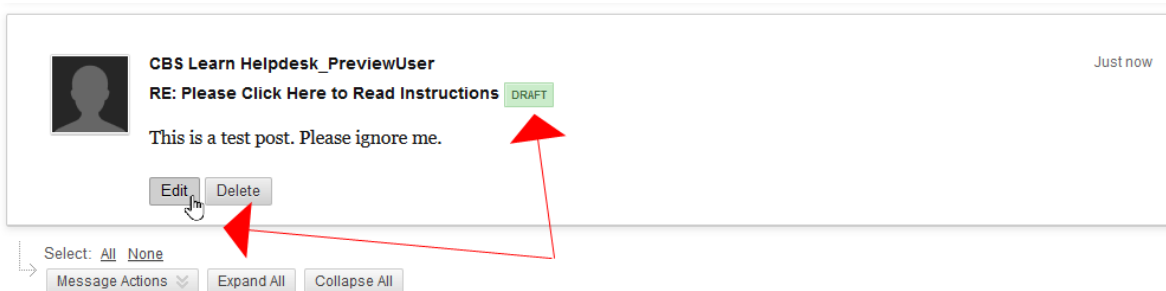
OVERVIEW: The instructions below will show you how to save your Blackboard discussion board post as a DRAFT in case you cannot finish the assignment in one sitting. After you have saved the post as a DRAFT, you can come back to it later and complete the assignment (before the Due Date).

If you already have a discussion board post in a DRAFT state then please begin at Step 2.

Step 1) Create your post in Blackboard and click the **Safe Draft** button.

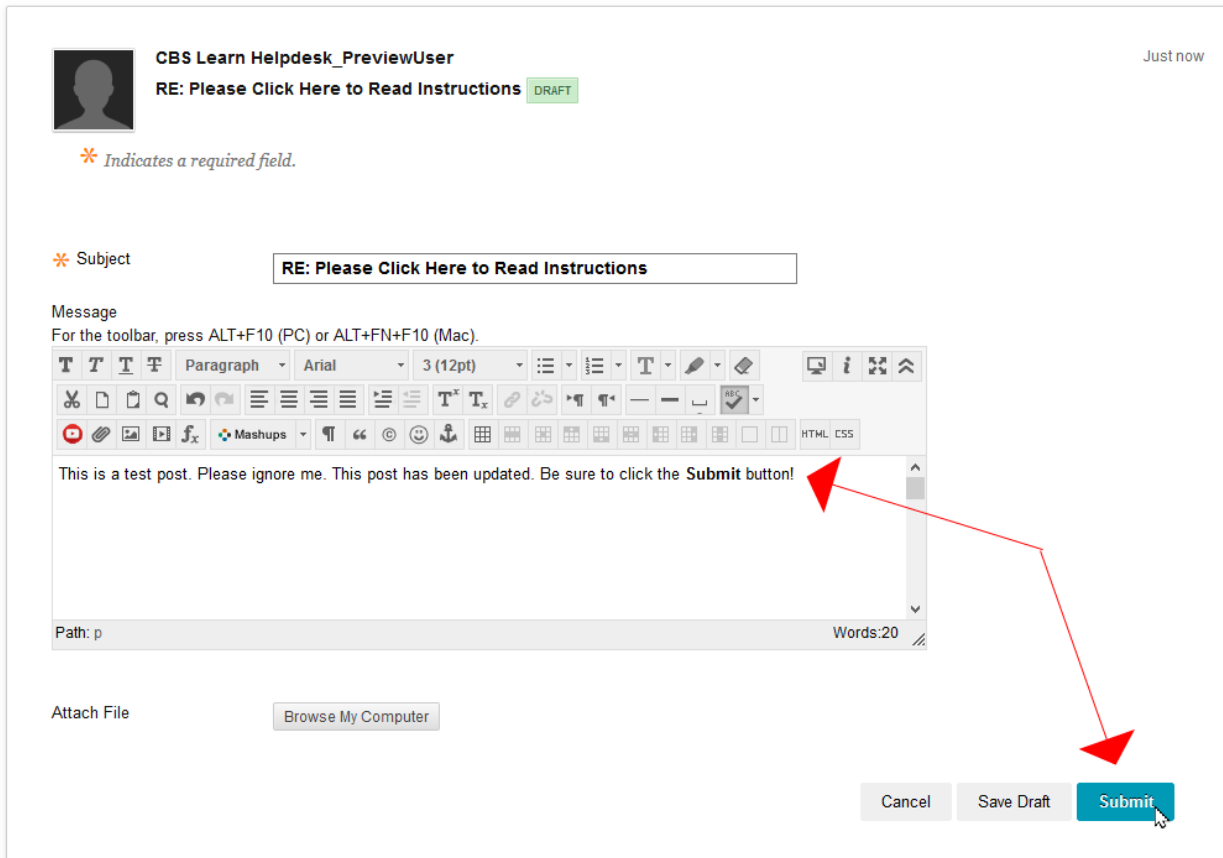


Step 2) Find your discussion board post with the DRAFT status and click the **Edit** button.



How to Update a DRAFT Discussion Board Post

- Step 3)** Update your post. If you are not ready to submit your updated post then click the **Safe Draft** button. If you are finished with your post then click the **Submit** button.



The screenshot shows a user interface for editing a discussion board post. At the top, the user is identified as 'CBS Learn Helpdesk_PreviewUser' with a 'Just now' timestamp. The post title is 'RE: Please Click Here to Read Instructions' and is marked as a 'DRAFT'. A note indicates that an asterisk (*) denotes a required field. The subject field is filled with 'RE: Please Click Here to Read Instructions'. The message content area contains the text: 'This is a test post. Please ignore me. This post has been updated. Be sure to click the **Submit** button!'. A red arrow points from the 'Submit' button in the bottom right to the word 'Submit' in the message text. The bottom right corner features three buttons: 'Cancel', 'Save Draft', and 'Submit'.

CBS Learn Helpdesk_PreviewUser Just now

RE: Please Click Here to Read Instructions DRAFT

* Indicates a required field.

* Subject RE: Please Click Here to Read Instructions

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

This is a test post. Please ignore me. This post has been updated. Be sure to click the **Submit** button!

Path: p Words:20

Attach File Browse My Computer

Cancel Save Draft **Submit**