POST & REPLY IN DISCUSSIONS

As a student, there will be times when you will need to contribute to a discussion forum. Some classes include discussion boards and have specific requirements for participating in discussions.

Instructions

Creating a Thread

1. On the left menu, click on the appropriate week or other content area housing the Discussion Board link as designated by your instructor.
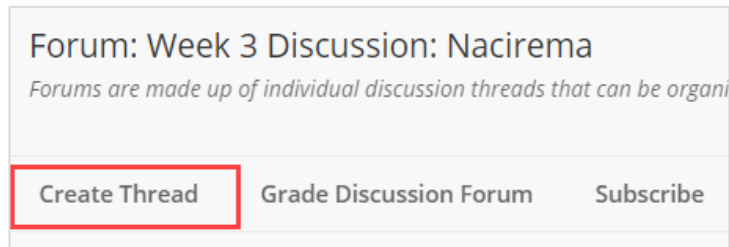

2. Locate the discussion board within the list and click on the title.
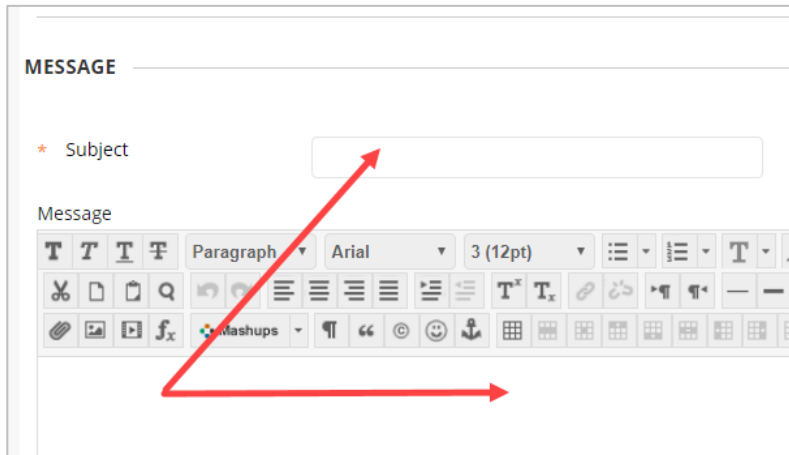

Post to a Discussion Forum

1. If an instructor has given students the ability to start a new topic within a forum, click **Create Thread** to make a post.

2. Title your thread in the text box next to Subject. Type your message in the message field. You can also add an attachment (optional).

3. Click **Submit** to publish your post.

Reply to a Post

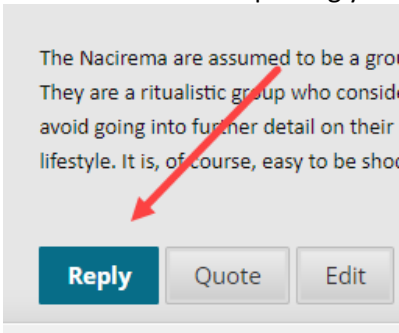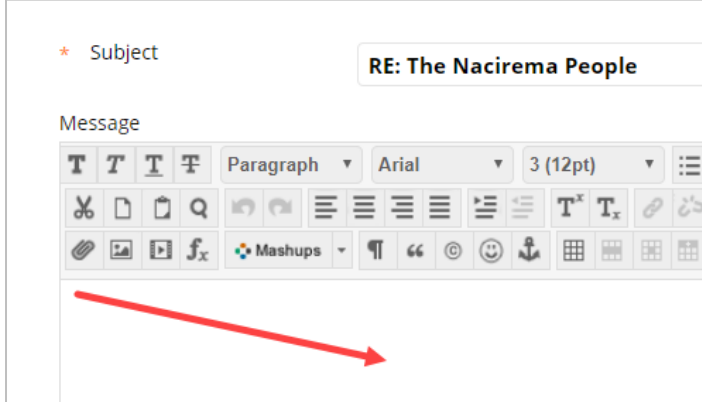1. To reply to another user's post, click on the title of the thread you intend to reply to.

2. At the bottom of the posting you want to reply to, click **Reply**.

3. Adjust your subject line as needed, and then type your reply in the message field.

4. Click **Submit** to publish your reply.