


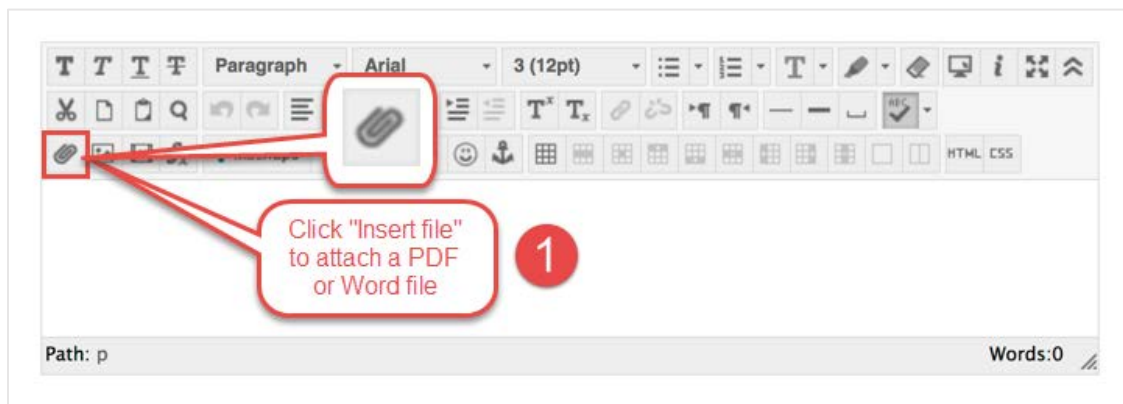


ATTACH A DOCUMENT TO A DISCUSSION THREAD

In a discussion board, files can be attached to discussion threads or when replying to a post.

THE FILE ATTACHMENT FEATURE WITHIN THE DISCUSSION BOARD IS ENABLED BY THE COURSE INSTRUCTOR

1. To attach a document to a discussion thread, click the **insert file** button  found in the text editor.



2. In the **Insert Content Link** pop-up window, click **Browse My Computer** to attach a file
3. When the file is attached, click **Submit**



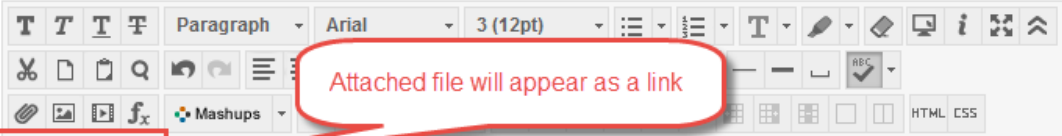


- Once the file is attached, click **Submit** to create the discussion board thread

2. Message

✱ Subject

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



Attached file will appear as a link

Demo file.docx

Attached to my discussion thread is a Word file.

Path: p Words:12

3. Attachments

Attach File

4 Once the file is attached, click Submit

4. Submit

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



THREAD VIEW

Below displays the completed thread. Click **OK** to return to the forum page.

Thread: Test Message

Select: [All](#) [None](#) Thread 1 of 2 > >>

Message Actions Expand All Collapse All 1 Posts in this Thread 0 Unread

Hugo ★
Test Message 🔒

[Demo file.docx](#)
Attached to my discussion thread is a Word file.

[Reply](#)

Select: [All](#) [None](#)

Message Actions Expand All Collapse All

5 Click OK to exit

← OK