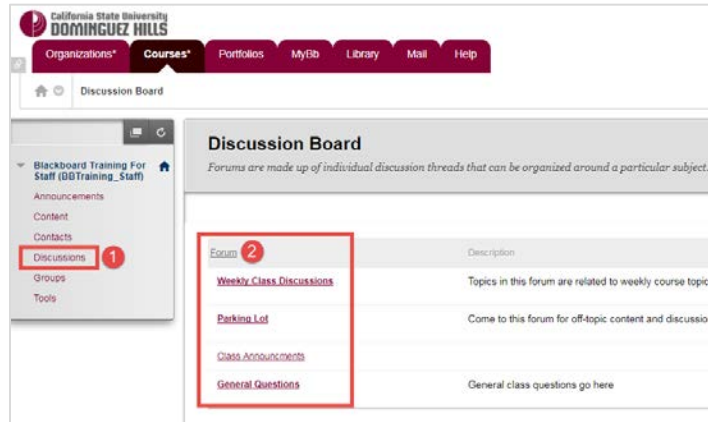




# HOW TO POST TO A DISCUSSION BOARD

1. Access the **Discussion Board** through the course menu
2. Open a **Forum**.

A **forum** is a way to organize discussions into topics, or groups of related topics. Forums can have different settings and rules. Some forums are graded and others may be moderated by your instructor.

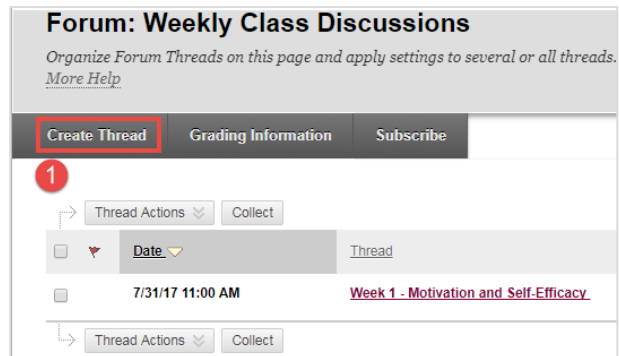


## CREATING A THREAD IN A FORUM

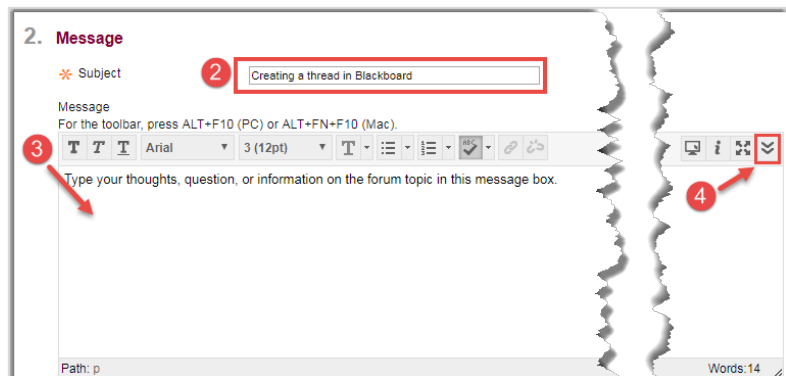
A thread is a conversation within a forum that includes the initial post and all replies to it.

**PLEASE NOTE: IF YOU DO NOT SEE THIS BUTTON THAT MEANS THAT YOUR INSTRUCTOR HAS NOT ALLOWED STUDENT THREAD CREATION FOR THE FORUM. PLEASE SEE HOW TO REPLY TO A THREAD.**

1. On the **Forum's** page select **Create Thread**.

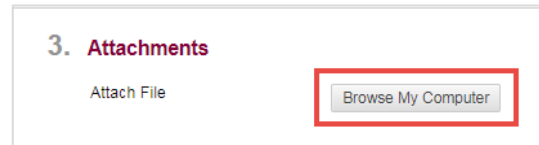


2. In section 2, **enter** a title for your thread.
3. **Add** your comments, per your instructor's directions for the assignment, in the **message** text box.
4. **Expand** the toolbar for more editing options by clicking on the double chevrons.

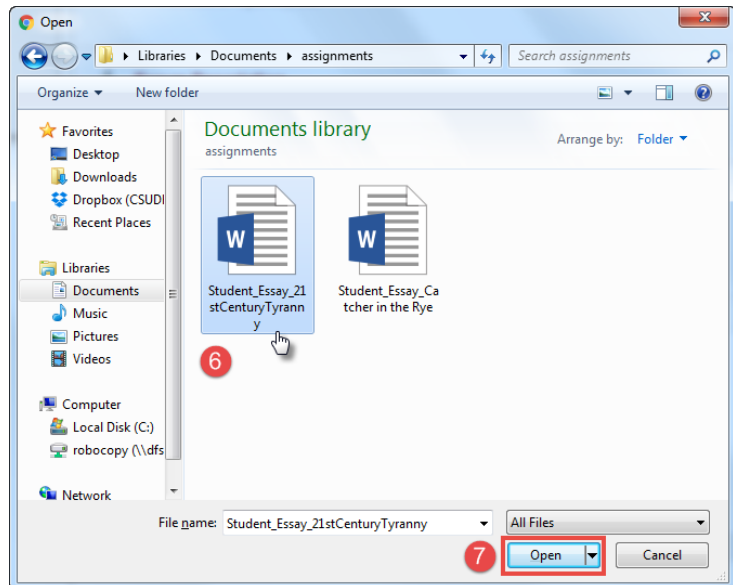




- In section 3, you can attach a file by selecting **Browse My Computer**.



- When the dialog box opens, browse your computer for the file, and **select** it.
- Click **Open**



- Select **Save Draft** to store a draft of the post or **Submit** to create the thread.

**PLEASE NOTE: SOME INSTRUCTORS DO NOT ALLOW FOR EDITING OR DELETING OF A THREAD AFTER A SUBMISSION HAS BEEN MADE. PLEASE VERIFY THAT ALL INTENDED CONTENT IS CORRECT BEFORE CLICKING SUBMIT.**

**IN THE CASE THAT YOU SUBMIT INCORRECT CONTENT, AND ARE NOT ALLOWED THE OPTION TO EDIT OR DELETE, YOU WILL NEED TO CONTACT YOUR INSTRUCTOR.**