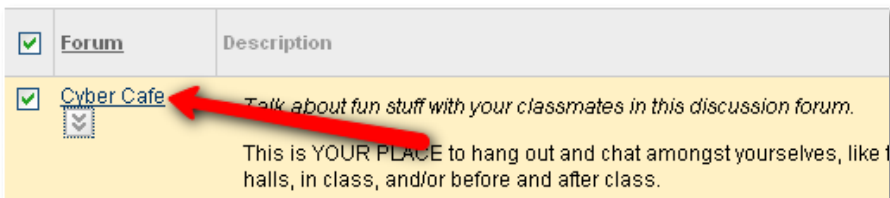


Creating a Discussion Thread

1. In the Course page, click the **Discussion Board** link or the **Tool** link and the **Discussion Board** link.



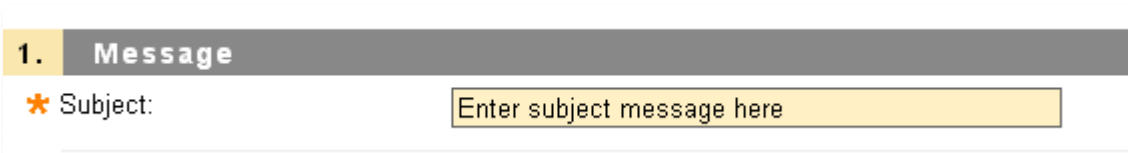
2. Click the forum name to access the forum. In this example the forum name is **“Cyber Café”**.



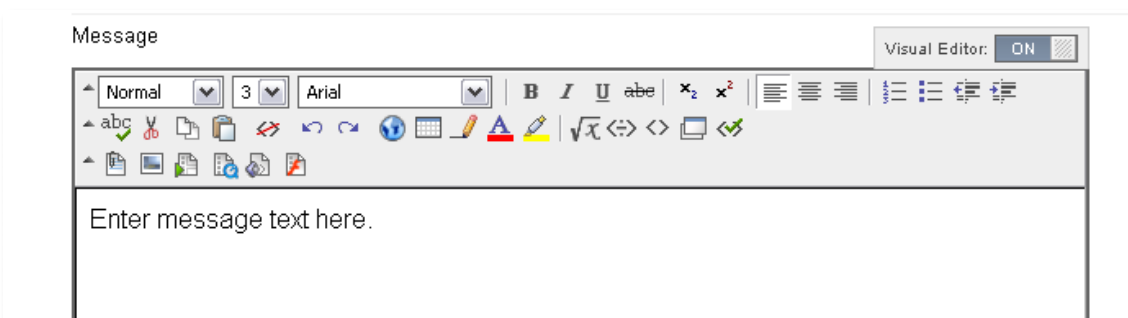
3. Click the **Create Thread** button.



4. Enter a subject in the **Subject** box



5. Enter message text in the **Message** box



Optional: To add an **attachment**, click the **Attach a file** link, select the **browse** button, locate and select the file you want to add, and click the **Open** button.



6. Click the **Submit** button. *Note: Make sure that you click **Submit** to publish the post. Clicking "Save Draft" will save the thread so you can continue to edit. Your instructors will not be able to view a file unless you click **Submit**.*

