

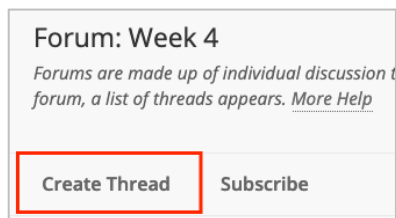
DISCUSSIONS: POST & REPLY

As an instructor, there will be times when you will need to contribute to a discussion forum, either by starting threads or responding to students.

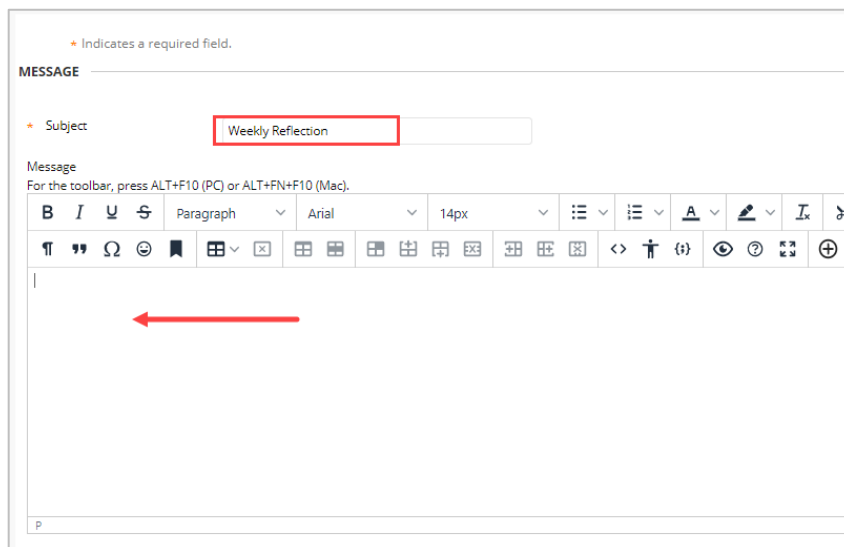
Instructions

Creating a Thread

1. Navigate to the discussion forum you want to start a thread in. Near the top of the discussion forum, click **Create Thread**.



2. On the Create Thread page, enter a **Subject** and **Message**. If you want to attach a file, click **Browse My Computer** or **Browse Course** to find the appropriate file. Click **Submit** when finished or **Save Draft** if you not ready to post the thread.



* Indicates a required field.

MESSAGE

* Subject

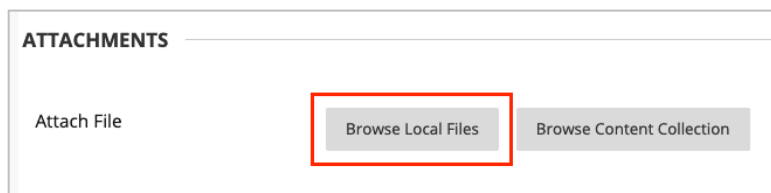
Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar: B, I, U, S, Paragraph, Arial, 14px, List, Bulleted List, Text Color, Background Color, Link, Unlink, Bold, Italic, Underline, Strikethrough, Undo, Redo, Source, Help, Add Attachment.

Message text area: |

Bottom: P

3. If there are any files you need to include, click **Browse Local Files**, otherwise skip this step.



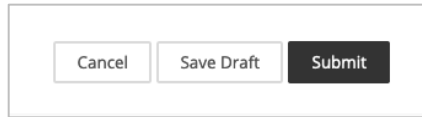
ATTACHMENTS

Attach File

Browse Local Files Browse Content Collection

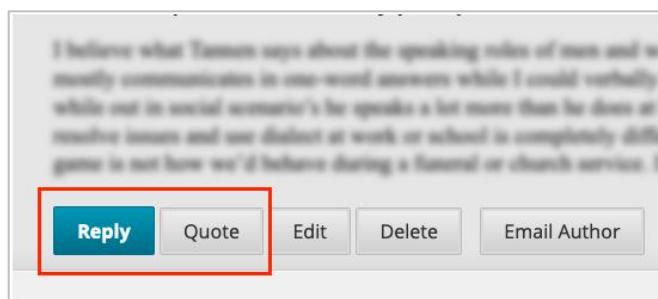
DISCUSSIONS: POST & REPLY

4. Click **Submit**.

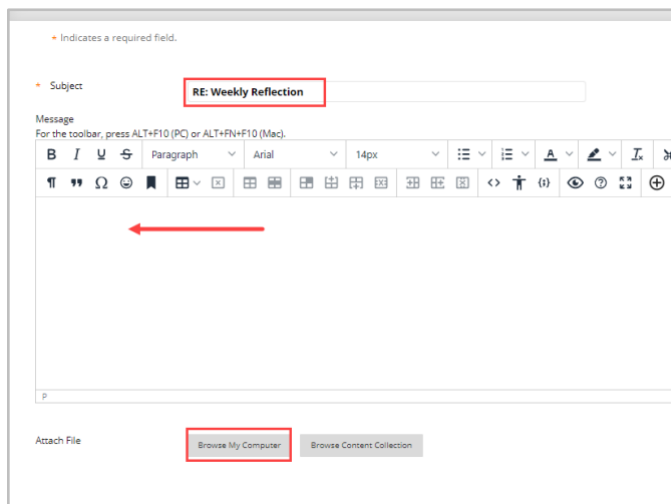


Replying to a Post

1. When viewing a specific post, you can reply to the post by clicking **Reply**. If you want to quote the original post in your reply, click **Quote**.



2. On the Reply to Post page, the Subject is already populated with the subject line of the message you are replying to. You can change the subject, if desired. Enter a **Message**, attach a file (if needed).



3. When done, click **Submit**.

