

Discussion Board

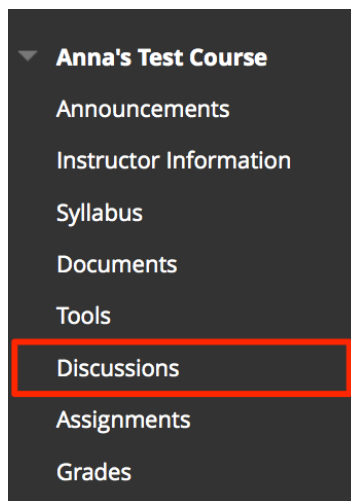
In the Discussion Board, students can have thoughtful discussions that take place in the traditional classroom, but with the advantages of asynchronous communication

Discussion Board Structure

The main **Discussion Board** page displays a list of forums. A **forum** is the topic you will create a response to. Within each forum, users can create multiple threads. A **thread** includes the initial post and all replies to it. Posts on the discussion board appear sequentially.

Access the Discussion Board

1. Find the discussion board in two places:
 - On the course menu, select **Discussions**
 - On the course menu, select **Tools** and then **Discussion Board**



2. The main Discussion Board will list all of the available forums.
3. On this page, you can perform these actions:
 - Select a forum title to view the threads in the forum, and to post your own thread
 - View the descriptions of the forums


- Select a number in the Unread Posts column for quick access to a forum's unread messages

Post to a Forum

1. Access the Discussion Board, and click on a forum to open it
2. Click **Create Thread** to post
3. Enter a **Subject** for your thread and type the **Message**
4. Optionally, you can use functions in the text editor to add to your post and select Browse My Computer to attach a file.
5. Select **Submit** when done creating thread

* Subject

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



thread message

Path: p Words:2

ATTACHMENTS

Attach File

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

Reply to a Thread

1. Open a thread inside a forum by clicking on it

Forum: Week One Discussion

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Subscribe Search Display ▾

<input type="checkbox"/>	DATE ▾	THREAD	AUTHOR	STATUS	UNREAD POSTS	TOTAL POSTS
<input type="checkbox"/>	2/22/18 12:18 PM	Week One	Anna Mennenga	Published	1	1
<input type="checkbox"/>	2/22/18 12:17 PM	Week one thoughts	Anna Mennenga_PreviewUser	Published	0	1

2. On the thread's page, you can view the text of the post and the information. All replies appear on the same page with the original post.
3. Click reply on the thread to write a **Reply**

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

Message Actions ▾ Expand All Collapse All 1 Post(s) in this Thread 0 Unread

Anna Mennenga 1 minute ago

Week One

Thread about week one

[Reply](#) [Quote](#) [Email Author](#)

4. Write your reply and select **Submit** when finished