

## Posting to the Discussion Board

1. Open Microsoft Word and type a discussion board post for your course.
2. In Word, select all of the text (Ctrl + A) and copy it (Ctrl + C).
3. Open your course and click “Discussion Board” on the menu.
4. Select a forum and click “Create Thread.”
5. Type a title for your post.
6. Paste your text into the text box (Ctrl + V)
7. Click Submit.

