Discussion Board (Students)

To post or reply to a Discussion Board thread:

Step 1: Click **Discussion Board** from the menu.

Step 2: Click on the forum link you wish to open.

<table>
<thead>
<tr>
<th>Forum</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Thread</td>
<td>Please start a thread and tell the class who you are, where you are from, what your background is all about, what you are majoring in and when you hope to graduate.</td>
</tr>
</tbody>
</table>

Step 3: Either create a thread or click on an existing thread.

<table>
<thead>
<tr>
<th>Create Thread</th>
<th>Search</th>
<th>Collapse All</th>
<th>Expand All</th>
</tr>
</thead>
</table>

There are options for working with the threads in the Manage Actions dropdown.

Step 4: Clicking on the thread link will display the post content with options to reply. The bottom box shows other posts made to this reply by other students. Click on the post link name to view the posts.
Step 5: Once you click to reply, you can choose to show or hide the post to which you are replying (parent post). Use the textbox to write the reply. There are formatting tools and a spell checker available.

It is best practice to type your Discussion Board reply directly in the Visual Editor text box. If you want/need a copy after you write; highlight, copy it out and paste it into a Word document for record keeping.

NOTE: If you COPY AND PASTE from a Word document into the reply, you must:

1. Copy the text from the Word document
2. Turn on the HTML Source Mode
3. Click to put your cursor in the text area
4. Right click and paste the text. It will remove all the formatting.
5. Turn the HTML Source Mode off
6. Use the formatting tools in the Visual Editor

Step 6: Clicking Save Draft will not display the post until Submit is clicked.