Discussion Board – Create and Reply

A Discussion Board is a tool for sharing thoughts and ideas about class materials. It is often used for class discussion and interaction using posts and threads. A Discussion Board is made up of forums that appear anywhere in a course but are also centrally located in the Discussion Board tool.

Creating a Thread

A Thread is the initial post and your contributions to a Discussion Board Forum. Follow these step-by-step instructions to create a new Thread:

Step | Action
--- | ---
1 | Click *Create Thread*.

Type a subject for your Thread and type your comments in Text Box Editor. In this example, the subject is Introducing Adrian.
Click **Submit**.

The new Thread is displayed. To view Thread, click Thread name. In this example, click **Introducing Adrian**.
Posting to a Forum

Follow these step-by-step instructions to add a Post to a Discussion Board Forum:

**Step** | **Action**
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1 | Click Forum name to open it. In this example, click *Tell Us About Yourself*.  

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2 | Click Thread name to open and view contents. In this example, click *Merrit Stanton* to read this student’s Thread.

Click Thread name to open and view contents. In this example, click *Merrit Stanton* to read this student’s Thread.
The Thread contents displays. Click *Reply* to add comments.

The Subject for this message is automatically completed with “RE:” and the subject of the original post. Type message and add any attachments in the Text Box Editor.
5

Click **Submit**.

6

The reply to the Post displays with your name. This is a Parent Post. It is one level under the original post. To view the post recently added, click **RE: Merrit Stanton**. The reply is displayed under Parent Post.