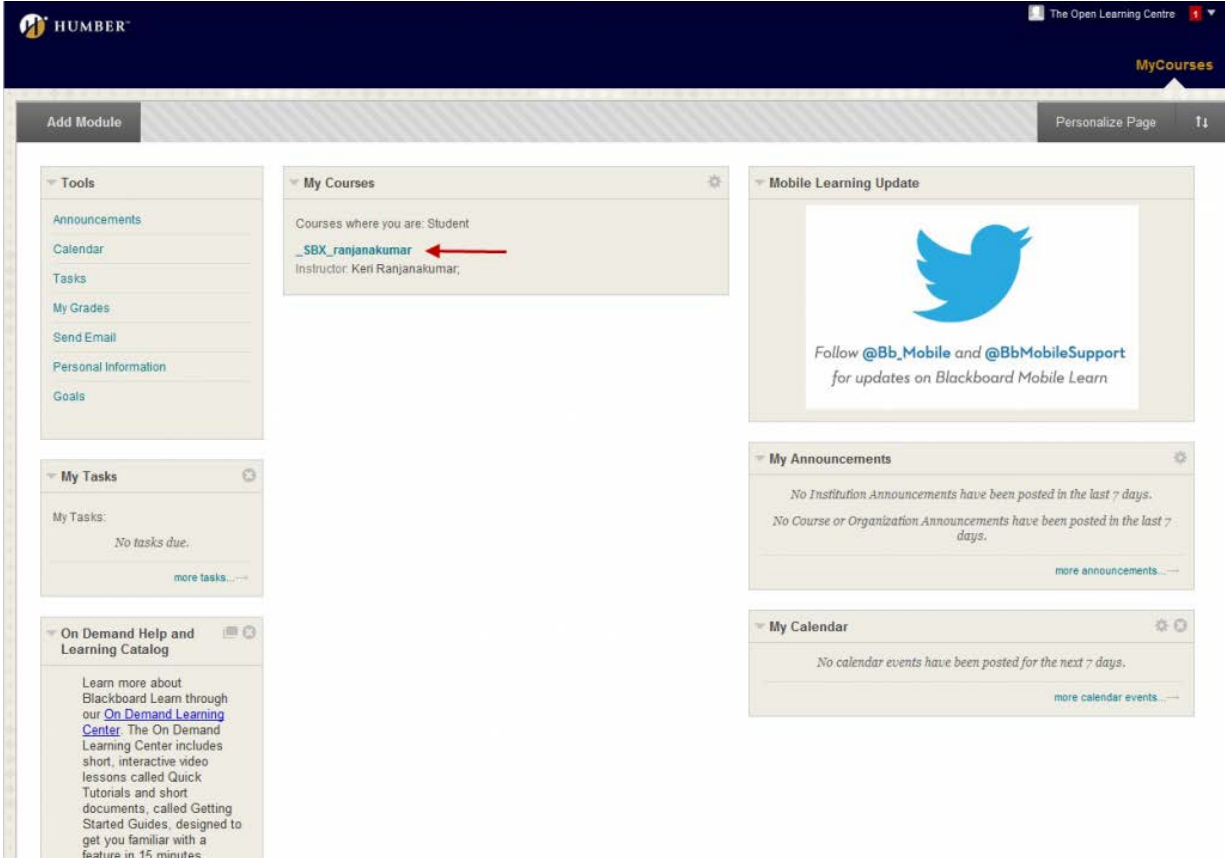
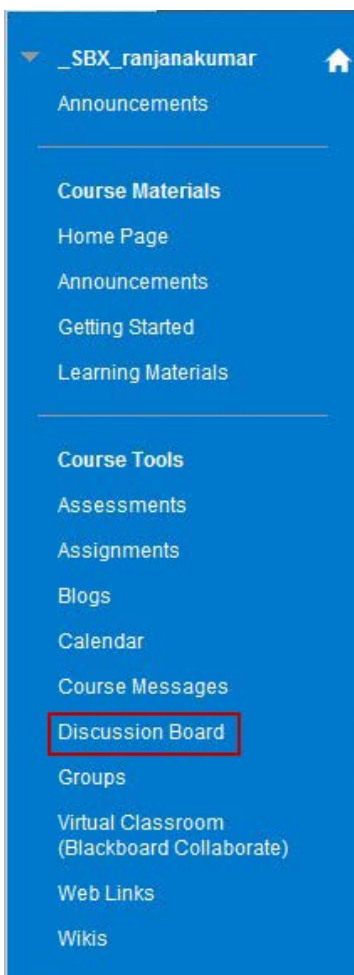


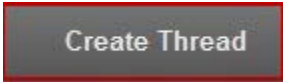
Discussion Forum

1. The Discussion Board is a tool for sharing thoughts and ideas about class materials. On your home page; click on the course that you want to post a message.



2. From the Course Menu under Course tools click Discussion Board.



3. Click on a desired Forum title. A forum is a way to organize discussion into topics. Within each Forum, users can create multiple threads. A thread includes the initial post and any replies to it. Some Discussion Forums can be graded and some are moderated by your instructors (Moderated posts must be approved by your instructor before you can publish it to your class).
4. Once you click on a Forum, click on Create Thread.

5. On the Create Thread page, type a Subject.
6. In the Message text box, type your reply. You can use the content editor functions to format the text and add files, images, web links, multimedia, and mashups.

7. You have the option to add an attachment and can do this by clicking on the Attachments and browse your computer for the file. You can attach multiple files. After you add one file, the option to attach another file appears.
8. Click Submit to create the thread.

* Indicates a required field.

Cancel Save Draft **Submit**

1. Message

* Subject

Message

T **T** **T** Arial 3 (12pt) **T** **☰** **☰** **☑** **🔗** **🔄**

Path: Words:0

2. Attachments

Attach File ←

3. Submit

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

Cancel Save Draft **Submit**