

Using the Discussion Board

The Discussion Board is a tool used to allow communication between classmates and the Instructor in a course.

To post a NEW message to the discussion board

1. Open the Discussion Forum
2. Click the "Add New Thread" button
3. Type your subject title in the "Title Section"
4. Type your message text in the main text area
5. Click the "Submit" button when finished

Viewing a Message in the Discussion Board

1. Click the message title to view its contents

Replying to an Existing Message

Once you have opened a message in the discussion board, you can reply to that message by selecting the "Reply" button. To do this:

1. Open a message
2. Click the "Reply" button
3. Type your subject title in the "Title Section"
4. Type the text of your message in the main text area
5. Click "Submit" when finished

Your message will show up on the discussion board underneath the message that you replied to.