

Students - Posting in the Discussion Board

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2019

Posting to the Discussion Board

1. Click on the **Discussion Board** link on the left-hand navigation.

A screenshot of a dark navigation menu with white text. The items are "Announcements", "Syllabus & Schedule", "Course Materials", and "Discussion Board". The "Discussion Board" item is highlighted with a red rectangular border.

Announcements
Syllabus & Schedule
Course Materials
Discussion Board

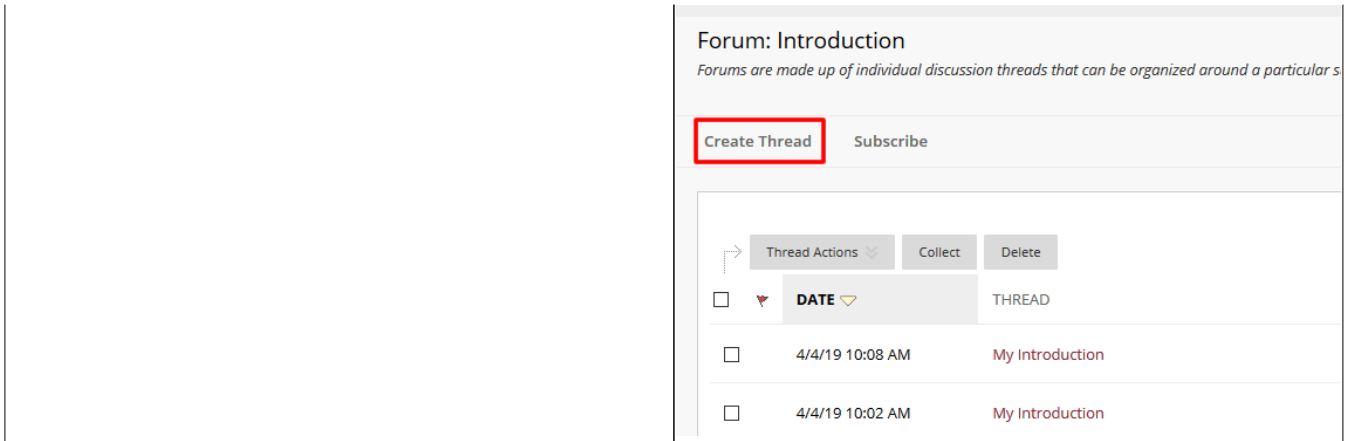
2. Click on the name of the discussion forum that you want to respond to.

FORUM	DESCRIPTION
<input checked="" type="checkbox"/> Introduction	Please introduce yourself to the class: <ul style="list-style-type: none">• Name• Major• Fun fact about you Please provide at least 5 sentences for your initial post and reply to at least two peers.
<input type="checkbox"/> Any Questions about the Help Desk	Let us know how we can assist you better.

Delete

Note: *In some forums, you may be required to create an original post before you can see any other posts as shown in this example.*

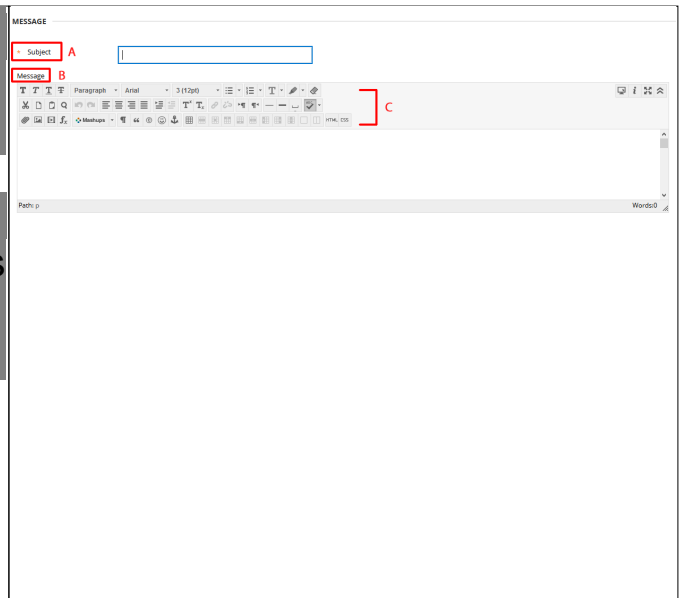
3. In either case, click the **Create Thread** button to create an original post.



4. Type your subject in the **Subject** field as seen in A.

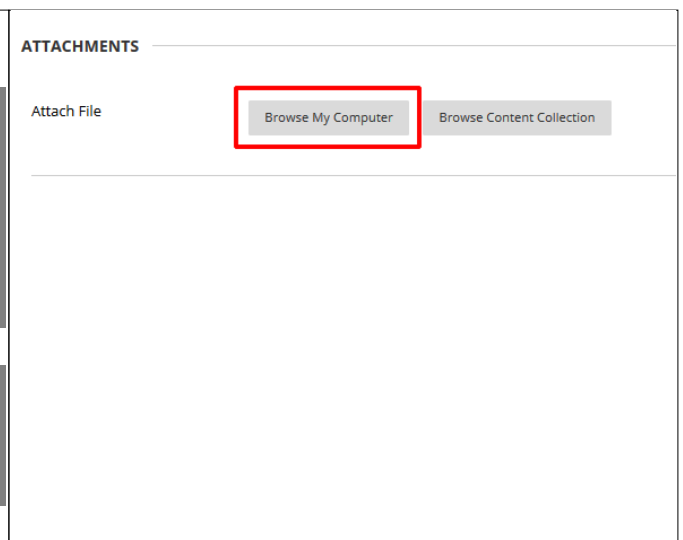
5. Type your response in the **Message** area of the screen as seen in B.

Notice that you various formatting options, spell check and the ability to insert images, links, etc. as seen in C.



6. If you need to attach a file, click **Browse My Computer**, navigate to the file and select it.

7. Click **Submit** when you are finished.



Cancel

Save Draft

Submit

Note: You also have the option to **Save as Draft**. Use this option if you need to save and complete your post at a later time. You will need to click **Submit** for your post to be visible in the Discussion Forum by other students.

How to Create a Thread in the Discussion Board - Video

Closed

Captioned: https://stream.mc3.edu/lecture/Create_thread_-_20190717_153959_26.html

Posted - Fri, Nov 14, 2014 at 12:26 PM. This article has been viewed 12649 times.

Online URL: <https://kb.mc3.edu/article/students-posting-in-the-discussion-board-395.html>