# POST & REPLY IN DISCUSSIONS



As a student, there will be times when you will need to contribute to a discussion forum. Some classes include discussion boards and have specific requirements for participating in discussions.

#### Instructions

#### Creating a Thread

1. On the left menu, click on the appropriate week or other content area housing the Discussion Board link as designated by your instructor.

Week 3: Culture

2. Locate the discussion board within the list and click on the title.



### Post to a Discussion Forum

1. If an instructor has given students the ability to start a new topic within a forum, click **Create Thread** to make a post.



2. Title your thread in the text box next to Subject. Type your message in the message field. You can also add an attachment (optional).

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3. Click **Submit** to publish your post.

Cancel	Save Draft	Submit

## Reply to a Post

1. To reply to another user's post, click on the title of the thread you intend to reply to.

•		THREAD
	6/20/19 11:53 PM	The Nacirema People
	6/20/19 11:28 PM	Nacimera
	6/20/19 11:23 PM	Nacirema Culture

2. At the bottom of the posting you want to reply to, click **Reply**.

The Nacirema	are assumed	to be a grou
They are a ritu	ualistic group	who considu
avoid going in	to furmer det	tail on their
lifestyle. It is,	of course, eas	sy to be shoo
Reply	Quote	Edit

#### **IT Service Desk**

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3. Adjust your subject line as needed, and then type your reply in the message field.

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4. Click **Submit** to publish your reply.

Cancel	Save Draft	Submit