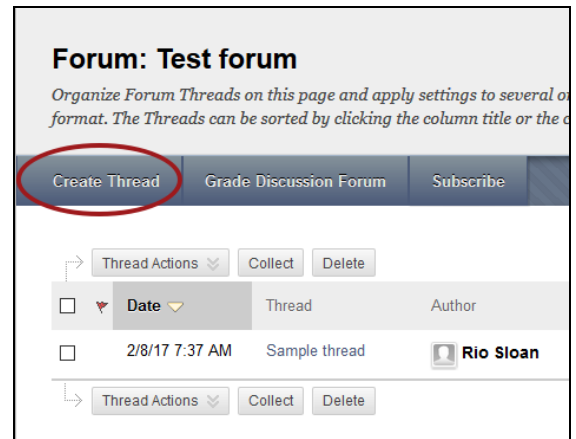


## To post in a discussion forum

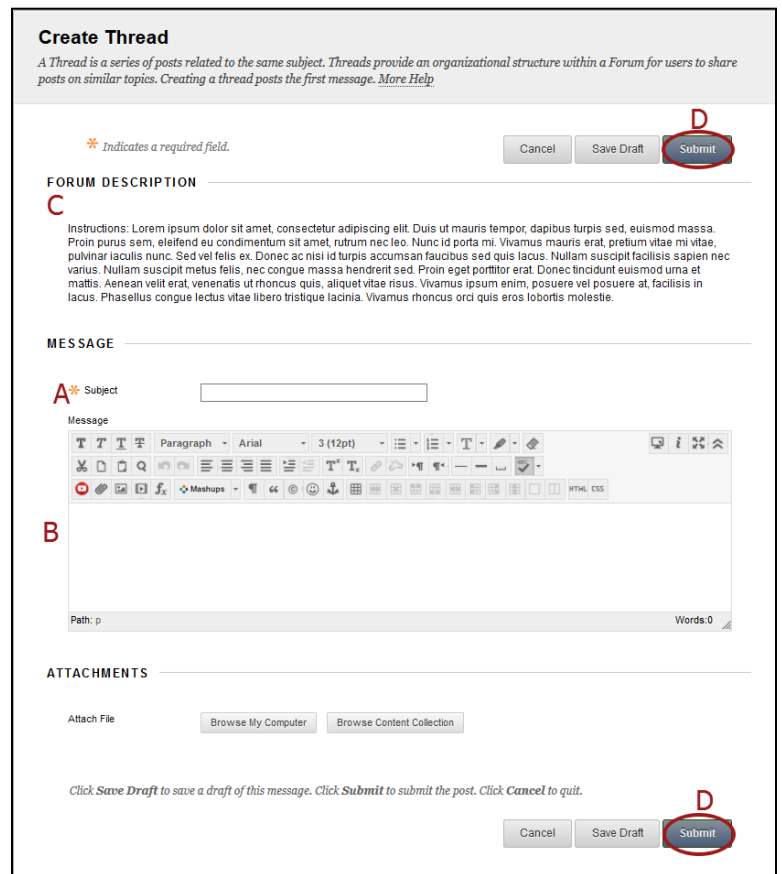
1. Click on **Create Thread** in the chosen discussion board forum.



2. On the Create Thread page, provide a **(A) subject** and your **(B) message content** in the empty text fields. To help guide you in making your post, use the **(C) forum description** provided at the top of the page to guide you in writing your post. You can also attach files to the post you are creating.

When you're done typing your post, click on **(D) Submit** located at the top or bottom of the page.

If you want to work on your post later and just save it for now but not submit it yet, click on **Save Draft**. Saving your post as a draft will not make your post available in the forum yet until you have gone back in and clicked on Submit.

A screenshot of the "Create Thread" form. At the top, there is a "FORUM DESCRIPTION" section with a "C" annotation. Below it is a "MESSAGE" section with a "B" annotation. The "MESSAGE" section includes a "Subject" field with an "A" annotation and a rich text editor. At the bottom of the form, there are "ATTACHMENTS" and "ATTACH FILE" buttons. The "Submit" button is circled in red and labeled with a "D" annotation. The "Save Draft" button is also visible.

3. After clicking on **Submit**, your post now becomes available for all participants to view in the discussion board forum. You can see the **date** when the post was created, the **title** of the thread post, the **author** of the post, the post **status** (whether it's published or a draft), if there are any **unread replies** within that post, and the **total number of replies/post** within that thread.

Success: Thread I created a post created.

List View Tree View

## Forum: Test forum

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread Grade Discussion Forum Subscribe Alignments Search Display

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	2/8/17 7:50 AM	I created a post	Rio Sloan	Published	0	1
<input type="checkbox"/>	2/8/17 7:37 AM	Sample thread	Rio Sloan	Published	0	1

Thread Actions Collect Delete

Displaying 1 to 2 of 2 items Edit Paging...



## To post a reply

1. Click on a forum thread that you want to post a reply to from the discussion board.
2. When the page for the thread post opens, you will see the author's post at the very top of the page. A star icon beside the author's name would be an instructor. When you hover your mouse on the post you want to reply to, you will see these options: **Reply, Quote, Email Author**. (If it's your own post that you're replying to, you will see different options: Reply, Quote, Edit, Delete)

Thread: Sample thread Search Refresh

Select: All None 1 Posts in this Thread 0 Unread

Message Actions Expand All Collapse All

 **Rio Sloan**  posted 1 minute ago (last edited 0 minutes ago)

**Sample thread**

To post in this thread, click on the blue button for "Reply" and type your comments in the text box that appears. Click Submit when you're done.

Reply Quote Email Author

Select: All None

Message Actions Expand All Collapse All


← OK

- a. Click on **Reply** if you want to post your comment for this post. Click on **Submit** when you're done.


**Thread: Sample thread**

Select: [All](#) [None](#) 2 Posts in this Thread 0 Unread

Message Actions Expand All Collapse All

 **Rio Sloan** ✶ posted 23 minutes ago (last edited 22 minutes ago)  
**Sample thread**  
To post in this thread, click on the blue button for "Reply" and type your comments in the text box that appears. Click Submit when you're done.

[Reply](#)

 **Mycroft Holmes\*** RE: Sample thread Just now  
Comment 1.

Select: [All](#) [None](#) Message Actions Expand All Collapse All


← OK

- b. Click on **Quote** if you want the original text of the post you are commenting on to be included in your reply post.


**Thread: Sample thread**


Select: [All](#) [None](#) 3 Posts in this Thread 0 Unread

Message Actions Expand All Collapse All

 **Rio Sloan** ✶ posted 28 minutes ago (last edited 26 minutes ago)  
**Sample thread**  
To post in this thread, click on the blue button for "Reply" and type your comments in the text box that appears. Click Submit when you're done.

[Reply](#)

 **Mycroft Holmes\*** RE: Sample thread 4 minutes ago  
Comment 1.

 **Mycroft Holmes\*** RE: Sample thread Just now

**Author:** Rio Sloan **Date:** Wednesday, February 8, 2017 7:37:56 AM CST **Subject:** Sample thread  
To post in this thread, click on the blue button for "Reply" and type your comments in the text box that appears. Click Submit when you're done.

This is a comment with the quoted text of the post I replied to.

Select: [All](#) [None](#) Message Actions Expand All Collapse All

← OK

- c. The **Email Author** option will give you an option to directly send an email message that post's author. It will not post the email message in the forum.