

[Posting a New Thread or Reply in a Discussion Forum]

If you have a DISCUSSION BOARD FORUM with no threads started, then

- In order to respond, you will need to begin a discussion thread at the next level.

1. Click on the FORUM.

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search

Forum	Description	Total Posts	Unread Posts	Total Participants
Critical Thinking Questions		30	24	17
Speech Topics	This is where you will post topics for all three speeches. Once a topic is posted, it is off limits to everyone else.	21	19	18
TEST FORUM		0	0	0

To create a new discussion thread:

Note: if the thread is already created, then skip to **TO REPLY TO A THREAD** below.

2. Click <Create Thread>

Forum: Comments on existing items

Organize forum threads on this page and apply settings to several or all threads. Use the up/down arrow at the top of each column. [More Help](#)

Create Thread

3. Key in a subject and message and click <Submit>

Create Thread

A Thread is a series of posts related to the same subject. Threads provide an organization posts the first message. [More Help](#)

* Indicates a required field.

1. Message

* Subject:

Message

Rich text editor toolbar with buttons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Undo, Redo, and others.

Cancel Save Draft **Submit**



[Posting a New Thread or Reply in a Discussion Forum]

To reply to a thread:

1. Click on desired Thread within a Forum



Forum: Comments on existing items

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

Create Thread

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Po
<input type="checkbox"/>	4/15/10 10:38 AM	Books to sell	Anonymous	Published	0

2. Click reply.

[Books to sell](#) **Reply**

Total Posts: 1 Unread Posts: 0

Message Actions Collect
Select: [All](#) [None](#)

<input type="checkbox"/>	Books to sell	Anonymous	4/15/10 10:38 AM
<input type="checkbox"/>			

Select: [All](#) [None](#)

Message Actions Collect

< Books to sell > **Reply** Quote Edit Set Flag Delete

Author: Anonymous **Total views:** 2 (Your views: 2)
Posted Date: Thursday, April 15, 2010 10:38:14 AM CDT
Edited Date: Thursday, April 15, 2010 10:38:14 AM CDT

This is a test message.

3. Key in message and click <submit>

1. **Message**

* Subject:

Message

Normal 3 Arial B I U abc x₂ x²

Cancel Save Draft **Submit**

