

[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](#)

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 items. [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 for posts. [More Help](#)

* Indicates a required field.

1. Message

* Subject:

Message

Normal 3 Arial B I U abc x₂ x²

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

Message composition toolbar with various icons for text formatting, alignment, and insertion. A red arrow points to the 'Submit' button (represented by a paper plane icon) in the toolbar.



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Cancel Save Draft **Submit**

