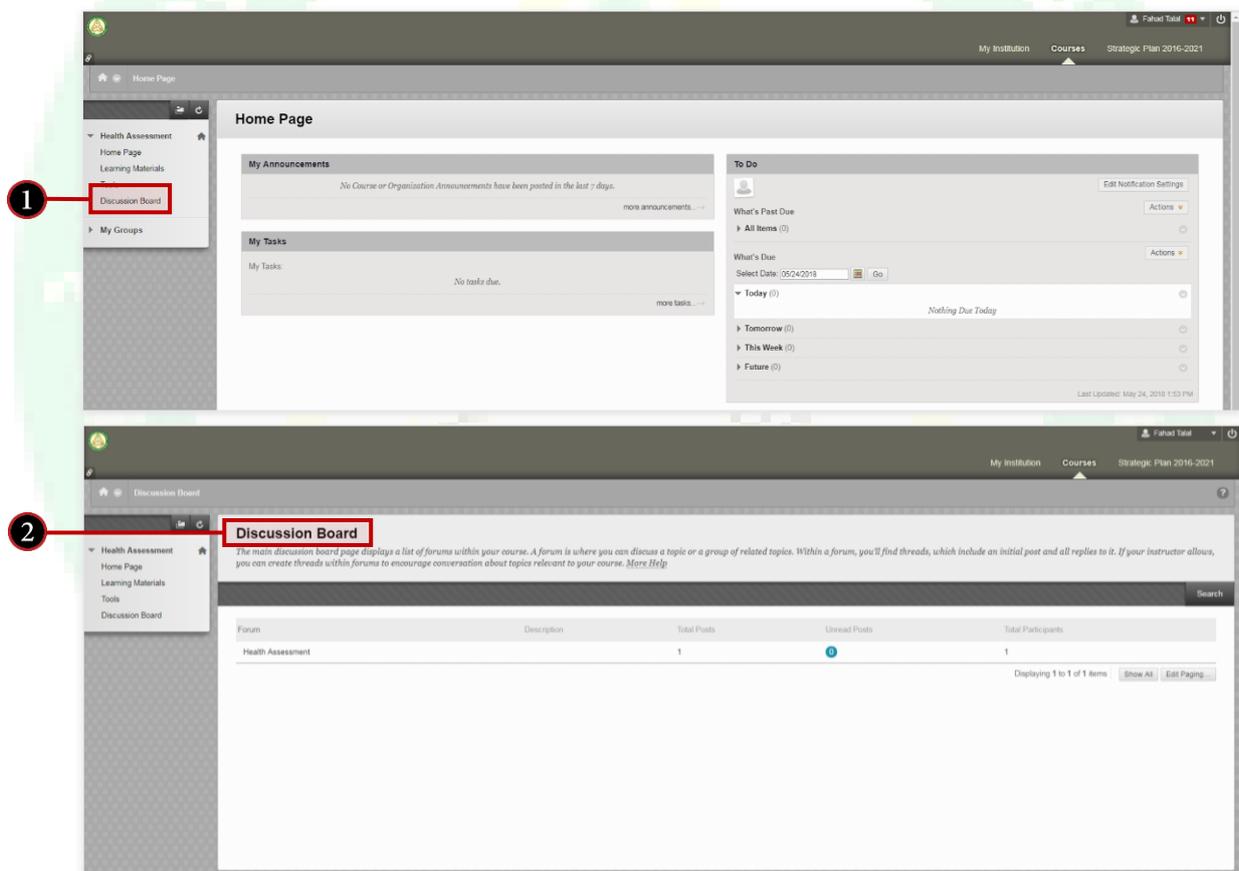# Student Disscussion Boards

How to Open the Discussion Board:

1. Find the discussion board in **Discussion** under the course menu.
2. The main **Discussion Board page** appears with a list of available discussion forums. On this page, you can perform these actions:
   a. Select a **forum title** to view the messages. Forum titles in bold contain unread posts.
   b. Select a **forum** to open the thread of posts.
   c. Select the **number in the Unread Posts** column for quick access to a forum's unread messages.

The Threads Interface:

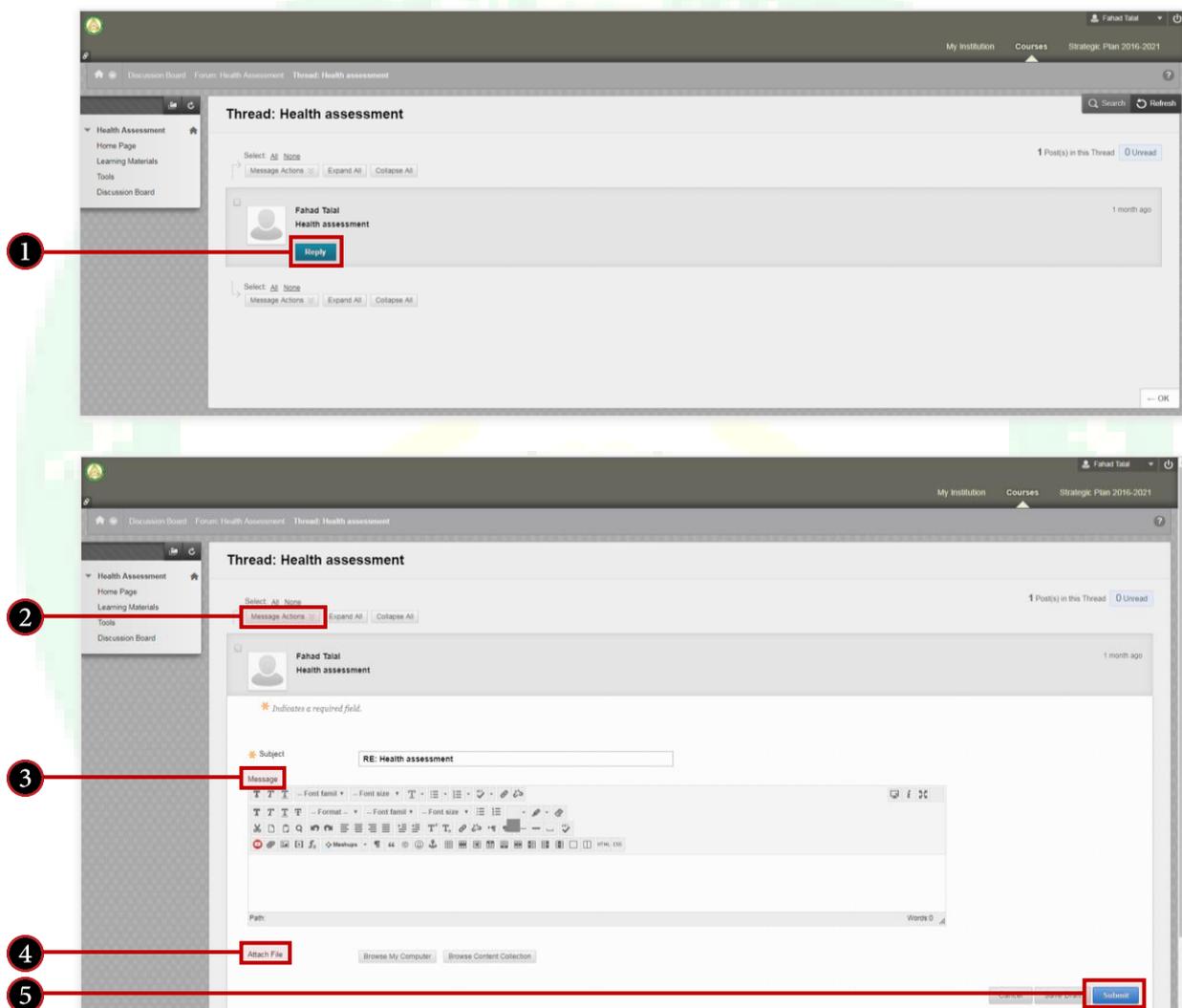| Date	The Date That The Thread Was Created
Thread	The name of the Thread
Author	The person who created the Thread
Status	The status of a Thread determines whether it can be seen, read, or replied to
Unread Posts	• Published - Other people can read and respond to the Thread. • Hidden - The Thread is hidden from view, usually to make room for the most recent posts in an active forum. Hidden Threads can be read but not replied to. • Locked - The posts can be read, but not replied to. • Draft - The Thread has not been published, but saved so that it can be edited in the future.
Total Posts	Includes both read and unread posts

How to Create a Thread:

1. Select a Forum to open, click **Create Thread** Entry.
2. Enter a **name** for your Thread.
3. Enter the **text** in the Entry Message text box.
4. Optional - Click Browse My Computer to **attach** a file to the entry.
5. Click Post Entry -OR- click **Save** Entry as **Draft** -OR- click **Submit**.
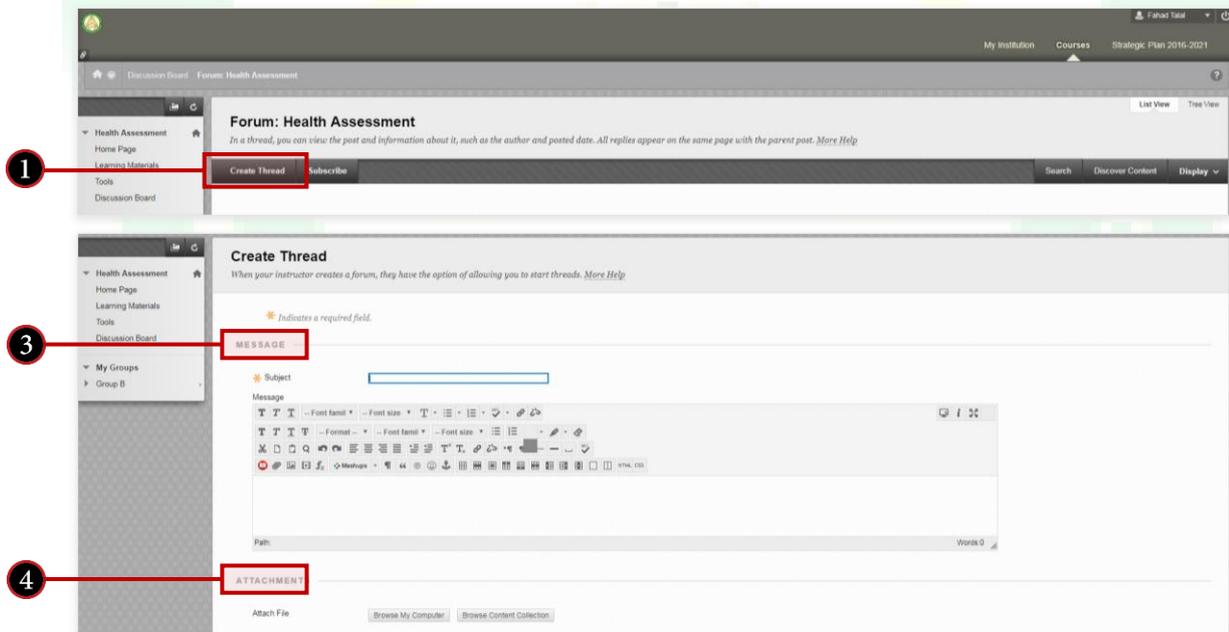
How to Reply to a Posted Thread:

1. Open a thread in a Forum, Find a post, click **Reply** for that post, and enter a **subject** (if different than the default).

2. Click the Show More (⌄) button to show all the tools.

3. Then enter your **reply** in the **message** area.

4. It is also possible to **attach** files to the post.

5. Click **Save Draft** -OR- click **Submit**.