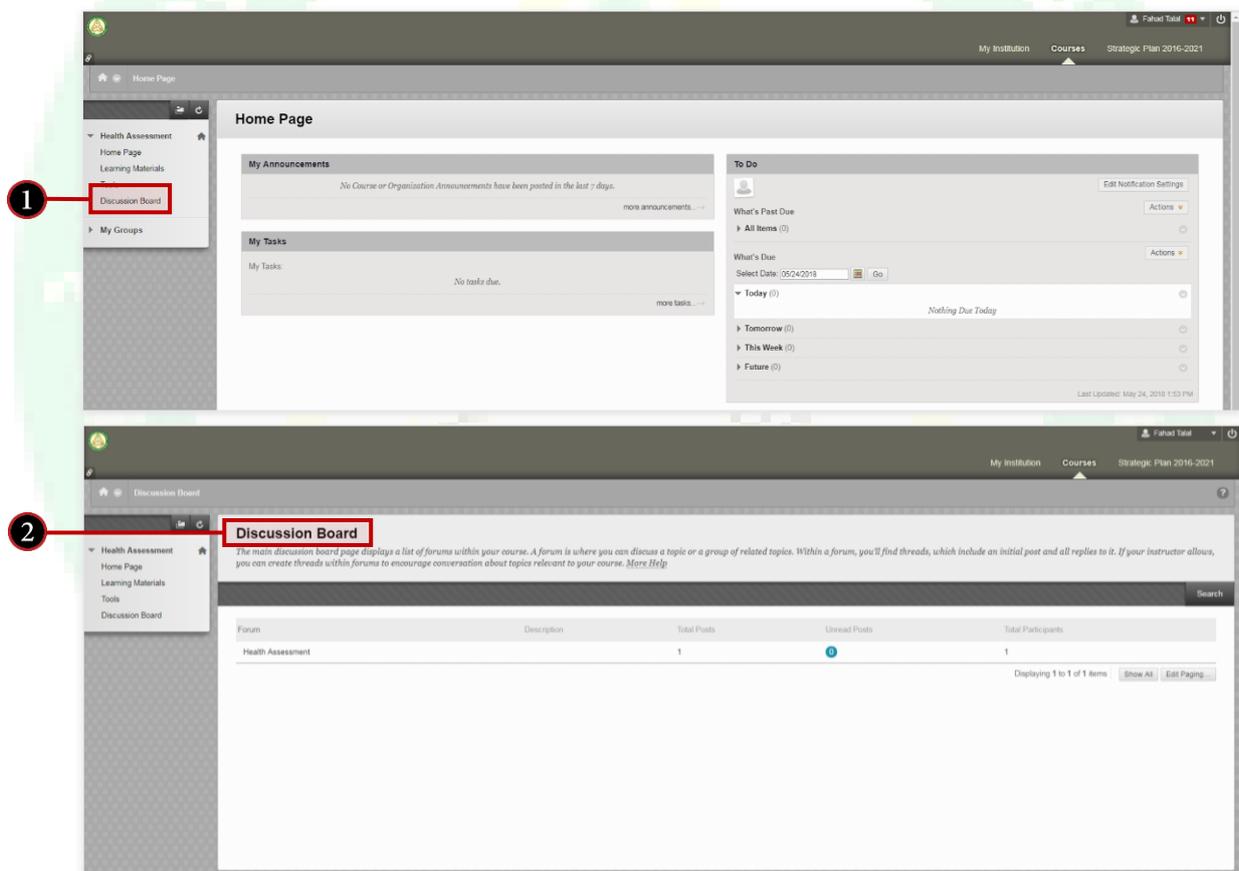


Student Discussion Boards

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 image shows two screenshots of the LMS interface. The top screenshot shows the 'Home Page' with a navigation menu on the left. A red box highlights the 'Discussion Board' option in the menu, with a circled '1' next to it. The bottom screenshot shows the 'Discussion Board' page. A red box highlights the 'Discussion Board' title in the header, with a circled '2' next to it. Below the header is a table of forums.

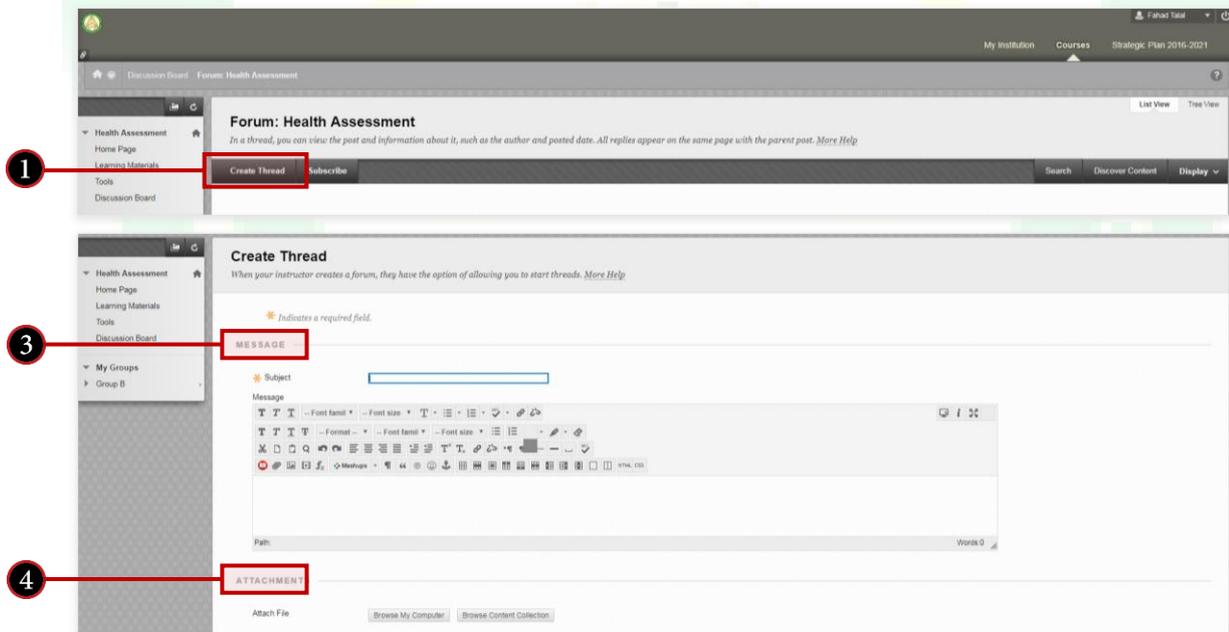
Forum	Description	Total Posts	Unread Posts	Total Participants
Health Assessment		1	0	1

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	<ul style="list-style-type: none"> • 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:

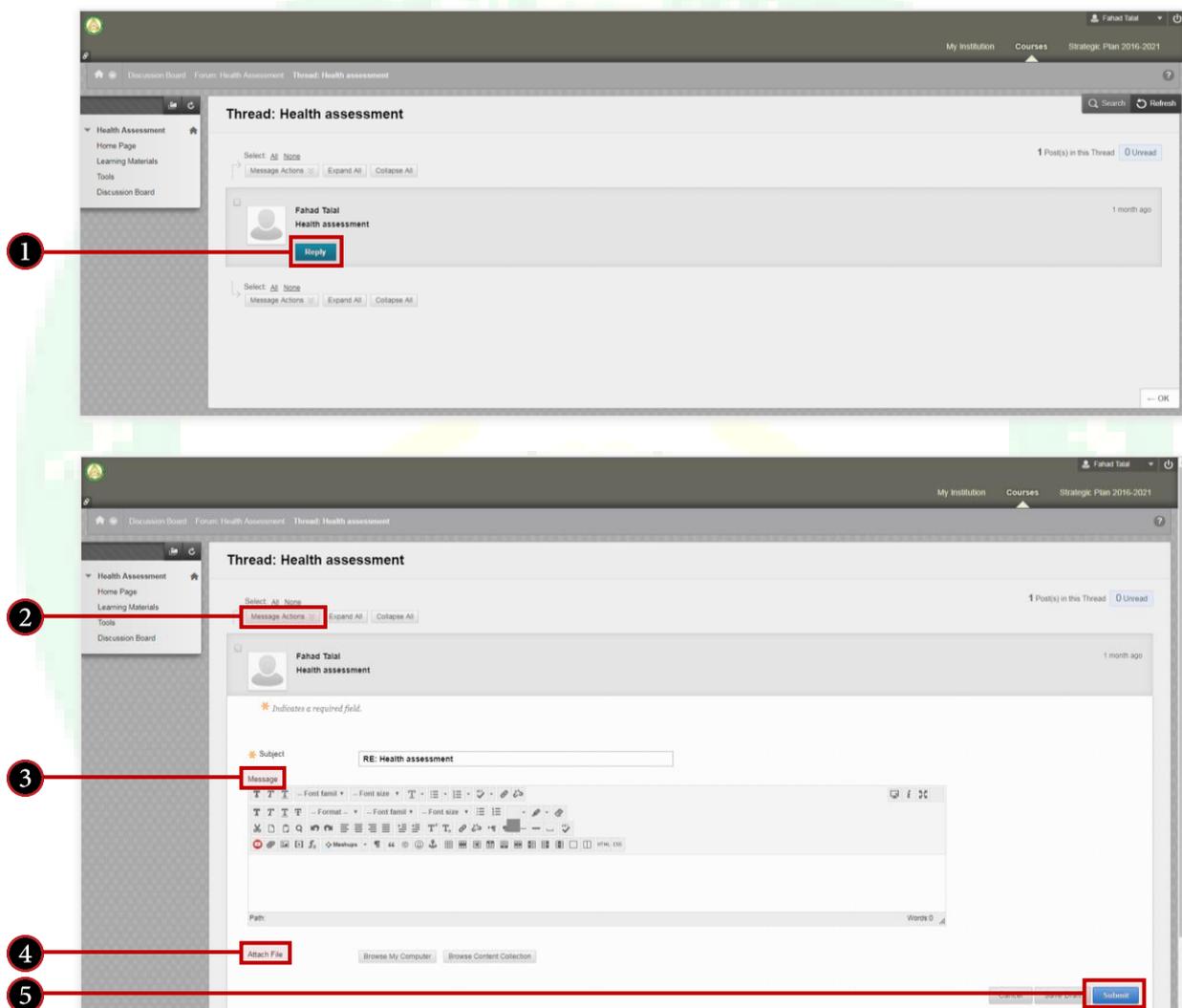
1. Select a Forum to open, click **Create Thread** Entry.
2. Enter a **name** for your Thread.
3. Enter the **text** in the Entry Message text box.
4. Optional - Click Browse My Computer to **attach** a file to the entry.
5. Click Post Entry -OR- click **Save** Entry as **Draft** -OR- click **Submit**.



The screenshot shows the 'Forum: Health Assessment' interface. Step 1 points to the 'Create Thread' button. Step 3 points to the 'MESSAGE' text box. Step 4 points to the 'ATTACHMENT' section, which includes a 'Browse My Computer' button.

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**.



The image consists of two screenshots of a forum interface. The first screenshot shows a thread titled "Thread: Health assessment" with a post by "Fahad Tatal" titled "Health assessment". A red box highlights the "Reply" button, and a circled "1" points to it. The second screenshot shows the same thread, but the "Message Actions" dropdown menu is open, showing options like "Reply", "Quote", "Report", etc. A red box highlights the "Message Actions" dropdown, and a circled "2" points to it. Below the dropdown, the "Subject" field is highlighted with a red box, and a circled "3" points to it. The "Attach File" button is highlighted with a red box, and a circled "4" points to it. Finally, the "Submit" button is highlighted with a red box, and a circled "5" points to it.