







Guide Reference:

ET-AWN-207

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Version 4

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.

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Home Page	My Announcements				To Do		
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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

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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**.

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 ✓ Health Assessment Home Page 	Forum: Health Assessment In a thread, you can view the past and information about it, such as the author and posted date. All replies appear on the same page with the parent post. <u>More Help</u>		List View Tree
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 Health Assessment Home Page Learning Materials Tools Discussion Board 	Create Thread When your instructor creates a forum, they have the option of allowing you to start threads. <u>More Help</u> Minimum Second S		
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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 (\leq) 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.

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