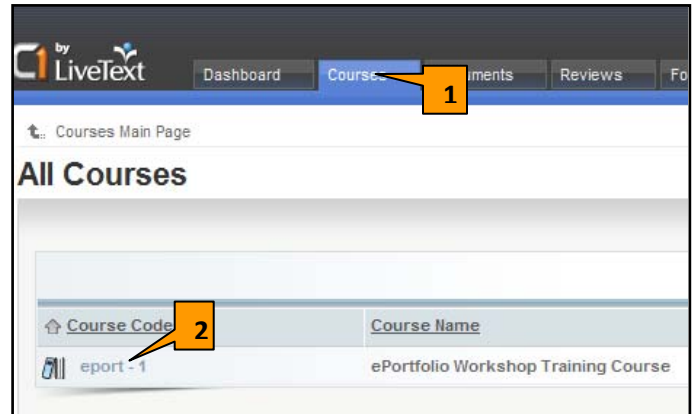


To Reply to a Discussion Topic

Note: To participate in a discussion board a topic must be created by the course instructor before new topics or replies can be posted by students, and faculty.

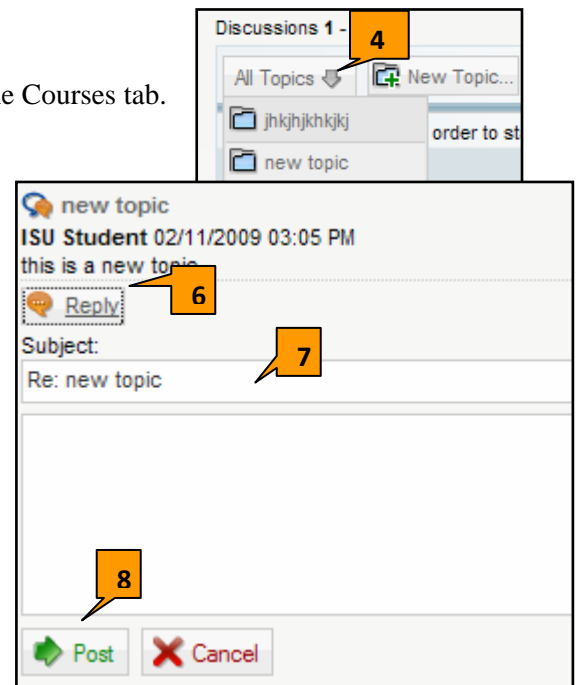
Reply to a Discussion on Course Level Discussion Board

Note: Users are not able to edit discussions after posting.



1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name listed on the Courses tab.
3. Click the **Discussions** tab.
4. If the discussion title does not appear in the list below, click the **All Topics** button, and select the topic where the discussion is located.
5. Click the title of the discussion to be replied to.
6. Click the **Reply** button.
7. Enter your message in the second text box.
8. Click the **Post** button.

Your reply will be posted below the original message. Users associated with the course will be able to view and reply to this message.



To Start a New Discussion

1. Click the **Start new discussion** button.
2. Enter a **Subject** in the first text box.
3. Enter a message in the second text box.
4. Click the **Post** button.

The new discussion will be posted. Users associated with the course will be able to view and reply to this discussion.

