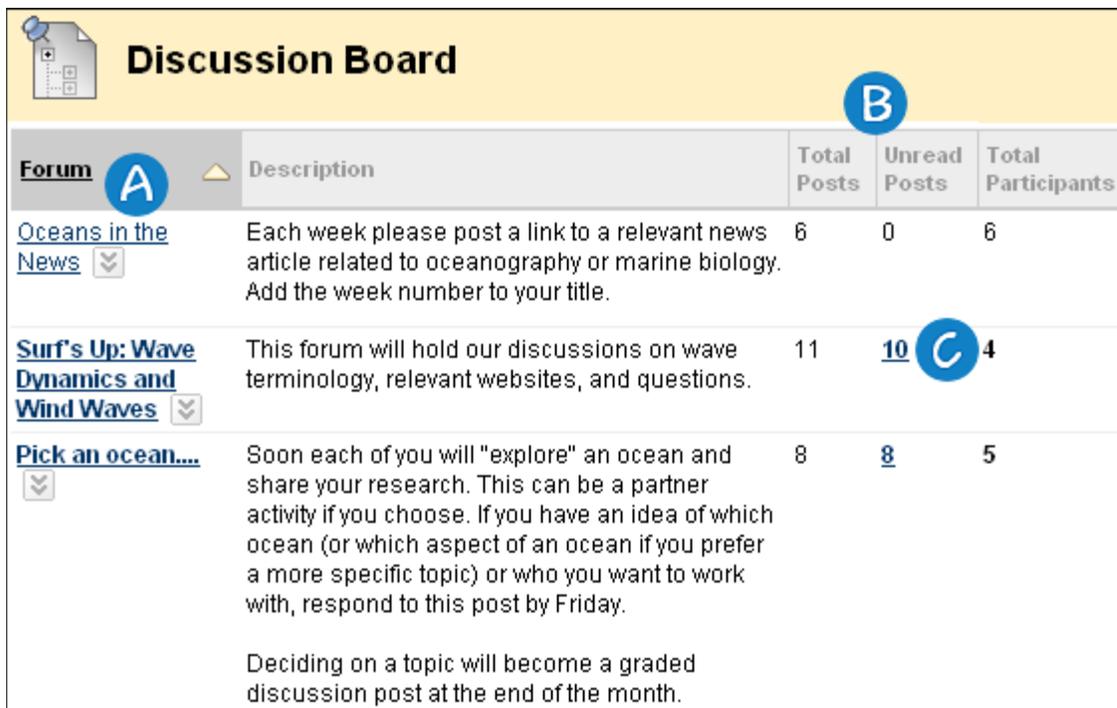# How to work with Discussion Boards

Discussion Board

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

The Discussion Board is a tool for sharing thoughts and ideas about class materials. The main Discussion Board page displays a list of available discussion forums that may appear anywhere in the course. A forum is an area where a topic or a group of related topics are discussed. A Discussion Board can contain one or more forums. **Forums can be the discussion questions your instructor wants you to reply too.** Each forum, displays the total number of posts, the number of unread posts, and the number of users who have participated in the forum.

A **Forum title**: Click the forum title to view the messages. Forums containing unread posts appear in bold.

B **Total Posts / Total Participants**: View data on the number of posts and participants.

C **Unread Posts**: The **Unread Posts** column provides one-click access to the forum's unread messages.

Within each forum, users can create multiple threads. A thread includes the initial post and any replies to it. When creating a forum, your instructor has the option of allowing or not allowing you to start threads. Generally, the purpose of the forum will dictate whether or not you can start threads. A moderated, graded forum used to evaluate student performance will be tightly

controlled, and you cannot create threads. Other forums are designed for users to share opinions and thoughts on tangential or unrelated topics.

Course groups can have their own Discussion Boards that can be created using the groups tool. Group Discussion Boards are available only to users who are members of the group. If a group Discussion Board is available, access it from the groups link in the Course Menu or in the **My Groups** area. (See "How to work in groups")
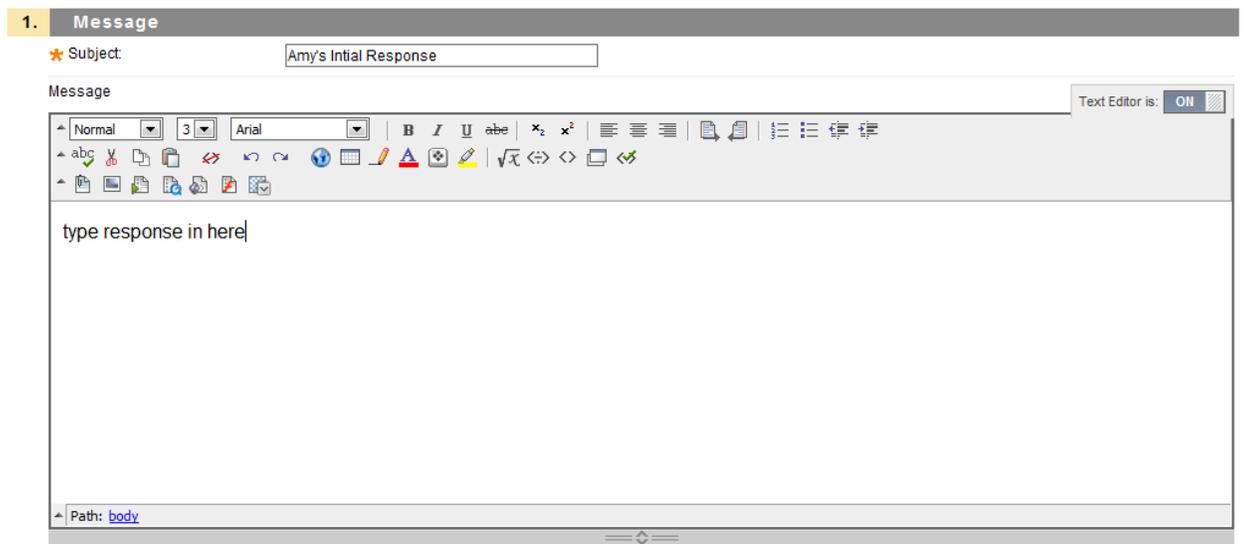
How to Create a Discussion Board Thread

1. Click on the course menu item where the discussion board is located. (Note: this can vary among your courses. Some courses may have a menu item called "Discussion Board" or they may be placed it within your course content).

2. Click on the Forum you want to post to such as "Introduction" in the image below

Forum	Description	Total Posts	Unread Posts	Total Participants
Introduction	Please introduce your self to the class.	2	0	2
Lab 1 Scientific Process	Why are replications important in experiments?	1	0	1

3. Click "Create Thread"

4. Give your thread a "Subject" and enter your response in the text box

5. Click "Submit" to post the thread or click "Save Draft" to submit later

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel | Save Draft | Submit

:board/content/listContent.jsp?course_id= 932 1&con...

How to submit a draft post

1. Return to the Forum page. On the Forum page, point to Display to access on the far right side.

2. Select "Drafts Only" from the drop-down menu to view the draft post.
3. In the Thread column, click the name of the draft post.

4. On the Thread Detail page, click on "Edit" to change the message.

5. Click "Submit"

How to reply to a thread

1. Within the Forum page, click on the thread you want to reply to

2. Click "Reply"

3. Type in your reply (Note: you can change the subject)
4. Click "Submit"