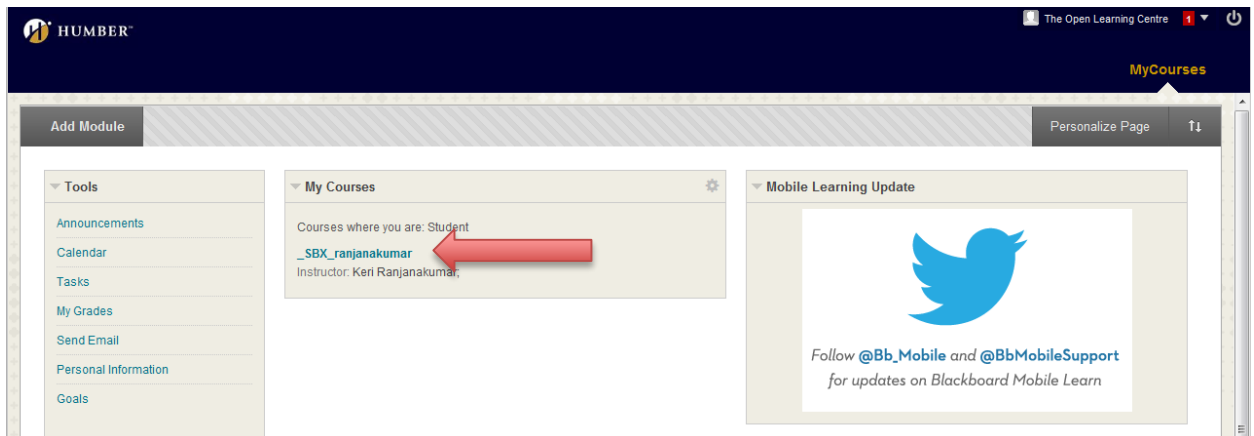


How to post a message on a Discussions Forum

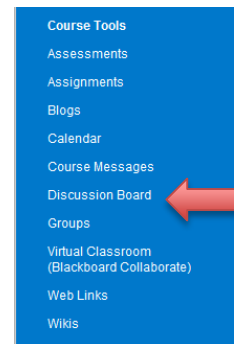
1. The Discussion Board is a tool for sharing thoughts and ideas about class materials. On you home page; click on the course that you want to post a message.



2. From the **Course Menu** under **Course tools** click **Discussion Board**

3. Click on a desired Forum title.

A forum is a way to organize discussion into topics. Within each Forum, users can create multiple threads. A thread includes the initial post and any replies to it. Some Discussion Forums can be graded and some are moderated by your instructors (Moderated posts must be approved by your instructor before you can publish it to your class)



Forum	Description	Total Posts	Unread Posts	Total Participants
Introduction	Introduce yourself to the class.	0	0	0
Need Help/Give Help	This is our troubleshooting forum. Help each other here by posting course related questions and responding to each other about issues not covered in a specific discussion topic. I will monitor postings and respond as needed.	0	0	0
Assessments and Assignments	Have question about a specific upcoming assignment, test or exam? Post your question here and the instructor will get back to you as soon as possible.	0	0	0
Cyber Cafe	Communicate with each other on a more social level. The conversations that occur here do not have to be related to the course.	0	0	0

- Create Thread

