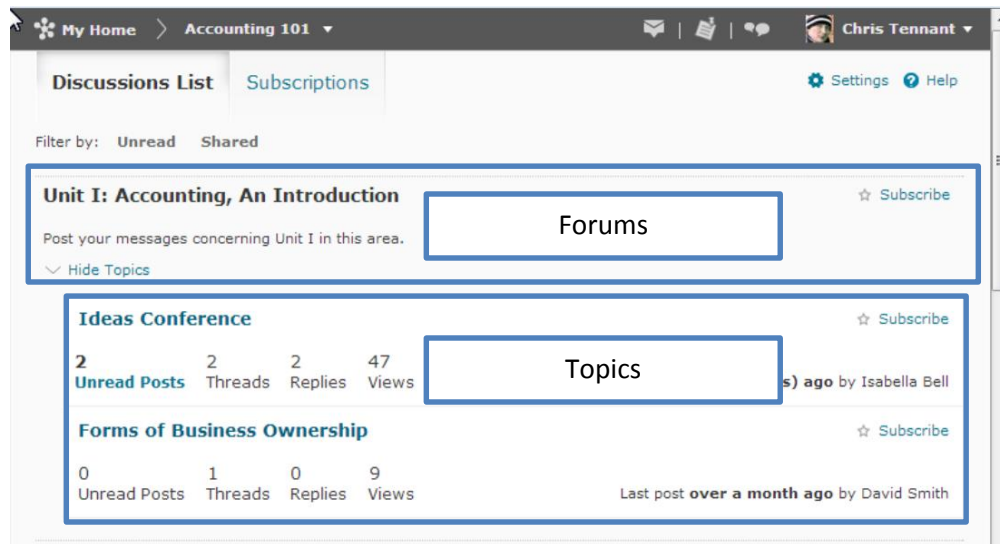


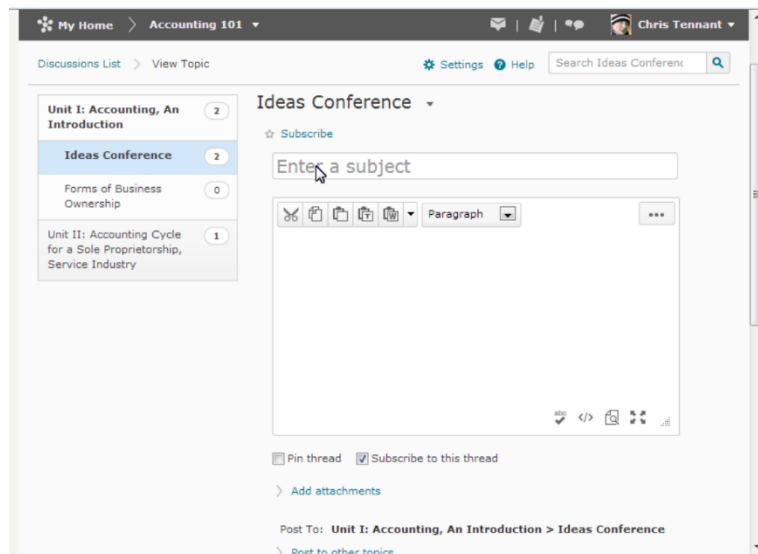
USING DISCUSSION FORUMS

Discussions are your course message boards, organized into forums and topics by your instructor. Note: you may not see this page and some of the options mentioned if your instructor links directly to a discussion topic.



Reading and Creating New Threads

1. Click on a topic to view and reply to messages.
2. To make a new post, click **Start New Thread** near the top of the page.
3. Enter a **subject** and a **message** for the discussion topic.
 - If you need to add an attachment, click **Add attachments**. Click **Upload** to find the file on your computer.
 - If you want to add audio, click **Record Audio**.
4. Click the checkbox next to **Subscribe to this thread** to receive notifications when there are responses to this thread.
5. When you are finished, click **Post**.
6. Your post should appear in the topic.



USING DISCUSSION FORUMS

Replying to Threads

1. To read and reply to the message, click on the message subject.
2. Click **Reply to Thread**.
3. Enter **message** to reply.
 - If you need to add an attachment, click **Add attachments**. Click **Upload** to find the file on your computer.
 - If you want to add audio, click **Record Audio**.
4. Click the checkbox next to **Subscribe to this thread** to receive notifications when there are responses to this thread.
5. When you are finished, click **Post**.
6. Your post should appear in the topic.

Other Options

After posting, you can expand the menu (upside down triangle) to see **editing options**. You can **pin** (keep the thread at the top of the page) or **flag** (for finding topics later). You can **subscribe** to threads or entire forums or topics. When you do this, you will be notified when someone replies. You can manage your subscriptions through the **Subscriptions** tab in the Discussions area.