

## Posting & Replying to Discussions

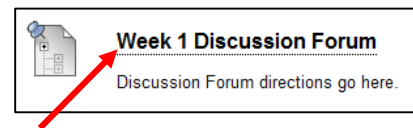
### Introduction

Follow the steps below to learn how to post and reply to discussion forums in myCourses.

### Part One: Posting to the Discussion Forum

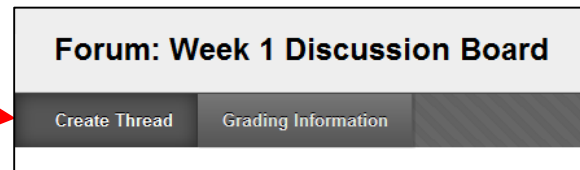
#### Step 1:

Click on the name of a discussion forum to enter it. Discussion forums are represented by an icon with a thumbtack. A central discussions area may also be available on the course menu under “Discussions” or “Discussion Board.”



#### Step 1:

Click the “Create Thread” button in the upper-left corner of the discussion page.



#### Step 3:

Type in a subject line for this post.

#### Step 4:

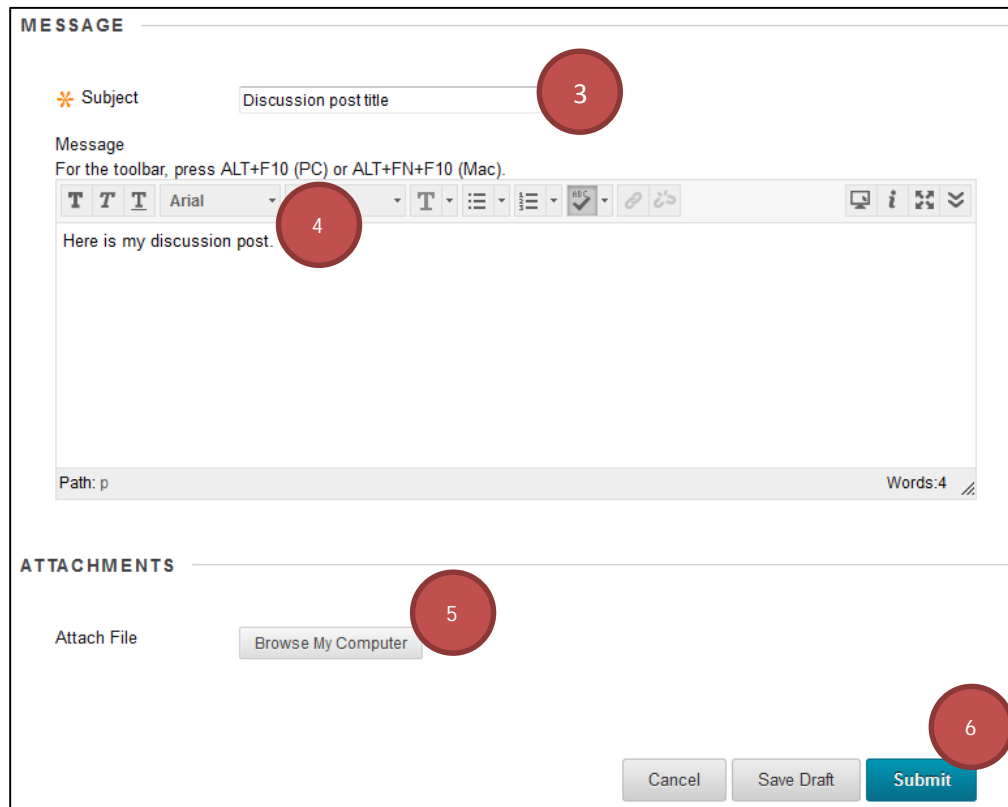
Type the body of your post in the “Message” text box area.

#### Step 5:

Use the “Browse My Computer” button to attach a file (if needed.)

#### Step 6:

Click “Submit” to post your thread.



The screenshot shows the 'MESSAGE' form for creating a discussion post. It includes a 'Subject' field with the placeholder 'Discussion post title' (callout 3), a rich text editor with the placeholder 'Here is my discussion post.' (callout 4), an 'ATTACHMENTS' section with a 'Browse My Computer' button (callout 5), and a bottom row of buttons: 'Cancel', 'Save Draft', and 'Submit' (callout 6).

## Part Two: Replying to Threads

### Step 1:

Open a discussion thread by clicking on a thread title.



### Step 2:

Click the “Reply” button underneath the body of the thread.



### Step 3:

Type in a subject line for this post.

### Step 4:

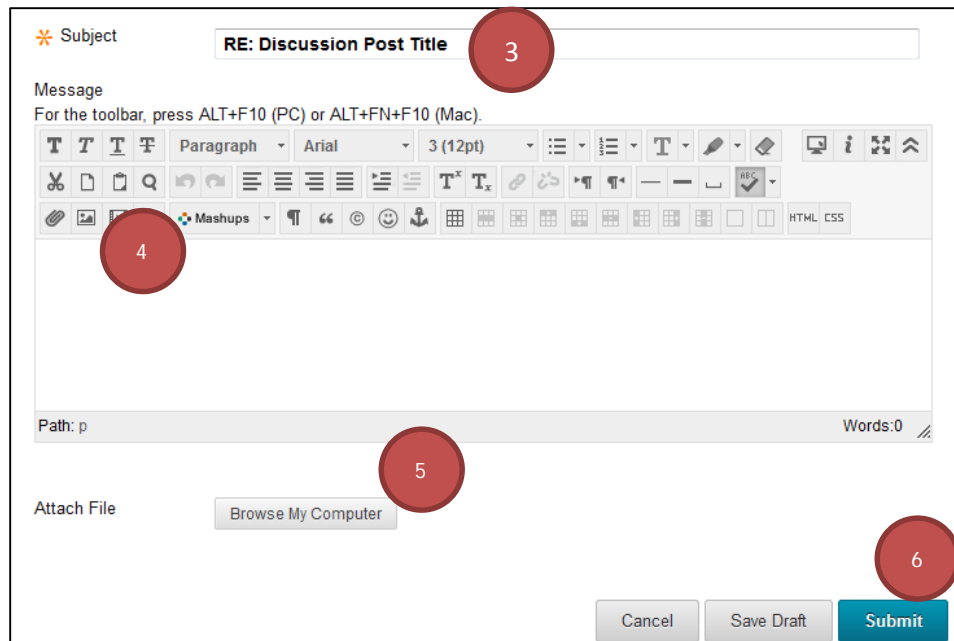
Type the body of your post in the “Message” text box area.

### Step 5:

Use the “Browse My Computer” button to attach a file (if needed.)

### Step 6:

Click “Submit” to post your thread.



## Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8505 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).