

# **Posting & Replying to Discussions**

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. An icon with a thumbtack represents discussion forums. 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:

Composing a discussion thread:

- 1. Enter a subject for this thread in the "**Subject**" field.
- 2. Type or paste your contribution in the "Message" box.
- 3. Optionally, attach a file to your post using the "Browse My Computer" button.
- 4. Click the "Submit" button to post your thread.

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# Part Two: Replying to Threads

### Step 1:

Open a discussion thread by clicking on a thread title.

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## Step 2:

Click the "**Reply**" button underneath the body of the thread.



# Step 3:

Composing a discussion reply:

- 1. Type or paste your reply in the "Message" box.
- 2. Optionally, attach a file to your post using the "Browse My Computer" button.
- 3. Click the "**Submit**" button to post your reply.

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