

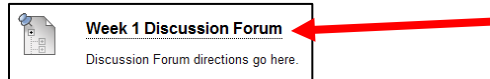
## Posting & Replying to Discussions

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

### Part One: Posting to the Discussion Forum

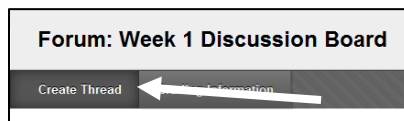
#### Step 1:

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:

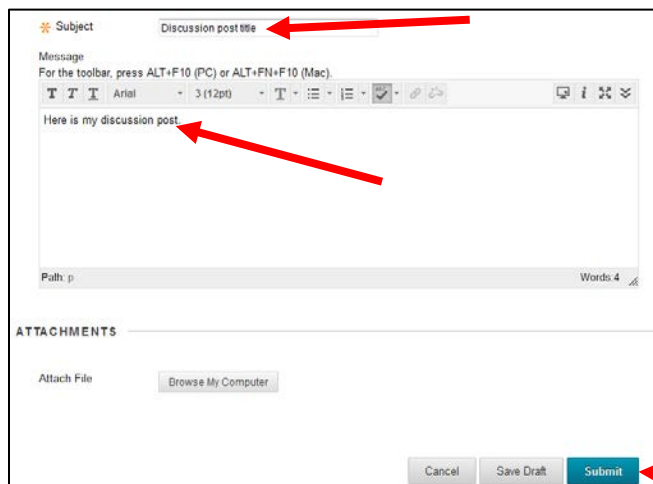
Click the “Create Thread” button in the upper-left corner of the discussion page.



#### 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.



## Part Two: Replying to Threads

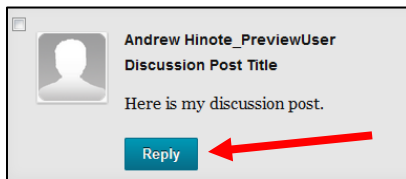
### Step 1:

Open a discussion thread by **clicking on a thread title**.



### Step 2:

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



### Step 3:

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.

