Participating in a Discussion Board

The discussion board is a communication tool that allows students and the instructor to discuss and exchange ideas centered on a specific topic. In a discussion forum, you will view, create, and reply to messages. Participation in a forum is oftentimes a graded activity in a course.

Please remember to use correct grammar and spelling in a discussion board and follow the 7 essential rules of netiquette.

HOW TO ACCESS A DISCUSSION FORUM

Students can access a course's discussion board to view and participate in forums by clicking a discussion board **button** in the course's main menu.

The discussion board page will list available forum links¹ and instructions provided by the instructor. Click on a forum link to view a forum.

ADDING A THREAD TO A FORUM

If your instructor allows you to create your own threads in the forum, you will see a *Create Thread* button at the top of the forum page.

Click the *Create Thread* button and complete the form that appears². Click the form’s Submit button to publish your thread.

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¹ If you do not see the forum you want to contribute to, please contact your instructor immediately.

² When creating a thread or reply that is more than a few sentences long, we strongly recommend typing your message in a word processing program. You can then copy and paste the text into a discussion post. This will prevent you from losing your work should an internet connection problem occur.
VIEWING AND REPLYING TO A THREAD IN A FORUM

To view and reply to a thread, click on the title of a thread in the forum.

This will open the thread’s detail page, where you can review the content of the thread. Click the Reply button at the bottom of the thread.

A drop-down form will appear, where you can add your reply to the thread. To publish the reply, click the Submit button.

The reply will be added to the thread’s details page, listed underneath the thread it was added to.
REVIEWING YOUR DISCUSSION ACTIVITY AND GRADES

In a graded discussion forum, you may review your activity and grade by clicking the *Grading Information* button at the top of the forum.

You will be taken to a *Collection* page that lists all the threads and replies you contributed to the forum as well as your grade feedback and participation statistics.