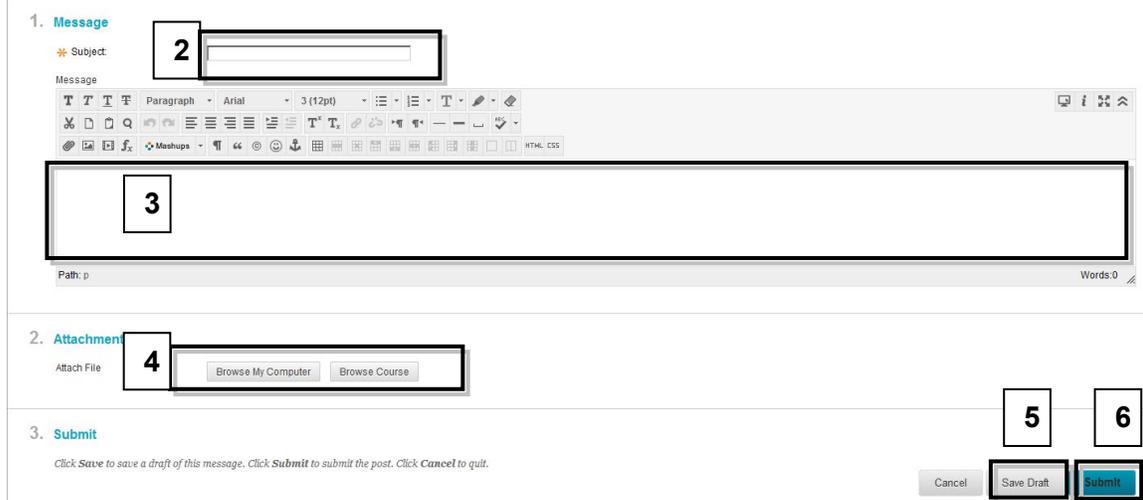


# Discussion Board Threads and Posts

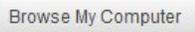
## Create Thread

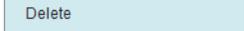
1. Click **Create Thread**  to open the **Add Thread** page.



The screenshot shows the 'Add Thread' form with the following elements:

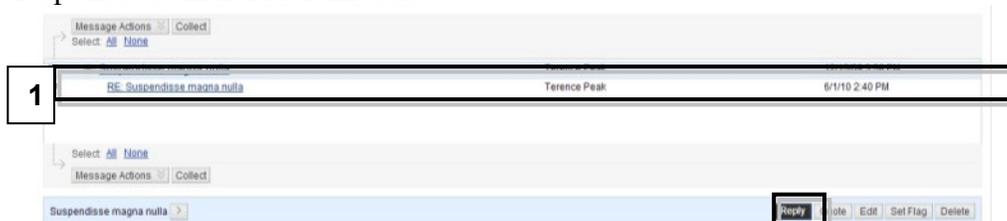
- 1. Message**: A section containing a **Subject** field (callout 2) and a large **Message** text area (callout 3). The text area includes a rich text editor toolbar and a 'Path: p' indicator.
- 2. Attachment**: A section with an **Attach File** label (callout 4) and two buttons: **Browse My Computer** and **Browse Course**.
- 3. Submit**: A section with a small instruction: 'Click Save to save a draft of this message. Click Submit to submit the post. Click Cancel to quit.' Below this are three buttons: **Cancel**, **Save Draft** (callout 5), and **Submit** (callout 6).

2. Enter the **Subject** of the new thread in the **Subject** field.
3. Enter the text that you would like to be displayed in the **Message** field.
4. Click a **Browse option**   to add an attachment such as a document, image or multimedia file.
5. Click **Save Draft**  to save, but not publish the thread.
6. Click **Submit**  to publish the thread.

1. Click the Action Button  next to the item(s) that you want to remove.
2. Choose **Delete** from the menu .
3. **Read the warning** and click **OK**. .

## Posts

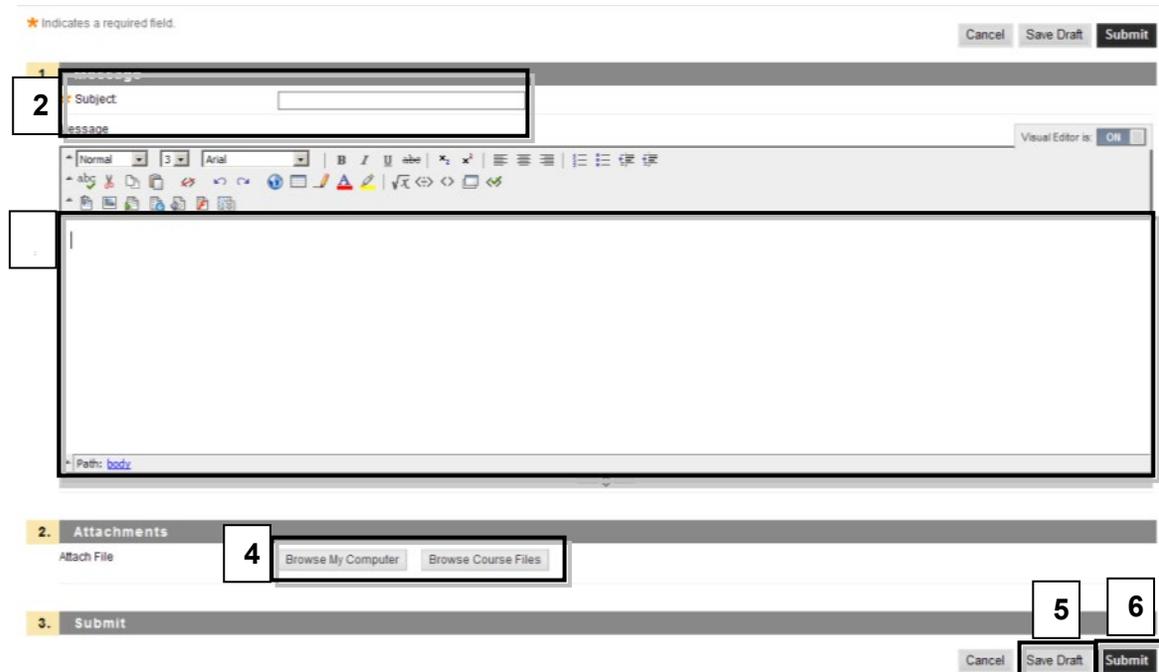
Posts are responses to individual threads.



The screenshot shows a discussion board thread with the following elements:

- 1**: A callout box pointing to a checkbox next to the thread title 'RE: Suspendisse magna nulla'.
- Thread details: 'Terence Peak' and '6/1/10 2:40 PM'.
- Bottom of the thread: A **Reply** button (callout 2) and other options: **Note**, **Edit**, **Set Flag**, **Delete**.

1. Click on the checkbox  next to the **thread** that you would like to respond to.
2. Click the **Reply** button. 



3. Enter the **Subject** of the new thread in the **Subject** field. By default, the subject will be RE: and the title of the thread. **Be sure to change the subject line.**
4. Enter the text that you would like to be displayed in the **Message** field.
5. Click a **Browse option** [Browse My Computer](#) [Browse Course Files](#) to add an attachment such as a document, image or multimedia file.
6. Click **Save Draft** [Save Draft](#) to save, but not publish the thread.
7. Click **Submit** [Submit](#) to publish the thread.

## Collect Threads

This feature allows members to group selected forums threads together and sort them by author or status. Collecting threads is an excellent opportunity for managers to gather all of the threads. Posts and replies from one member into a single page for to review and grade.



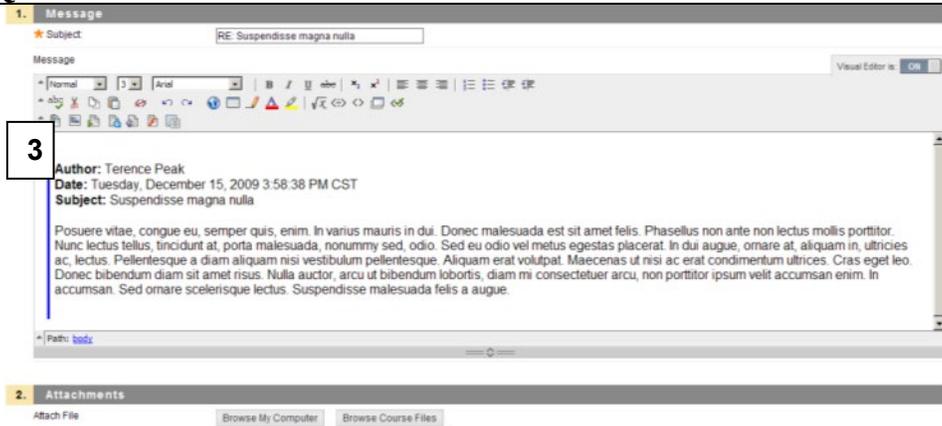
1. Click the checkbox  next to the item(s) that you want to collect.
2. Click **Collect**. [Collect](#)
3. A new page opens containing only the collected threads. After reading all of the posts scroll to the bottom of the page and click **OK**. [OK](#) This action will return you to the original thread.

## Quote Threads

The quote feature allows you to quote what a user has said in a thread.



1. Click the checkbox  next to the item(s) that you want to quote.
2. Click **Quote**. [Quote](#)



3. Enter the text that you would like to be displayed in the **Message** field.
4. Click a **Browse option** [Browse My Computer](#) [Browse Course Files](#) to add an attachment such as a document, image or multimedia file.
5. Click **Save Draft** [Save Draft](#) to save, but not publish the thread.
6. Click **Submit** [Submit](#) to publish the thread.