Discussion Board Threads and Posts

Create Thread

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

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- 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** Browse My Computer Browse Course 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** to publish the thread.
- 1. Click the Action Button and next to the item(s) that you want to remove.
- 2. Choose **Delete** from the menu
- 3. **Read the warning** and click **OK**. $-\infty$

Posts

Posts are responses to individual threads.

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



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- 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.

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Author: Thursday, May 2, 2013 9:22:44 AM CDT	Total views: 2 (Your views: 2)
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- 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**. 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.

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- 1. Click the checkbox 🔽 next to the item(s) that you want to quote.
- 2. Click **Ouote**. Quote

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- 3. Enter the text that you would like to be displayed in the **Message** field.
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