Courses

Create a Topic on Course Level Discussion Board
1. Click the Courses tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the Discussions tab. The Discussions tab is the sixth tab from the left within the course page.
4. Click the New Topic... button.
5. A text box will appear to the right of the New Topic... button. Enter text into the Topic Name text box.
6. Click the Create button.
7. The new topic will be displayed and new discussions may be posted.

Note:
Users associated with the course will be able to post and reply to discussions within the topic.

Post a Discussion on Course Level Discussion Board
1. Click the Courses tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the Discussions tab.
4. Click the All Topics button, and select the topic where the discussion should be posted.
5. Click the Start new discussion button.
6. Enter a Subject in the first text box.
7. Enter a message in the second text box.
8. Click the Post button.
9. The new discussion will be posted. Users associated with the course will be able to view and reply to this discussion.

Note:
A topic must be created by the course instructor or administrator before discussions can be posted by students, faculty, and/or administrators.

Reply to a Discussion on Course Level Discussion Board
1. Click the Courses tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the Discussions tab.
4. Click the All Topics button, and select the topic where the discussion is located.
5. Click the title of the Discussion to be replied to.
6. Click the Reply link.
7. Enter a Subject in the first text box or leave as is.
8. Enter a message in the second text box.
9. Click the Post button.
10. The reply will be posted below the original message. Users associated with the course will be able to view and reply to this message.

Note:
Users are not able to edit discussions after posting.