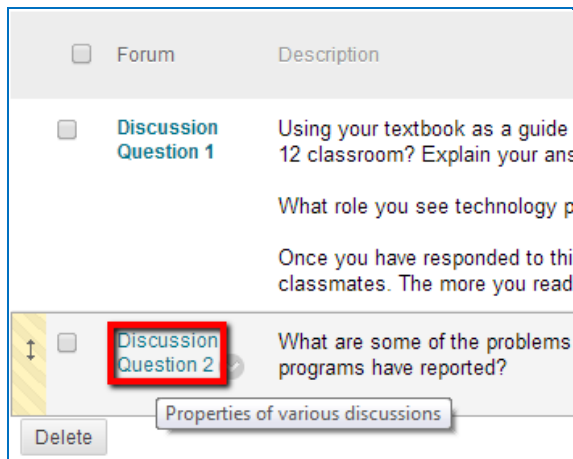




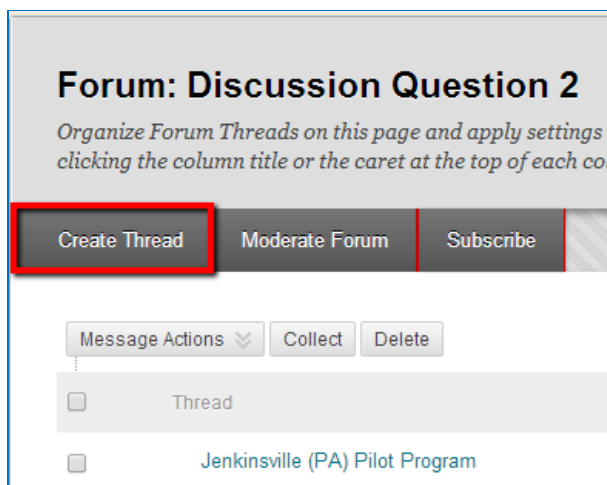
Creating Threads in a Discussion Forum

Any enrollee in a course can create threads in a forum. Instructors may wish to add a thread to get the discussion started or illustrate what a thread should contain. If the forum settings include the “post first” option, students must create at least one new thread before the forum allows them to comment on another.

1. Access a Discussion Board forum.



2. On the action bar, click **Create Thread**.



3. The Create Thread page appears. Type the required subject and whatever message text you wish to include. The message may take the form of instructions, descriptions, or questions for the participants to answer. Optionally, you can use the text editor functions to format the text and include files, images, web links, multimedia, and Mashups. Any files you upload from your computer are saved in Course Files or the Content Collection in the top-level folder. Attachments you upload using the content editor can be launched in a new window and can include alternate text to describe the attachment.

The screenshot shows the 'FORUM DESCRIPTION' section with the text: 'What are some of the problems associated with distributing portable computers to students that the pilot programs have reported?'

The 'MESSAGE' section includes a 'Subject' field containing 'New Hartford Schools, 2003'. A red callout box points to this field with the text: 'A subject is required.'

Below the subject field is a rich text editor with a toolbar. The message body contains the text: 'In the study conducted in New Hartford, Connecticut...'. A red callout box points to the text area with the text: 'The actual message body is not required, but it is a good idea. It can include graphics and media.'

The 'ATTACHMENTS' section has an 'Attach File' label and two buttons: 'Browse My Computer' and 'Browse Course'. A red callout box points to these buttons with the text: 'Attach any files needed to support your message.'

At the bottom right, a red callout box contains the text: 'Save a draft if you want to edit your post later, or Submit to publish it now.'

At the bottom of the form, there are three buttons: 'Cancel', 'Save Draft', and 'Submit'. A note at the bottom reads: 'Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.'

4. Alternatively, for adding files, images, or embedded media, select one of the following options in the Attachments section:
 - To upload a file from your computer, click **Browse My Computer**.
 - To create a link to an existing resource from the course, click **Browse Course**.
5. Click **Save Draft** to store a draft of the post, or click **Submit** to add the thread to the forum.

When the thread is added, it appears listed on the Forum page in whatever order you have the threads sorted.