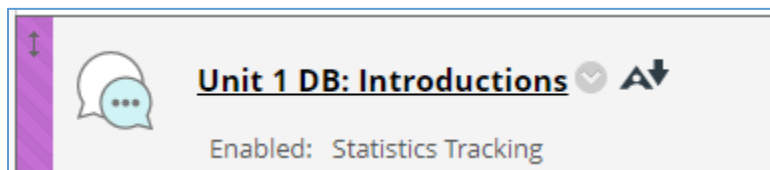
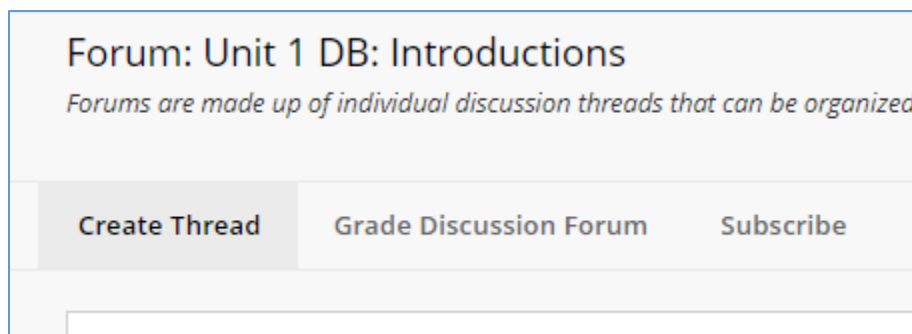


## CREATE A DISCUSSION BOARD THREAD

**Step 1:** Navigate to the unit in class you wish to participate in and click on the discussion board link (usually indicated by “UnitX DB: <Title>”).

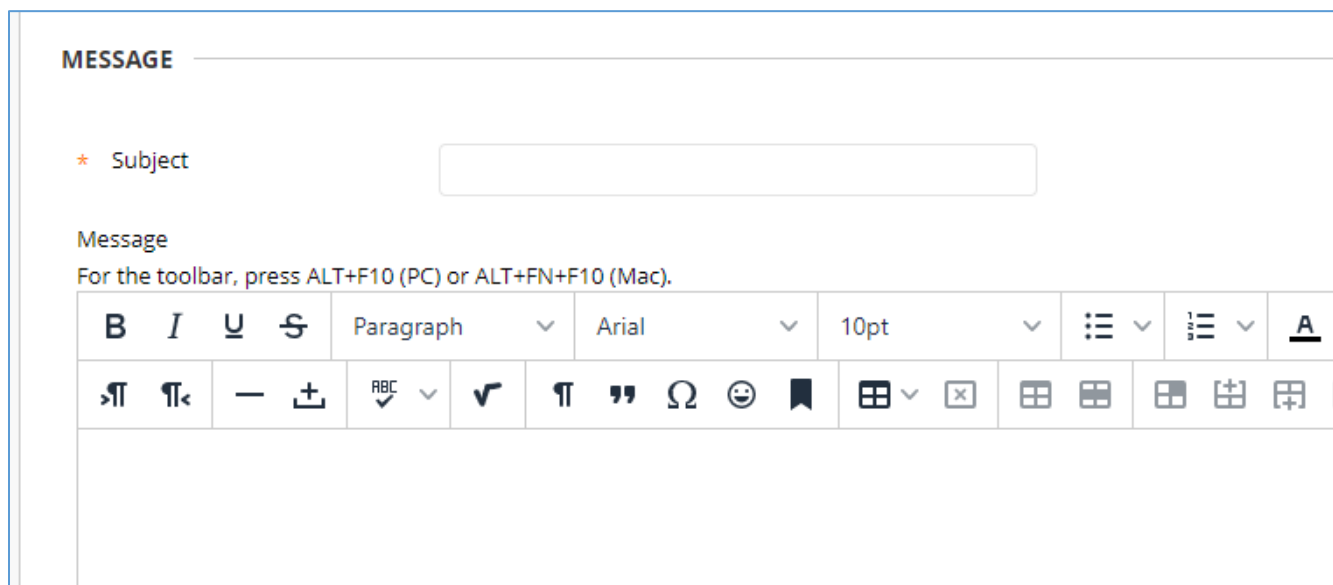


**Step 2:** Click on the “Create Thread” option in the top left section of the page.



**Step 3:** This will bring you to the “Create Thread” page. Here, you will be provided the prompt for the unit’s discussion board. You will also have a link to the rubric for the unit’s discussion board.

**Step 4:** Begin by entering a title in the “Subject” line. Then either type or copy/paste your response into the “Message” textbox:



A screenshot of the "Create Thread" form. At the top, it says "MESSAGE". Below that is a red asterisk followed by the label "Subject" and an empty text input box. Underneath is the label "Message" and a prompt: "For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)". Below the prompt is a rich text editor toolbar with various icons for bold, italic, underline, strikethrough, paragraph, font face, font size, list, indent, link, unlink, table, and other formatting options. Below the toolbar is a large empty text area for the message content.



**Step 5 (optional):** If you have a file to attach, use the “Attach File” feature.

**Step 6:** Click on the black “Submit” button to post your discussion (or use the “Save Draft” button if you are not ready to post).