

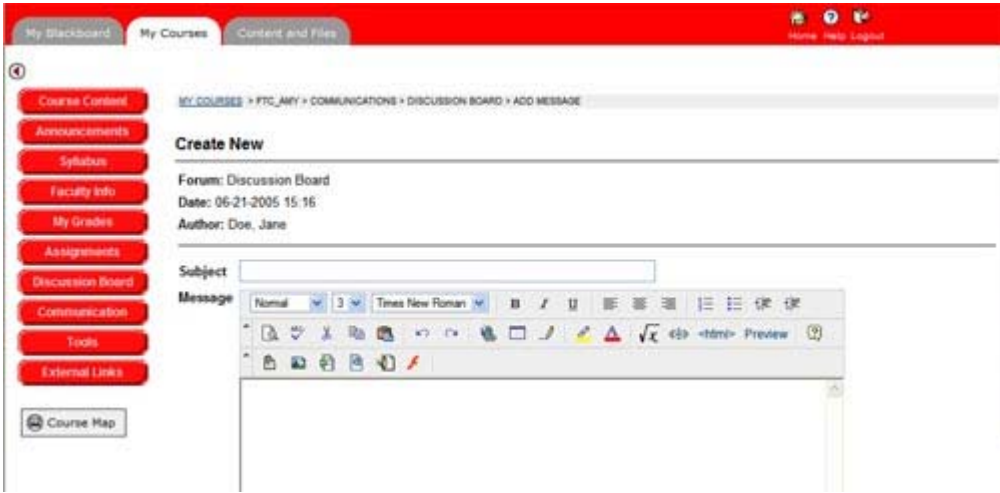
Discussion Board

Creating a Message Thread

Anytime you have a new topic to discuss or question to ask that isn't related to any of the previous threads on the Discussion Board, you should post a new thread. This makes the Discussion Board easier to navigate because each thread is a separate and distinct thought.

Follow the directions below to create a new thread:

1. Click on the **Add New Thread** button at the top of the Discussion Board window to display the *Create New Message* screen, pictured below.



2. Click in the *Subject* field.
3. Enter a subject (topic) for the message.
4. Click in the *Message* field.
5. Type your message.
6. Click on the **Preview** button to preview the message before sending.
7. Click on the **Submit** button to submit the message to the Discussion Board.

Note: All of the students enrolled in the class will be able to read and respond to your message and view your attachment.