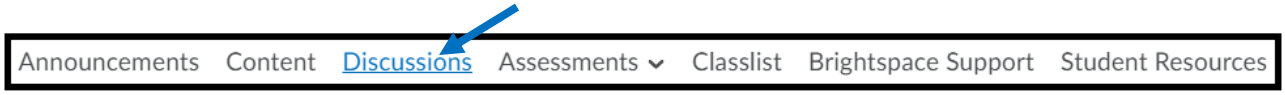
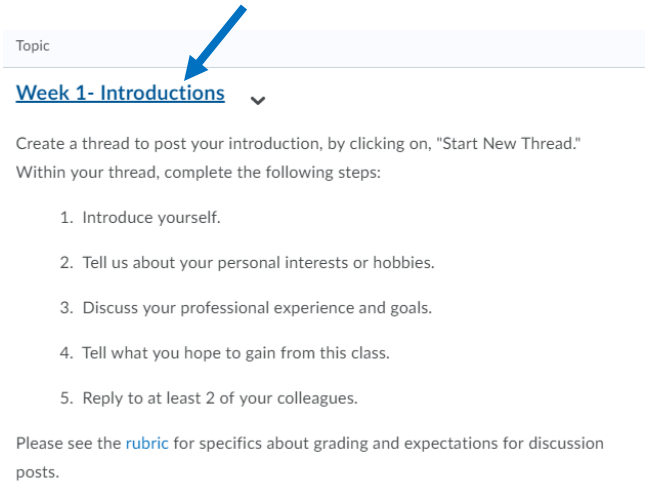
How to Post on a Discussion Board

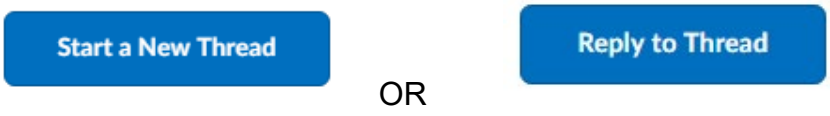
1. Click on **Discussions** in the Nav bar.



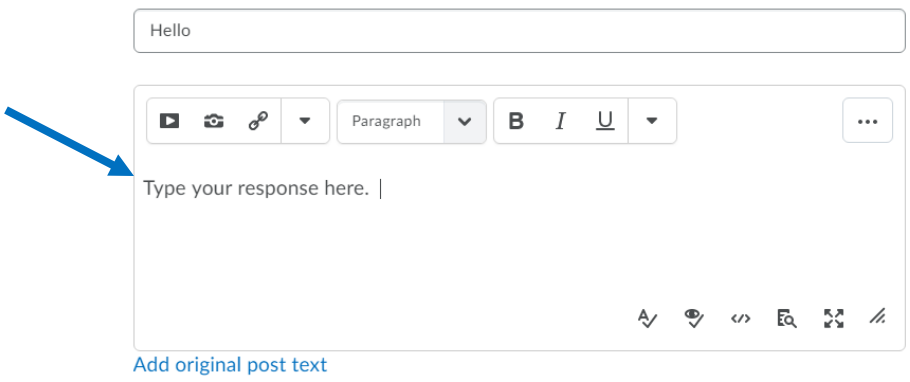
2. Find the discussion topic and click on the **title**.



3. Depending on your instructor's preference, you will click on **Start a New Thread** or you will click the first post available and then click **Reply to Thread**. Click the appropriate button. *Consult your instructor for more information*.



4. **Type** your response in the text box.



5. If you wish to add a file or picture to your response, click the **Camera icon**. Search through your computer to find the file you wish to upload.

6. To post your response, press **Post.**