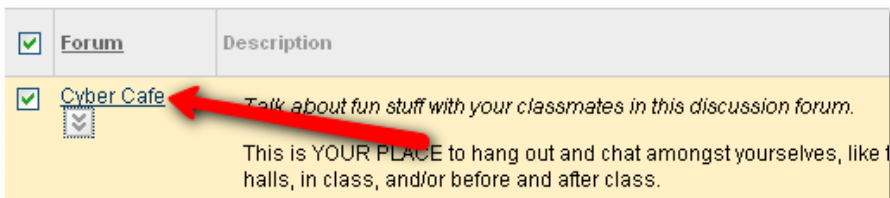


## Creating a Discussion Thread

1. In the Course page, click the **Discussion Board** link or the **Tool** link and the **Discussion Board** link.



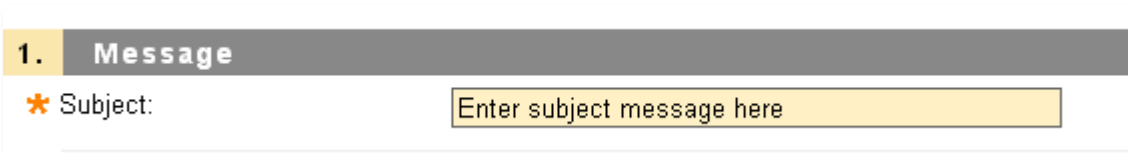
2. Click the forum name to access the forum. In this example the forum name is **“Cyber Café”**.



3. Click the **Create Thread** button.

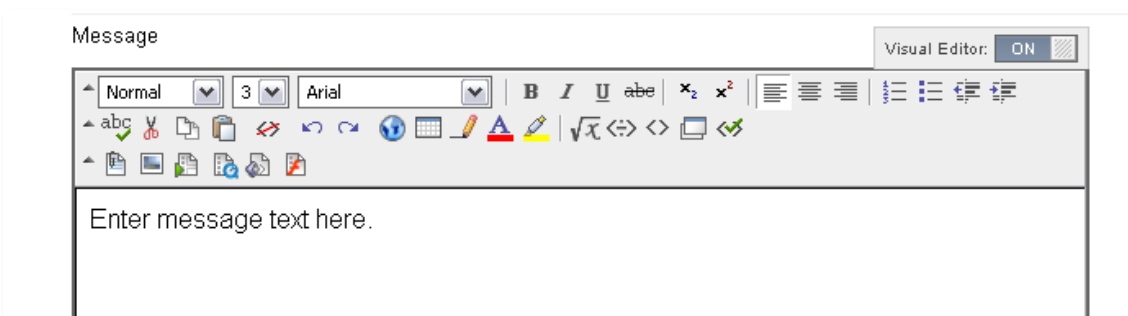


4. Enter a subject in the **Subject** box



A screenshot of a 'Message' form. The form has a title '1. Message' and a 'Subject:' label. The 'Subject:' label is followed by a text input field containing the placeholder text 'Enter subject message here'.

5. Enter message text in the **Message** box



A screenshot of a 'Message' form. The form has a title 'Message' and a 'Visual Editor: ON' button. The form contains a rich text editor with a toolbar and a text input field containing the placeholder text 'Enter message text here'.

*Optional:* To add an **attachment**, click the **Attach a file** link, select the **browse** button, locate and select the file you want to add, and click the **Open** button.



6. Click the **Submit** button. *Note: Make sure that you click **Submit** to publish the post. Clicking "Save Draft" will save the thread so you can continue to edit. Your instructors will not be able to view a file unless you click **Submit**.*

