Create a Topic on Course Level Discussion Board

1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the **Discussions** tab. The **Discussions** tab is the sixth tab from the left within the course page.
4. Click the **New Topic...** button.
5. A text box will appear to the right of the **New Topic...** button. Enter text into the Topic Name text box.
6. Click the **Create** button.
7. The new topic will be displayed and new discussions may be posted.

Note:
Users associated with the course will be able to post and reply to discussions within the topic.

Post a Discussion on Course Level Discussion Board

1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the **Discussions** tab.
4. Click the **All Topics** button, and select the topic where the discussion should be posted.
5. Click the **Start new discussion** button.
6. Enter a Subject in the first text box.
7. Enter a message in the second text box.
8. Click the **Post** button.
9. The new discussion will be posted. Users associated with the course will be able to view and reply to this discussion.

Note:
A topic must be created by the course instructor or administrator before discussions can be posted by students, faculty, and/or administrators.

Reply to a Discussion on Course Level Discussion Board

1. Click the **Courses** tab located in the top center of the screen.
2. Click the title of the Course Code or Course Name within the All Courses area.
3. Click the **Discussions** tab.
4. Click the **All Topics** button, and select the topic where the discussion is located.
5. Click the title of the Discussion to be replied to.
6. Click the **Reply** link.
7. Enter a Subject in the first text box or leave as is.
8. Enter a message in the second text box.
9. Click the **Post** button.
10. The reply will be posted below the original message. Users associated with the course will be able to view and reply to this message.

Note:
Users are not able to edit discussions after posting.