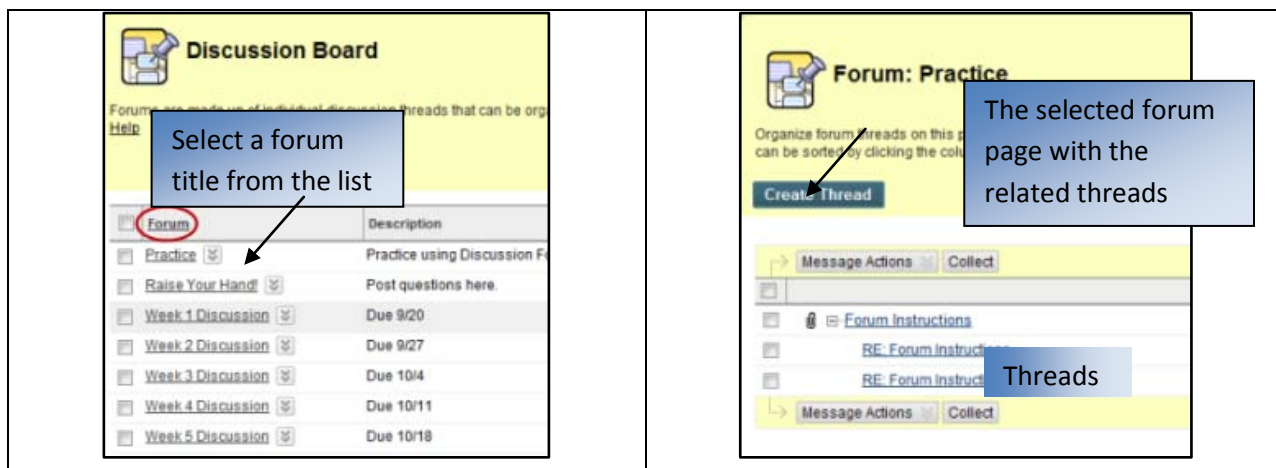


To Create a New Discussion Thread

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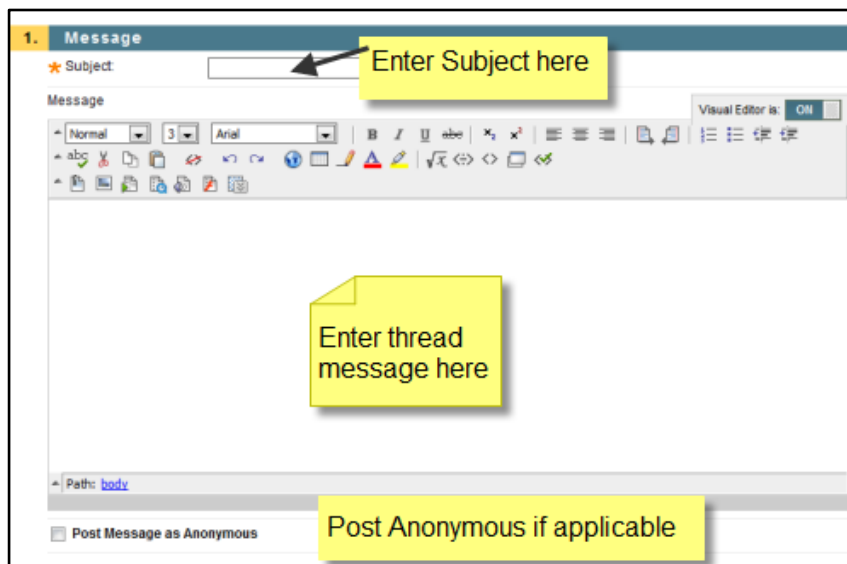
- I. Click the "Discussion Tool" link from the course menu
(**Note:** Depending on the course instructor, the discussion link might not be available on the course menu. Check other course content areas for discussion links availability)
- II. Select a forum title from the list of discussion forums



- III. Click the "Create Thread" button
(**Note:** The Forum manager (usually the Instructor) has the option the turn off the user's ability to create a new thread. In this case the "Create Thread" button will not be available). There are three sections in the "Create Thread" page, **Message**, **Attachments**, and **Submit**:

1. Message:

- a. Enter the thread subject in the "Subject:" text box
- b. Enter the thread message in the "Message" text box.
- c. If necessary, click the "Post Message as Anonymous" (**Note:** Depending on the course instructor's settings the post message anonymous option might not be available.)



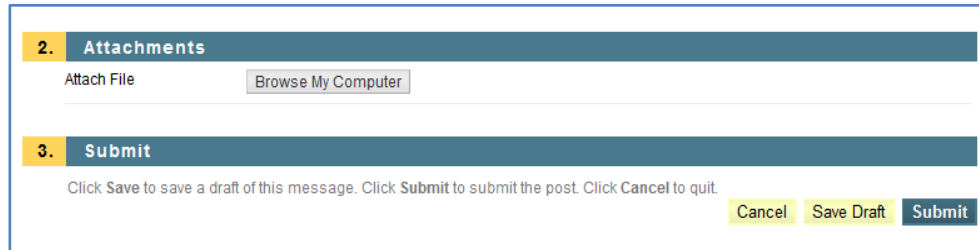
2. **Attachments:**

If needed you can upload file(s) and send as an attachment to your message

- a. Click the “Browse My Computer” button and navigate your computer to locate and select the file(s) to be attached.

3. **Submit:** in the submit section do one of the following:

- a. Click the “Submit” button to post the discussion thread, or
- b. Click the “Save Draft” to save the message for later editing and submission



The screenshot displays a user interface for sending a message. It is divided into two main sections: "2. Attachments" and "3. Submit".

2. Attachments: This section features a header bar with the number "2." and the word "Attachments". Below the header, there is a label "Attach File" and a button labeled "Browse My Computer".

3. Submit: This section has a header bar with the number "3." and the word "Submit". Below the header, there is a line of instructional text: "Click Save to save a draft of this message. Click Submit to submit the post. Click Cancel to quit." At the bottom right of this section, there are three buttons: "Cancel" (light yellow), "Save Draft" (light yellow), and "Submit" (dark blue).