
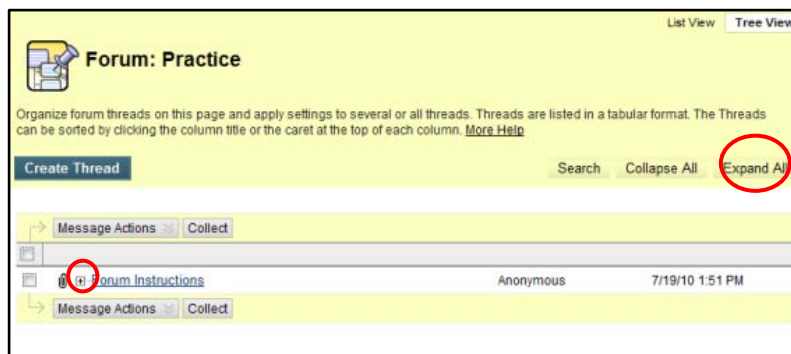
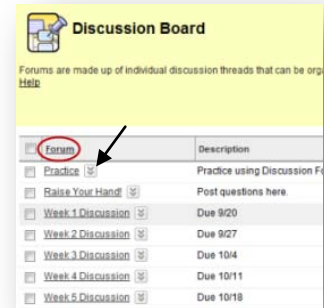


To Reply to a Discussion Thread Post

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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. In the selected forum page, if necessary, click the  sign next to the initial thread (also called the "Parent Post" to expand it, or click the "Expand All" button.



- IV. Find and click to open the post you wish to reply to and click the "Reply" button for that post
There are three sections in the "Reply to Post" page, **Message**, **Attachments**, and **Submit**:
 1. **Message:**
 - a. Enter/edit the subject in the "Subject:" text box
 - b. Enter the 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