How to Create a Discussion Thread

AS LONG AS YOUR INSTRUCTOR HAS MADE THIS FEATURE AVAILABLE, YOU MAY REVIEW AN EXAM OR QUIZ SUBMISSION.

- From the course menu, select **Discussion Board**.

- Select the appropriate discussion forum

- Select **Create Thread**.
  
  a. *Note: If you click **Subscribe**, you will receive an email notification every time someone posts in this discussion forum.*

- Provide a **Subject (title)** for your thread.

- Type your **message** if the space provided
- Discussion board Icons:

1. Bold
2. Italics
3. Underline
4. Strikethrough
5. Format
6. Font Change
7. Font Size
8. Bullet List
9. Number List
10. Text Color
11. Highlighter
12. Remove Formatting – When copying over from Microsoft Word, use this button to clear the formatting!

1. Cut
2. Copy
3. Paste
4. Find
5. Undo
6. Redo
7. Align Left
8. Align Center
9. Align Right
10. Align Full
11. Indent
12. Outdent
13. Superscript
14. Subscript
15. Insert / Edit Link
16. Remove Link
17. Direction Left to Right
18. Direction Right to Left
19. Line
20. Horizontal Rule
21. Insert Nonbreaking Space Character
22. Spell Checker
1. Insert File
2. Insert / Edit Image
3. Insert / Edit Embedded Media
4. Launch Math Editor
5. Insert Mashup
6. Show Nonprinting Characters
7. Blockquote
8. Insert Row Before
9. Insert Row After
10. Delete Row
11. Insert Column Before
12. Insert Column After
13. Delete Column
14. Merge Table Cells
15. Split Merged Table Cells
16. HTML Code View
17. Edit CSS Style
18. Symbol
19. Emoticons
20. Anchor
21. Insert / Table
22. Table Row Properties
23. Table Cell Properties
• When complete, click **Submit**.