When enrolled in an online course, there is a good chance that your professor may require you to post discussion threads on different topics. This section will outline the steps to posting a new discussion thread, as well as responding to the discussion thread of a classmate or professor. The Elearning Student orientation Course will be used as an example in this section.

**Click on course**

Click on the desired course that you have to post the discussion for.
Click on Discussions link.

When you arrive at the My Course Home screen, click on the Communications button to open the drop down menu. The first item on the drop down menu should be the Discussions hyperlink. Click the link.
Find your topic

When brought to the discussions page, there will be a list of topics for you to choose from. Locate the topic that you are required to post the discussion thread for and click the link.
Start new discussion thread

When you click the topic you want to start the discussion thread in, you are able to view all of the discussion threads posted in this topic by your professor and classmates. To start one of your own, click the Start a New Thread button.

Click the Start a New Thread button to start your own discussion thread.
Type discussion thread and post

By clicking the Start a New Thread button, you are taken to the Create a Discussion Thread screen below where you are able to type up your discussion thread and label it with a subject. This screen is equipped with a text toolbar to help you edit your text if necessary. When done with your discussion thread, click the post button.
Click on Discussions link.

When you arrive at the My Course Home screen, click on the Communications button to open the drop down menu. The first item on the drop down menu should be the Discussions hyperlink. Click the link.
Find your topic

When brought to the discussions page, there will be a list of topics for you to choose from. Locate the topic that you are required to post the discussion thread for and click the link.

Click Link to the Topic that you want to post a discussion thread in
Click on discussion thread

Click on the discussion thread that you wish to respond to.
Click Reply to Thread button

Click on Reply to Thread button
Type response then post

Type your response to the selection discussion thread and then click the post button.

[Image of a discussion forum interface with highlighted instructions: Type response here and Click on Post button when finished]