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.

**Click on course**

Click on the desired course.

![Course selection screen](image-url)
Click on Discussions link.

When you arrive at the My Course home screen, click on the Communications button to open the drop down menu. Choose "Discussions"
Find your topic

Locate the discussion topic and click the link.
Start new discussion thread

When you click the topic, 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.
Type discussion thread and post

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.

In order to reply to other posts go to the My Course Home screen:

Click on the Communications button to open the drop down menu.

Select Discussions.
Find your topic

Locate the topic that you are required to post the discussion thread for and click the link.

![Image of discussion forum]

Click Link to the topic to which you'd like to post
Click on discussion thread

Click on the discussion thread to which you’d like to respond.
Click Reply to Thread button

There are no replies in this thread.
Type response, then post

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