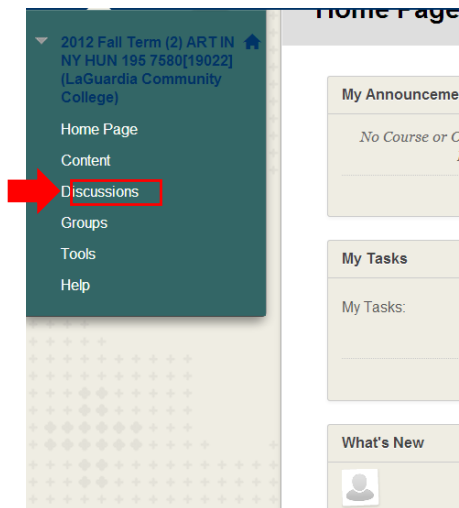




**DARE TO DO MORE**

## Replying to a Discussion Board Thread

**Step 1.** To begin Click on **Discussions** on the course menu.



**LaGuardia Community College**

31-10 Thomson Ave, Long Island City, New York 11101

**Created by ISMD's Dept. Training Team.**

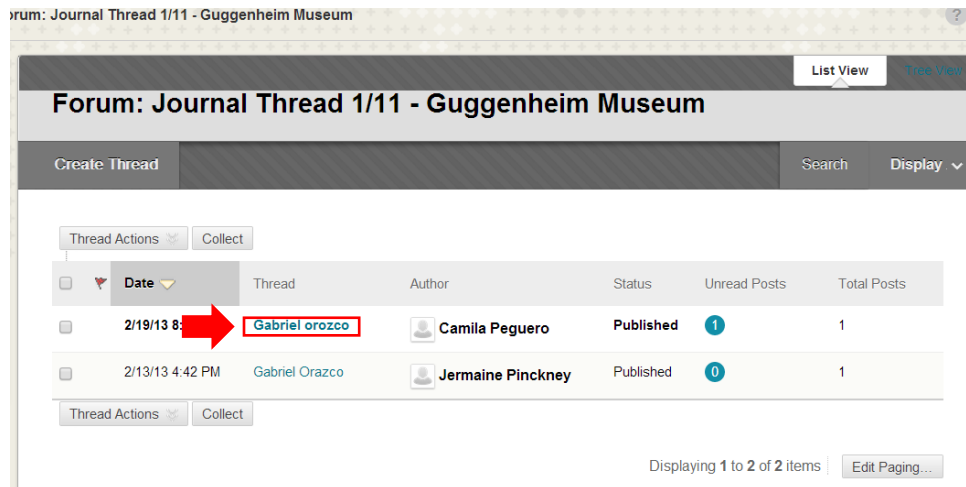
**Step 2.** Then, select a forum, a forum is an area where a topic or a group of related topics are discussed.



Forum	Description	Total Posts	Unread Posts	Total Participants
<a href="#">Journal Thread - Brooklyn Museum 2/8</a>		7	6	7
<a href="#">Journal Thread 2/1 - Chelsea</a>		3	1	2
<a href="#">Journal Thread - MoMa 1/25</a>		5	2	5
<a href="#">Journal Report 1/25 MoMa</a>	Please submit any journal entries for MoMa visit 1/25 here	15	8	7
<a href="#">Journal Thread 1/18 - New Museum</a>		2	1	2
<a href="#">Journal Thread 1/11 - Guggenheim Museum</a>		2	1	2
<a href="#">Journal Thread 1/4 - PS1 Museum</a>		2	1	2

Displaying 1 to 7 of 7 items | [Show All](#) | [Edit Paging...](#)

**Step 3.** Next select a Thread, a Thread includes the initial post to any reply to.



Forum: Journal Thread 1/11 - Guggenheim Museum

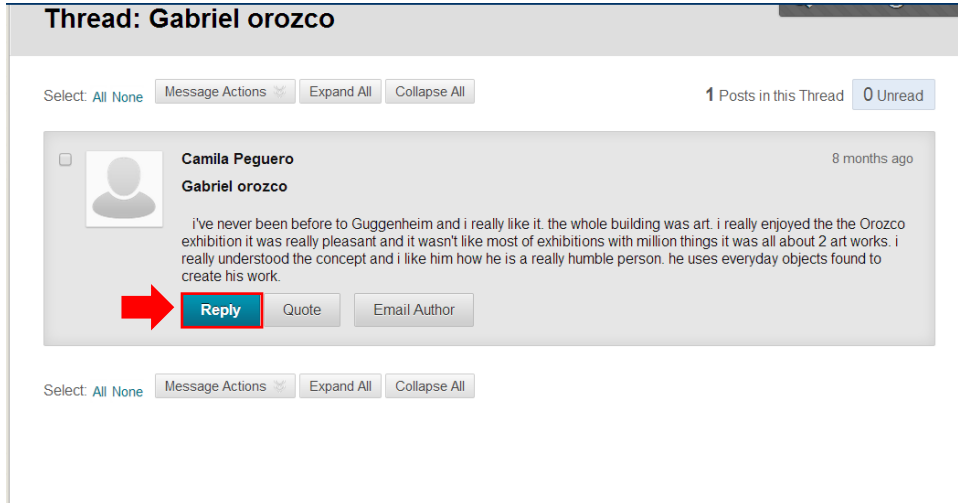
List View | Tree View

Create Thread | Search | Display ▾

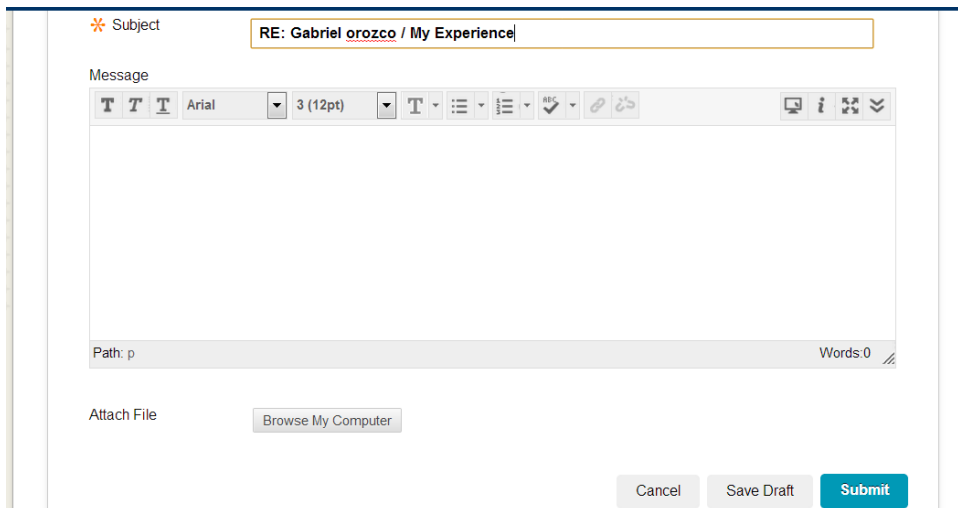
Thread Actions	Date	Thread	Author	Status	Unread Posts	Total Posts
Thread Actions   Collect	2/19/13 8:00 AM	<a href="#">Gabriel Orozco</a>	<a href="#">Camila Peguero</a>	Published	1	1
Thread Actions   Collect	2/13/13 4:42 PM	<a href="#">Gabriel Orazco</a>	<a href="#">Jermaine Pinckney</a>	Published	0	1

Displaying 1 to 2 of 2 items | [Edit Paging...](#)

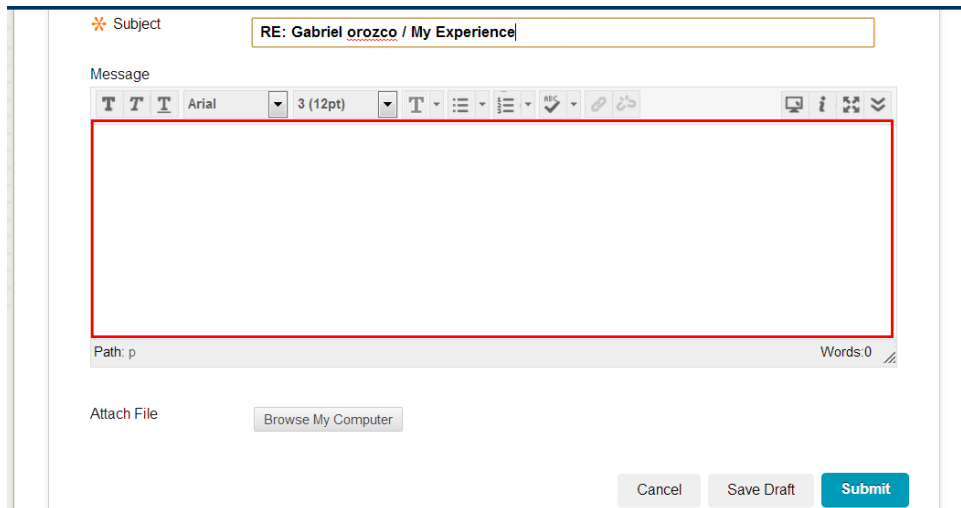
#### Step 4. Click Reply



**Step 5.** You have the option to change the subject of the conversation to let your readers know the content of your message.

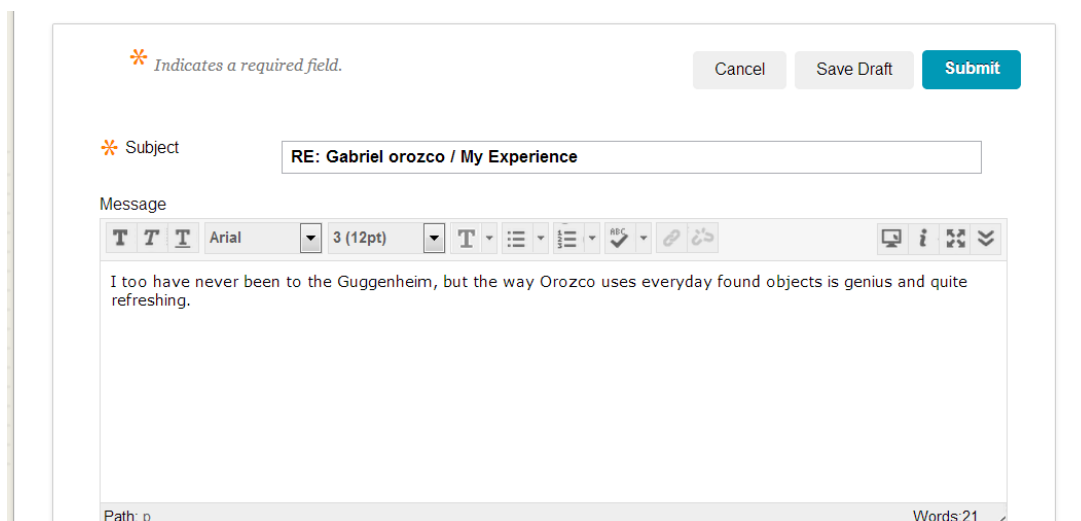


**Step 6.** Enter your message in the text editor.



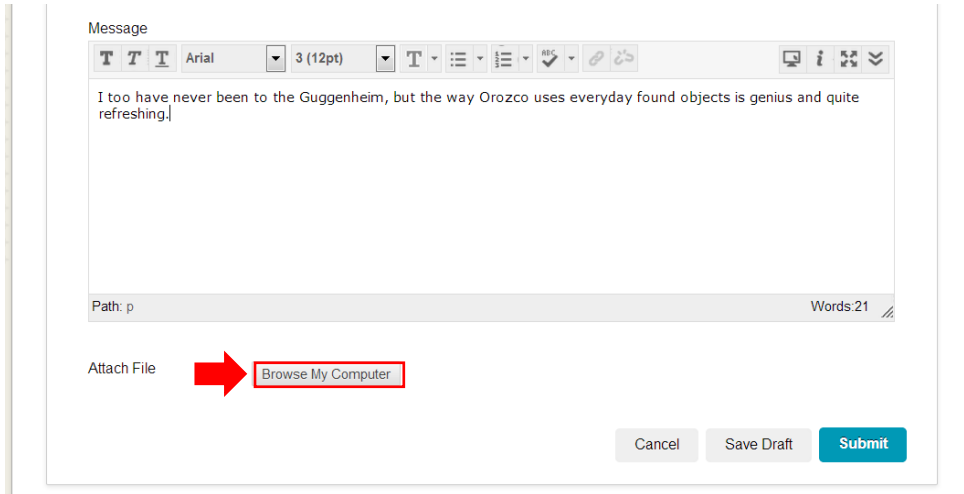
A screenshot of an email composition interface. At the top, there is a subject line with an asterisk icon and the text "Subject" followed by a text box containing "RE: Gabriel orozco / My Experience". Below this is a "Message" section with a rich text editor toolbar. The toolbar includes icons for bold, italic, underline, font color, font size (set to 3 (12pt)), text color, bulleted list, numbered list, link, and unlink. Below the toolbar is a large, empty text area outlined in red. At the bottom left of the text area, it says "Path: p" and at the bottom right, "Words: 0". Below the text area is an "Attach File" section with a "Browse My Computer" button. At the bottom right of the form are three buttons: "Cancel", "Save Draft", and "Submit".

**Step 7.** Your message should look like the picture below.

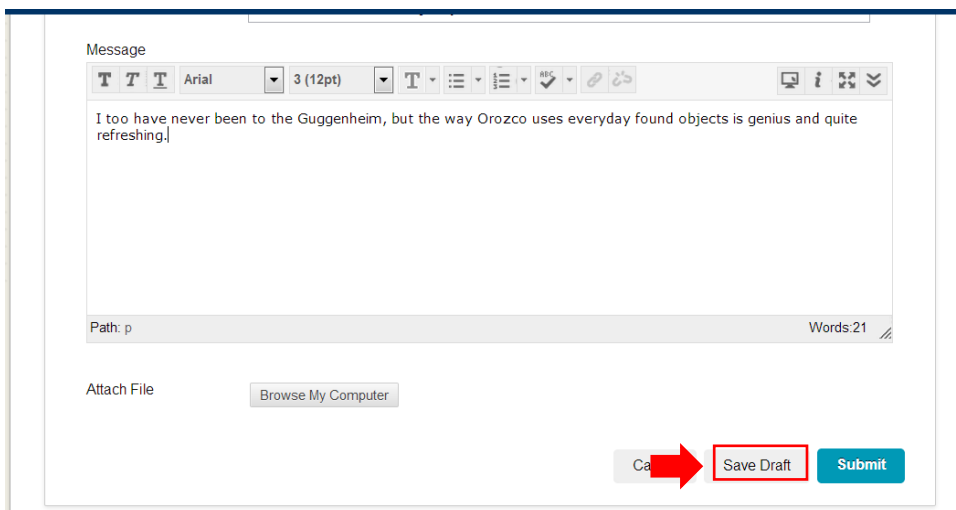


A screenshot of the same email composition interface as in Step 6, but now with a message entered in the text editor. At the top left, there is a note: "\* Indicates a required field." followed by "Cancel", "Save Draft", and "Submit" buttons. The subject line is the same: "Subject" followed by "RE: Gabriel orozco / My Experience". The "Message" section shows the same toolbar, but the text area now contains the text: "I too have never been to the Guggenheim, but the way Orozco uses everyday found objects is genius and quite refreshing." At the bottom left of the text area, it says "Path: p" and at the bottom right, "Words: 21".

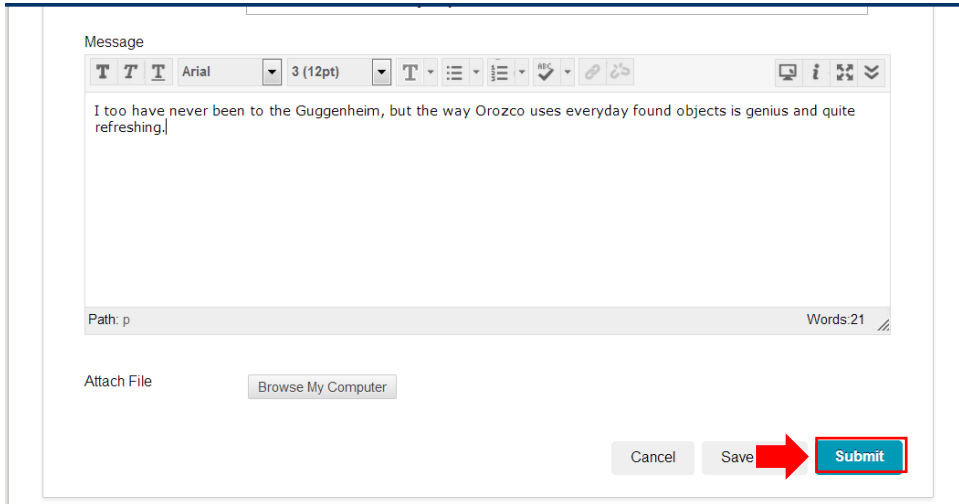
**Step 8.** You also have the option to attach files to support your ideas.












**Step 9.** You can save your reply as a draft in order to edit it and post it at a later date.



**Step 10.** Click **Submit** to post your reply.



Message

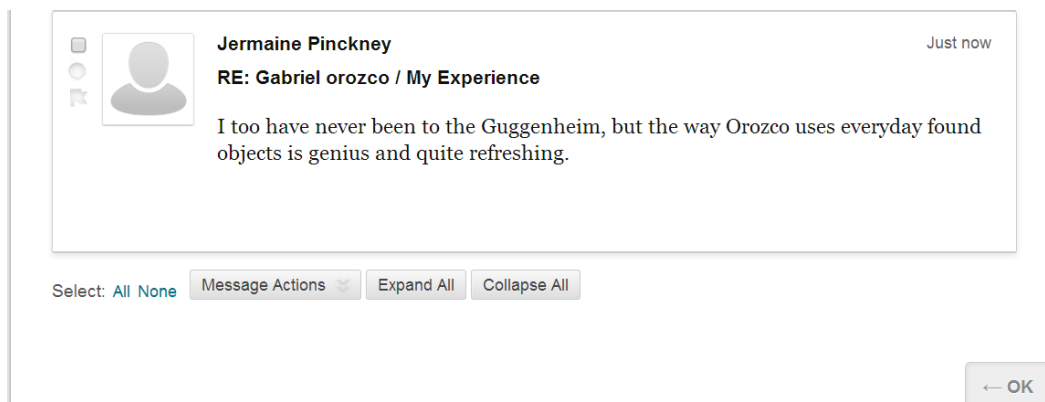
**T T T** Arial 3 (12pt) **T**         



I too have never been to the Guggenheim, but the way Orozco uses everyday found objects is genius and quite refreshing.]

Path: p Words:21

Attach File

**Step 11.** The new Thread reply is now posted.



  **Jermaine Pinckney** Just now

**RE: Gabriel orozco / My Experience**

I too have never been to the Guggenheim, but the way Orozco uses everyday found objects is genius and quite refreshing.

Select: **All None**

You have now learned how to reply to Discussion Board Thread.