For part of your online course, you may need to add a thread to a discussion board. Begin by accessing the discussion board.

1. Click on the “Add (+) Thread” button in the action bar.

You will see a screen like this:

2. Type a Subject for your thread in the subject box. (Your instructor may require you to use the Assignment number as the subject.)

3. Type your message in the Message box. You can use the options in the grey portion of the text box to add bold, italic, or underlined text to your message and format your message however you like. You can also spell-check your message by clicking the spell check icon.

4. Click Submit to add your message to the discussion board