Overview: Throughout your online course, you may be asked to participate in discussion topics. This might include an initial response and responding to your peers.

Objectives: Upon reading this reference guide you should be able to...

- Navigate the Discussion Tool Page
- Respond to a Discussion Topic Question
- Respond to a Peer’s Discussion Thread

Navigate the Discussion Tool Page:

1. Begin by choosing “Discussions” from the nav bar at the top of the screen.

2. The Discussion Tool home page consists of forums and topics. A discussion forum is similar to a folder. It is a way for the instructor to organize your discussion topic questions to make things more organized and easier for you to navigate. The discussion topic is the question that you are expected to respond to. See the image below.
3. A thread is a chain of responses. For example, if you respond to a discussion topic and someone replies to your post, and in turn, you reply to their post, that chain of posts is considered a thread.

4. A post is just a single post. For example, if someone submits a response to your thread, that is a post.

5. The Discussion Tool page shows you the number of threads, posts, and even the last person in the course to make a post, for each topic. See image below.
Respond to a Discussion Topic Question:

1. From the Discussion Tool page, click the title of the topic you would like to respond to.

2. Take note of the question that you should answer.

3. Click the “Start a New Thread” button.

4. Enter a subject for your thread.

5. Enter your response to the Discussion Topic question.

6. Check the box if you would like to subscribe to this thread and receive an email notification each time there is activity in the thread.

7. Click “Post” when you are finished.
Participate in Discussions

Respond to a Peer’s Discussion Thread:

1. Begin on the Discussion Tool home page and select a topic.

2. Locate the peer post you would like to respond to, and click the title of the post.

3. If other students have already replied, those replies will show in the middle of the page. If you are the first student to reply you will see “There are no replies in this thread”. Click the “Reply to Thread” button.
4. You may enter your own subject for your reply, or keep the subject of the original post.

5. Type your reply.

6. Subscribe to this thread if you want to receive notification emails when there is activity in the thread.

7. Click the “post” button when you are finished.