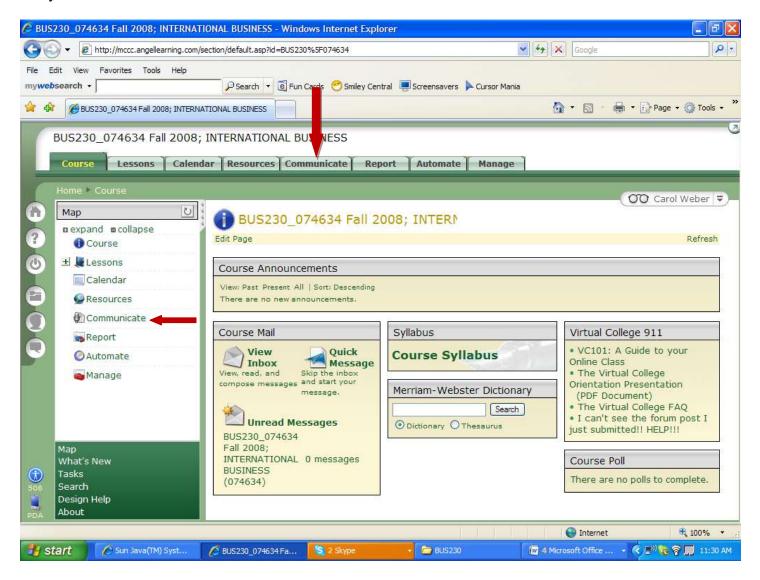
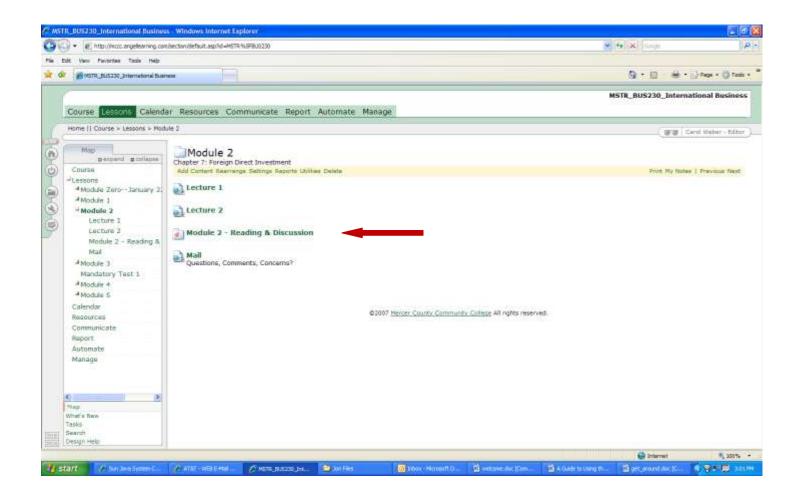
## A Guide to Using the Discussion Board

The discussion board, also referred to as a Forum or a bulletin board, is the tool that is used to hold a conversation in an online environment. It is, for many, the most difficult tool to learn to master. Reading and responding to the messages in the discussion board is roughly equivalent to attending a face to face class and listening to and participating in the classroom discussion. In other words, it is absolutely critical! 

Log into your online course right now and let's check things out.

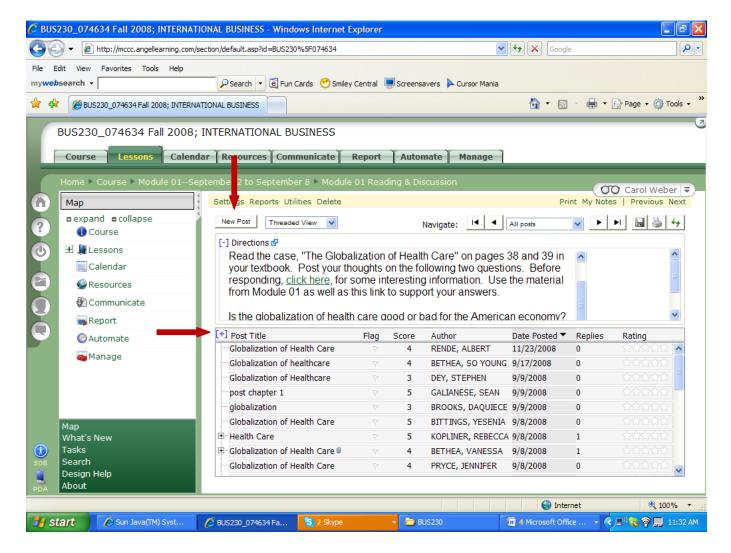
There are 3 different ways to access the discussion board. First from "Communicate" across the top, second "Communicate" in the sidebar (select the show/hide arrows next to the "house" to view), and lastly within the "Lesson" area in the different Modules listed.



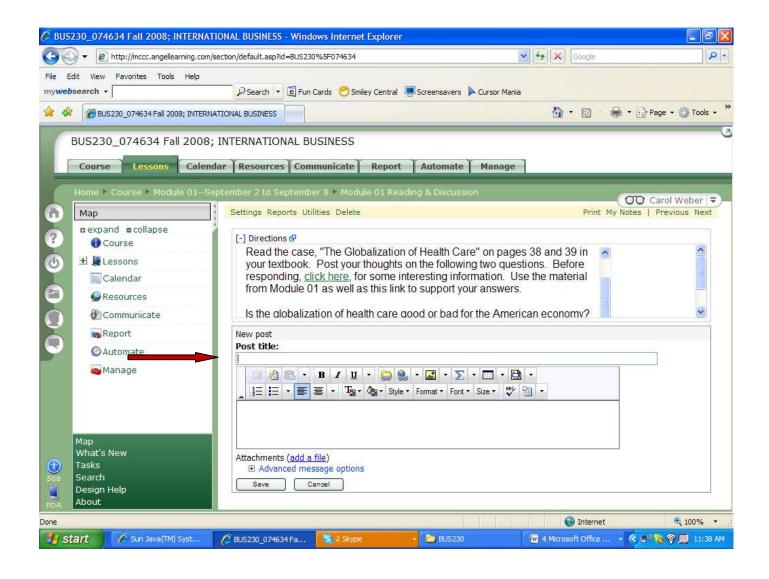


Either way, click one of the suggested links to visit your course's discussion forum.

You'll see something that looks like the screenshot below:



Click on "New Post" to enter your comments or click on one of the other postings for this topic under "Post Title" to read and respond to someone else's posting. In either case, you need to click on "new post," and a window will appear where you can add a subject and then type in the window your discussion. When finished, click on the button "save."



OK. Now you're ready to enjoy using the discussion board. Don't get upset if you put something in the wrong place. Your teacher can move or delete a message for you if you feel you have made a mistake.

GUIDELINE: For short communications of a paragraph or less, you can feel comfortable typing right within the composition window in the discussion board. However, if you are sending a longer piece of writing, you're safer composing it in your word processor. From there, you can run the spell and grammar check, then copy and paste it into the composition window. That way, if your browser should crash or your ISP should disconnect you, you haven't lost all of your work.  $\odot$