


# How do I post to a discussion topic?

Discussions are organizational units that group topics within the site. You cannot post directly to a discussion; you must first enter a topic and post your message there.

In order to post to a discussion topic, you will **Start a New Conversation** or thread.

## Go to Discussions.

 Resources

 Discussions

 Assignments

Select the Discussions tool from Tool Menu in your site.

## Choose a Discussion.

**Course Goals** [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Description of learning objectives and outcomes.

▾ View Full Description

 **Learning Objective 1** 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Learning Objective 1 explanation.

▾ View Full Description

**Case studies** [New Topic](#) | [Forum Settings](#) | [More](#) ▾


Use this area to discuss case studies from each chapter of your text book.

▾ View Full Description

 **Chapter 3 Case Study** 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Please discuss the case study from chapter 3.

▾ View Full Description

 **Chapter 2 Case Study** 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

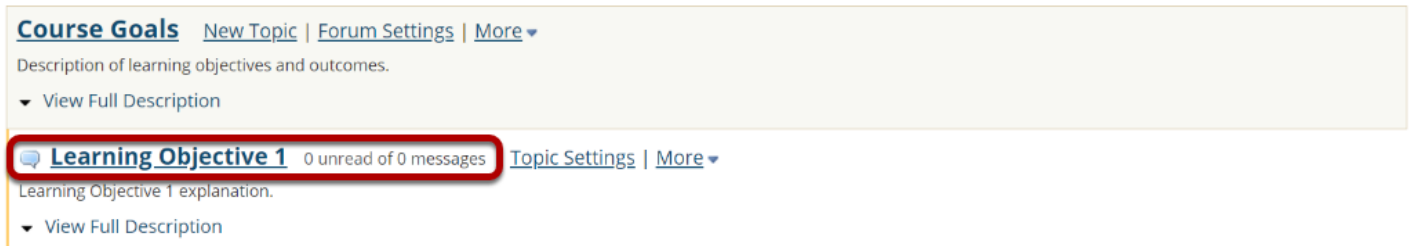
Please discuss the case study from chapter 2.

▾ View Full Description

This is an example of a discussion. The discussion title will appear in bold and in a larger font than the topic titles indented beneath it. If you would like to view more information about the

discussion, you may click **View Full Description** to view any additional information provided by the site owner.

## Select a topic within the discussion.

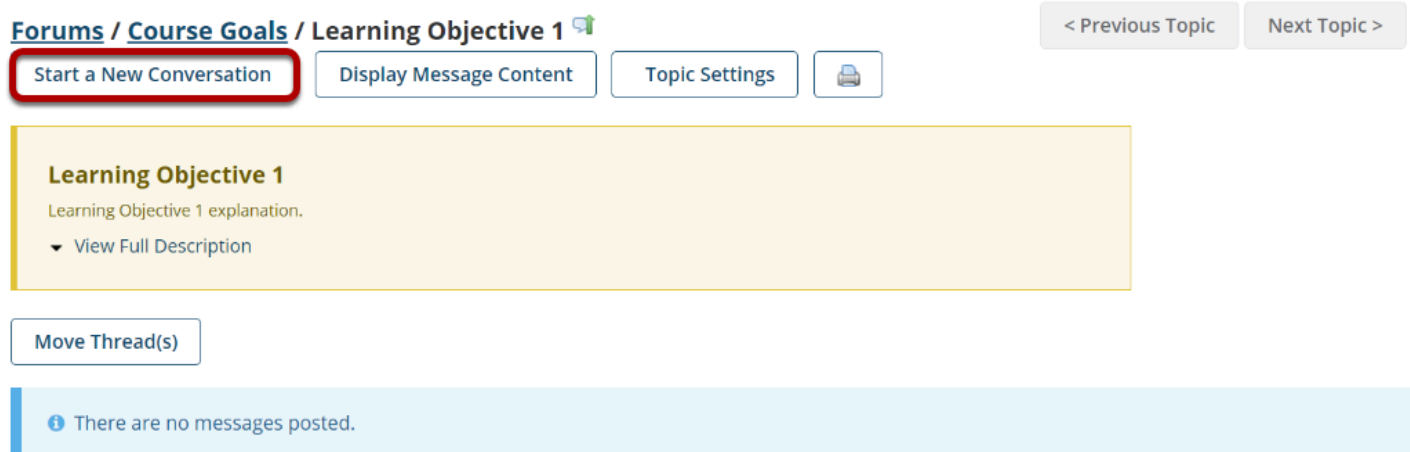


The screenshot shows a forum interface with two topic entries. The first entry is titled "Course Goals" with a description "Description of learning objectives and outcomes." and a "View Full Description" link. The second entry is titled "Learning Objective 1" with a description "Learning Objective 1 explanation." and a "View Full Description" link. The "Learning Objective 1" entry is highlighted with a red box, and its title is also highlighted with a red box. The "Learning Objective 1" entry also shows "0 unread of 0 messages" and "Topic Settings | More" options.

This is an example of a discussion topic.

Click on the title of the topic to enter that topic.

## Click Start a New Conversation.



The screenshot shows a forum topic page for "Learning Objective 1". The breadcrumb trail is "Forums / Course Goals / Learning Objective 1". There are navigation buttons for "< Previous Topic" and "Next Topic >". Below the breadcrumb trail are four buttons: "Start a New Conversation" (highlighted with a red box), "Display Message Content", "Topic Settings", and a printer icon. Below these buttons is a yellow box containing the topic title "Learning Objective 1", the description "Learning Objective 1 explanation.", and a "View Full Description" link. Below the yellow box is a "Move Thread(s)" button. At the bottom of the page is a light blue banner with the message "There are no messages posted."

Starting a new conversation is the same thing as starting a new thread.

After you click **Start a New Conversation**, the message composition window will appear.

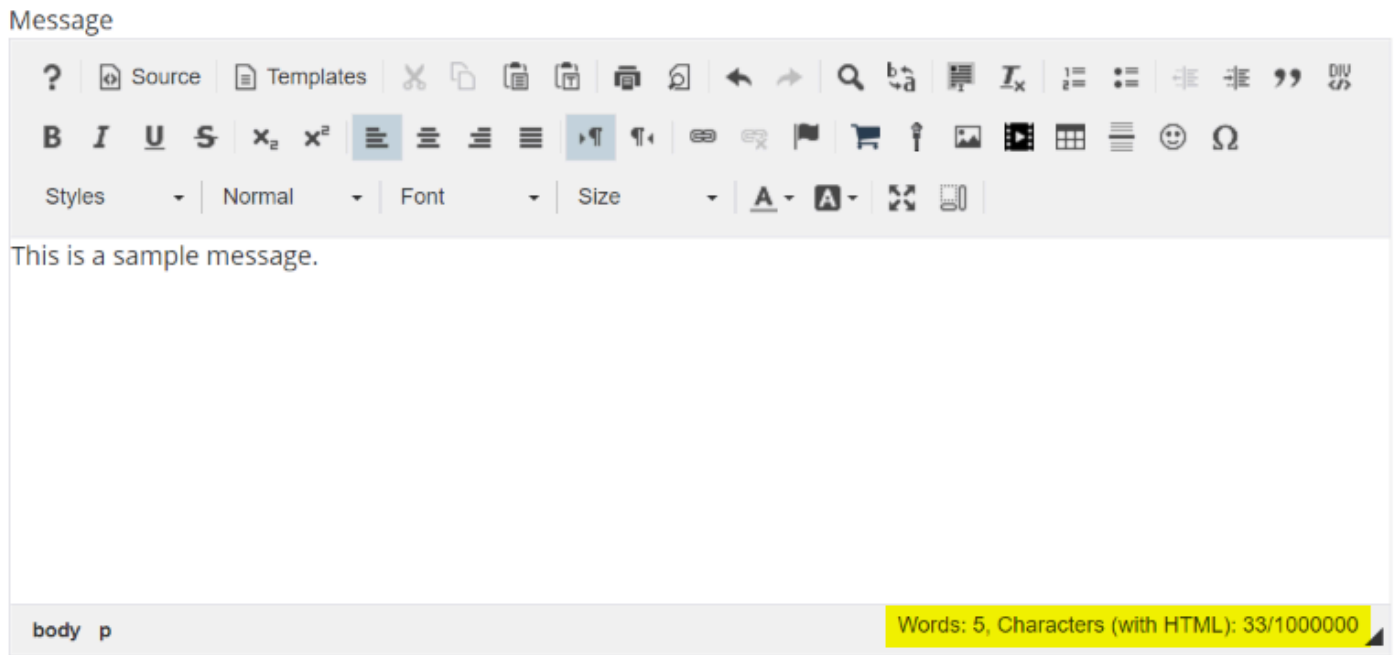
## Enter a Title.

\* Title

Example Post

## Enter a message.

Message



This is a sample message.

body p Words: 5, Characters (with HTML): 33/1000000

This description box allows use of the [Rich Text Editor](#).

*Note: The message box will keep track of the word count in the lower right corner.*

## Add Attachments. (Optional)

### Attachments

No attachments yet

**ADD ATTACHMENTS**

If desired, there is an option to upload attachments to the conversation. Click **Add Attachments** to browse for and select your file.

## Click Post.

**POST**

CANCEL

After completing the conversation, click **Post** to make the conversation viewable.