

Discussion Board

The Discussion Board is an area within your course where you have the ability to communicate with others in the class. The Discussion Board is considered an asynchronous environment. This means that the conversation takes place over an established time period.



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To access the Discussion Board, you will click on the **Communication Tools** link in the navigation bar of the main course page. This will take you to the Discussion Board.

At the Discussion Board, you will see the list of available discussion groups for you to participate in. In the example shown below, there are two groups listed. The group entitled "All Students" is open to all users in the class. The group entitled "Team A" is only available to two users.

To participate on the discussion board, you will need to click on the Group



Group Name	Subject	Topics	Users
All Students	Welcome to Orientation! Last Update: Mon Apr 18 16:29:00 2005 1 Unread Items	1	All
Team A	Team A Discussion Last Update: Tue Apr 19 14:15:14 2005 1 Unread Items	1	2

Name.



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All Students	Welcome to Orientation! Last Update: Mon Apr 18 16:29:00 2005 1 Unread Items	1	All
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Next, click on the Subject link.



Posted by	Subject	Posts
OCC Trainer	Welcome to Orientation! Last Modified: Wed Apr 20 14:10:12 2005	1

You will now see your instructor's post. To reply to your instructor's message, click on the **"reply to this message"** link.

Subject: Welcome to Orientation!

Posted by [OCC Trainer](#) Wed Apr 20 14:10:12 2005.

Message: Hello, welcome to orientation! You are now in the discussion board. Give it a try and post your message now.

[reply to this message](#)



Responding To Your Instructor

At this point, you will be prompted to enter your initial reply to the instructor in the text box. Keep in mind, the discussion board is a public forum visible by the entire class. After you have entered your response, check for spelling errors and then click "**Reply!**"

In the space below, enter your message:

This is where you type your
initial response to your
instructor.

Spell Check

Reply!

Clear Form



Responding To Students' Messages

Below is an example of a student's thread. To reply to a student's thread, you will click on the "**Form a Subthread link.**"

The following replies have been posted:

Posted by [OCC Trainer](#) Wed Apr 20 14:45:53 2005.

Message: I'm looking forward to this class!

[Form a subthread](#)

