



How to Respond to A Discussion Board Post

This tutorial will walk you through the steps necessary to successfully reply to a Discussion Board posting.

Method 1: Reply to a person's initial response to the discussion topic (a thread).

Use these instructions for replying to a person who initiated a direct reply to the discussion topic.

1. Once you have entered the Discussion Board listings area, select the discussion forum you wish to review. In this example, we will review and reply to a post in the "Post your Introductions here!" forum area of this course.

Click on the forum you wish to review.

Discussion Board

Forum

Search After Jul 31 2008 Before Jul 31 2008

in Current Discussion Board

Display Order	Forum	Total Posts	Unread Posts	Part
1	2.1 - Post your introduction here!	10	1	
2	2.1 - Week 1: Discussion of the Reading	11	14	
3	2.1 - Week 1: Mini-Projects		4	
4	2.2 - Week 2: Discussion of the Reading		6	
5	2.2 - Week 2: Mini-Projects	12	8	
6	3.1 - Week 3: Scavenger Hunt	2	2	
7	3.3 - Week 3: Mentorship Discussion	3	3	
8	3.3 - Week 3: Self-Reflections	5	5	

Click on the forum you wish to review.

Once you have entered the Discussion Board listings area, select the discussion forum you wish to review.

In this example, we will review and reply to a post in the "Post your Introductions here!" forum area of this course.

2. Click on the person's initial posting (thread) that you wish to read.

Course Discussions:2.1 - Post your introduction here!

Thread Remove Collect Lock Unlock

Display **Published** GO Search After Jul 31 Before Jul 31
in Current Forum

	Date	Thread	Author
<input type="checkbox"/>	4/17/08 11:31 AM	Paul Carringer Introduction	Paul Carringer
<input type="checkbox"/>	4/25/08 2:32 PM	Michelle Deis, Introduction	Michelle Deis
<input type="checkbox"/>	4/29/08 10:08 AM	Introduction Kathy G	en Gull
<input type="checkbox"/>	5/1/08 1:47 PM	Introduction	Weave
<input type="checkbox"/>	5/6/08 9:58 AM	Hello	Bulford
<input type="checkbox"/>	5/13/08 3:53 PM	photo???	Sally Bulford

Select All GO

3. To post a reply to the person who initiated the posting, **Click the Reply** button next to the **Thread** heading.

Thread Detail

Collect Flag Clear Flag

Search After Jul 31 2008 Before Jul 31 2008 GO
in Current Thread

Thread: **Paul Carringer Introduction** Reply

Total posts: 2 Unread posts: 0

Paul Carringer Introduction
 RE: Paul Carringer Introduction

Refresh Select All GO

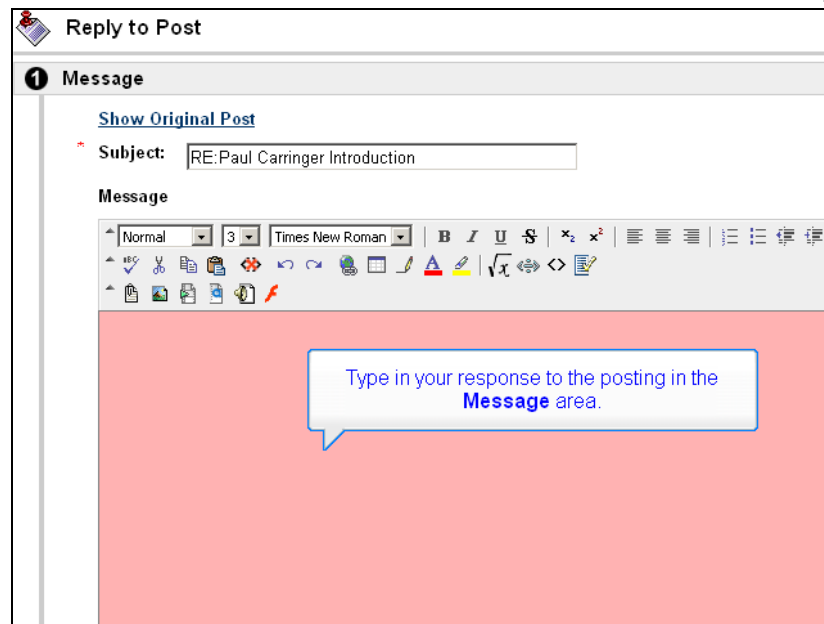
Subject: Paul Carringer Introduction

Author: [Paul Carringer](#)
Creation date: Thursday, April 17, 2008 11:31:26 AM EDT
Date last modified: Thursday, April 17, 2008 11:31:47 AM EDT
Total views: 24 **Your views:** 12

Hello everyone. My name is Paul Carringer. I am an Assistant Professor in the department. I look forward to working through this course.

Subject: Paul Carringer Introduction

4. Type in your response to the posting in the **Message** area.



5. When you are finished typing your response to the posting, **Click** the **Submit** button.



6. Now you should see your response listed for others to view.

Thread Detail

Collect Flag Clear Flag

Search After Jul 31 2008 Before Jul 31 2008

in Current Thread

Thread: [Paul Carringer Introduction](#)

Total posts: 3 Unread posts: 0

<input type="checkbox"/>	Paul Carringer Introduction	Paul Carringer
<input type="checkbox"/>	RE:Paul Carringer Introduction	Sally Bulford
<input type="checkbox"/>	RE:Paul Carringer Introduction	Paul Owens

Select All

Subject: Paul Carringer Introduction

Author: Paul Carringer
 Creation date:
 Date last modified:
 Total views: 25 Your views: 13

You should now see your response listed for others to view.

Hello everyone. My name is Paul Carringer. I am an Assistant Professor in the department. I look forward to working through this course.

Method 2: Reply to a person's initial response posting (a sub-thread).

This example illustrates how to post a reply to a person who was not the initiator of a thread.

1. Click on the reply posting (sub-thread) you wish to review/reply. In this example, Sally's posting is a sub-thread posting that we will be posting a reply.

Thread Detail

Collect Flag Clear Flag

Search After Aug 04 2008 Before Aug 04 2008

in Current Thread

Thread: [Paul Carringer Introduction](#)

Total posts: 2 Unread posts: 0

<input type="checkbox"/>	Paul Carringer Introduction	Paul Carringer
<input type="checkbox"/>	RE:Paul Carringer Introduction	Sally Bulford

Select All

Subject: Paul Carringer Introduction

Author: Paul Carringer
 Creation date: Thursday, April 17, 2008 11:31:26 AM EDT
 Date last modified: Thursday, April 17, 2008 11:31:47 AM EDT
 Total views: 40 Your views: 28

Click on the reply posting you wish to review/reply.
 In this example, we will be posting a response to Sally's reply.

Hello everyone. My name is Paul Carringer. I am an Assistant Professor in the department. I look forward to working through this course.

2. Once you click on the sub-thread posting, you will be able to review the message associated with that posting.

Thread Detail

Collect Flag Clear Flag

Search After Aug 04 2008 Before Aug 04 2008

in Current Thread

Thread: [Paul Carringer Introduction](#)

Total posts: 2 Unread posts: 0

<input type="checkbox"/>	Paul Carringer Introduction	Paul Carringer
<input type="checkbox"/>	RE:Paul Carringer Introduction	Sally Bulford

You will now be able to review the selected posting.

Subject: RE:Paul Carringer Introduction

Author: Sally Bulford

Creation date: Tuesday, May 6, 2008 9:26:55 AM EDT

Date last modified: Tuesday, May 6, 2008 9:26:55 AM EDT

Total views: 13 **Your views:** 13

--Show Parent Post--

3. When you are ready to reply to a person who is **NOT** the initiator of a post, **Click** the **Reply** button to the **right of the message** being reviewed.

er Aug 04 2008

fore Aug 04 2008

[Next Thread](#)

Paul Carringer 4/17/08 11:31 AM

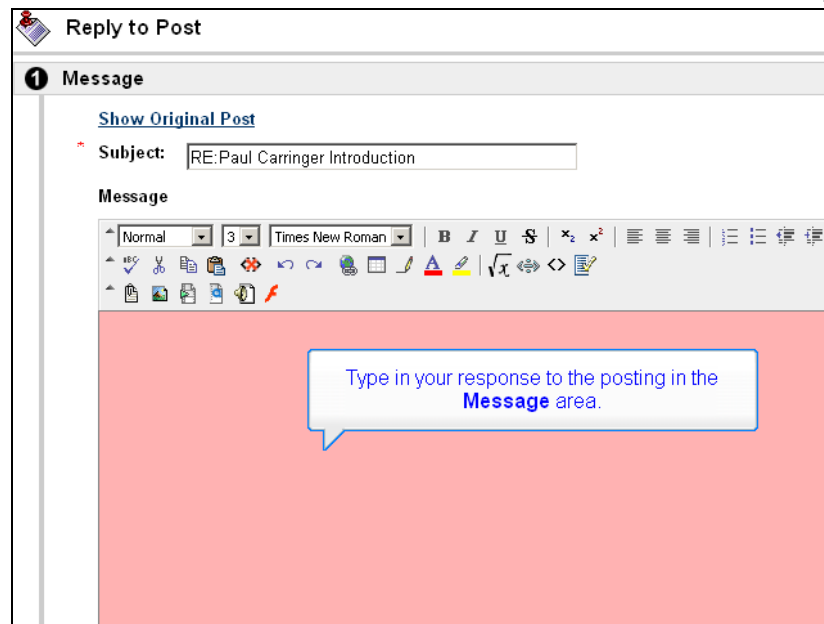
5/6/08 9:26 AM

When you are ready to reply to a person who is **NOT** the initiator of a post, **click** on the **Reply** button to the **right of the message** being reviewed.

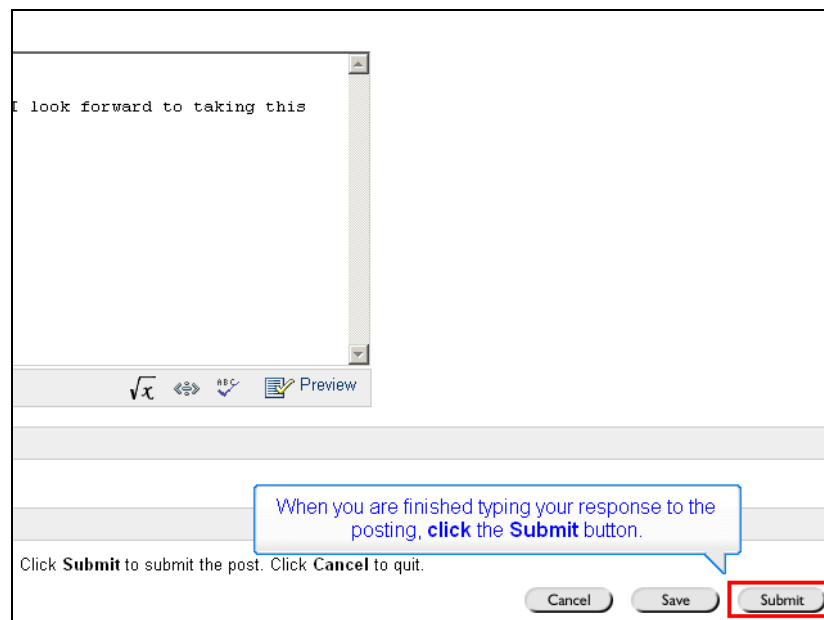
[Previous Post](#)

EDT
AM EDT

7. Type in your response to the posting in the **Message** area.



4. When you are finished typing your response to the posting, **Click** the **Submit** button.



5. You should now see your response listed for others to view.

Thread Detail

Collect
 Flag
 Clear Flag

Search
 After Aug 04 2008
 Before Aug 04 2008

in

Thread: [RE:Paul Carringer Introduction](#)

Total posts: 3 **Unread posts:** 0

<input type="checkbox"/>	<input type="checkbox"/> Paul Carringer Introduction	Paul Carringer
<input type="checkbox"/>	<input type="checkbox"/> RE:Paul Carringer Introduction	Sally Bulford
<input type="checkbox"/>	<input type="checkbox"/> RE:RE:Paul Carringer Introduction	Paul Owens

Select All

Subject: RE:Paul Carringer Introduction
Author: [Sally Bulford](#)
Creation date: Tuesday, May 06, 2008 9:20:33 AM EDT
Date last modified: Tuesday, May 06, 2008 9:20:33 AM EDT
Total views: 14 **Your views:** 14

[--Show Parent Post--](#)

Hey Paul, nice to meet you. I'm from Communication Skills

You should now see your response listed for others to view.