



Educational Technology Student Orientation to D2L

Posting a Discussion to the Discussion Board

Step 1

To access the discussion board, SELECT the **Discussions** link from the course home page.

The screenshot shows the course home page with the following elements:

- Header: ROSALIND FRANKLIN UNIVERSITY OF MEDICINE AND SCIENCE, My Home Email Locker Calendar FAQ Links Quizzes, Help Surveys Logout
- Course Title: D2L103F - Basic D2L Training
- Navigation: Course Home, Content, **Discussions** (highlighted), Chat Dropbox, Classlist Glossary Checklist Grades
- Left Sidebar: Welcome (Welcome, Brian!), My Settings (My Preferences, My Personal Homepage, My Profile), Events (No Events, Open my Events), Updates (5 New Email Messages, 0 Unread Discussion Messages, 0 Quizzes Available)
- Main Content: News section with a welcome message dated Jun 20, 2006.

Step 2

The Discussion main page opens with a list of discussion topics. SELECT the link for the **discussion topic** you want to post to.

The screenshot shows the Discussion page with the following elements:

- Header: ROSALIND FRANKLIN UNIVERSITY OF MEDICINE AND SCIENCE, My Home Email Locker Calendar FAQ Links Quizzes, Help Surveys Logout
- Course Title: D2L103F - Basic D2L Training
- Navigation: Course Home, Content, Discussion
- Section: Discussions
- List of Discussions:
 - [What link do you select to access Discussions?](#) (0 messages - 0 unread)
- Callout: A yellow bubble with the text "Select the discussion link." points to the first link in the list.

Step 3

The discussion topic will open. SELECT the **Add Message** button.

The screenshot shows the discussion topic page with the following elements:

- Header: Discussions - What link do you select to access Discussions? Display Options
- View: Threaded (dropdown menu)
- Tools: Various icons for navigation and actions.
- Content: No results
- Buttons: **Add Message** (highlighted with a red box)


Step 4

Notice the addition of the message box at the bottom of the screen.

- ENTER a **Subject** in the Subject box and a **Message** in the large box below the Subject box.
- When you have completed entering your message, SELECT the **Submit** button.

From: Brian Formacandy
Subject:

in HTML



Attach File:

NOTE: If you have a long message, please compose your message in a text editor such as Notepad or WordPad and paste it into the message box to avoid losing any information if the system times out.