

Reply to a Discussion Thread (Instructor)

Overview

This tutorial will explain how to **Reply** to a **Discussion Thread**. A Reply, also called a Discussion Post, is a personal comment or reflection on the topic introduced in a Discussion Thread. You can Reply to someone else's Discussion Thread, or you can [Create a Discussion Thread](#) of your own and have others Reply to it. You can even Reply to Replies.

Quick Steps

Control Panel > Course Tools > Discussion Board > Select Forum > Select Thread > Reply

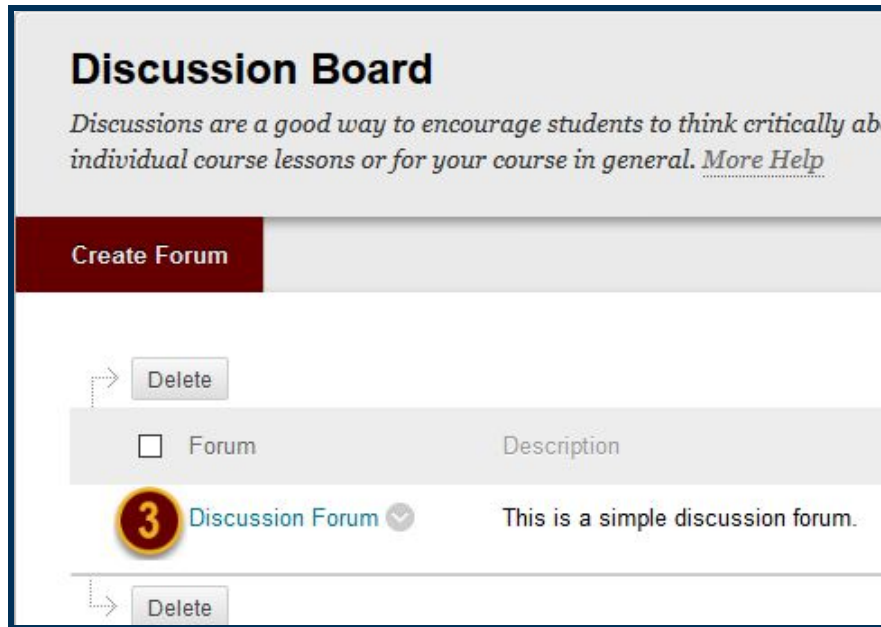
Step 1

To create a Discussion Reply, you must first access the Discussion Board tool. The Discussion Board tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the "Discussion Board" option [2].



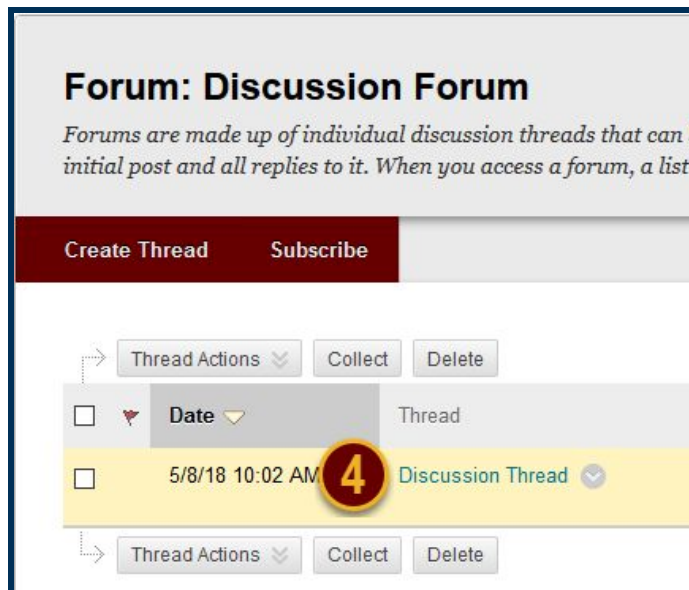
Step 2

On the Discussion Board page, select the Discussion Forum where you want to create a Discussion Reply [3] from the Forum list.



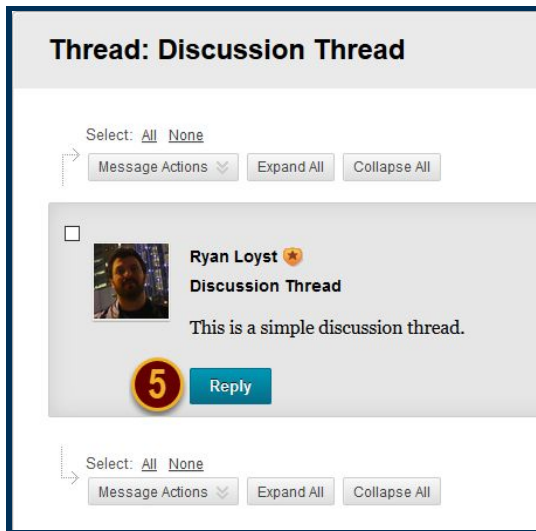
Step 3

On the Forum page, select the Discussion Thread where you want to create a Discussion Reply [4] from the Thread list.



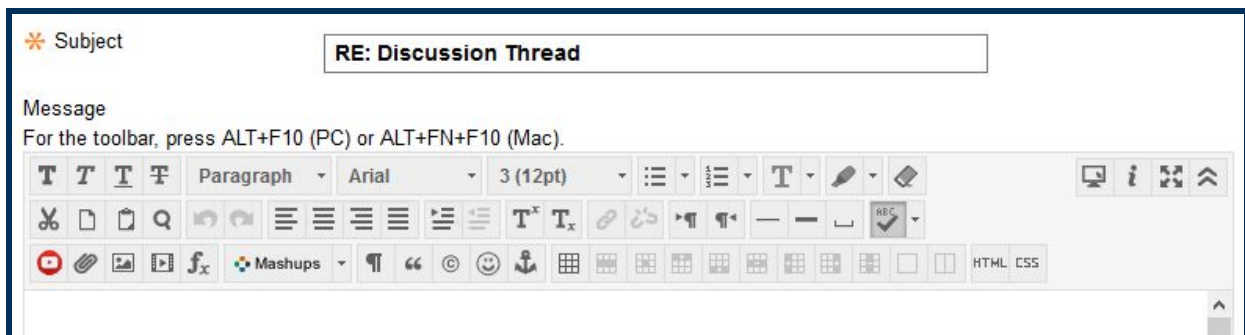
Step 4

From the Thread page, click the *Reply* button [5] located at the end of the original Thread post.



Step 5

A Content Editor will open below the Thread. Type a subject for your Reply in the Subject field. The Message editor, like all Content editors, contain typical word processing tools which allow you to add text, tables, media, or web links. Compose your response within it.



Step 6

You can also attach a file to the Reply using the *Browse My Computer* or *Browse Content Collection* buttons.



Step 7

Click the *Save Draft* button to store a draft of the Reply, or click the *Submit* button to post the Discussion Reply.