

Accessing the Discussion Board

Forums can appear throughout a Course, in any area where an Instructor chooses. Each group may also have a private Discussion Board with Forums available only to those users that are a part of the group.

All Forums that are not a part of a group can be accessible from various points in the Course or by going to the Discussion Board links.

There are four ways to access the Discussion Board.

1. Through the **Control Panel**

- a. In your course, click the **Control Panel** link located at the bottom of the menu on the left-hand side of the course window. The Control Panel will be displayed.
- b. Click the **Discussion Board link** located in the Course Tools section on the left side of the screen.



2. Through the **Course Menu**

- a. If a Discussion link or button was established in the course menu click on the link.
- ## 3. Through the **Communications** menu link if you are using the default course shell.
- ## 4. Through **Tools** Menu (this option may vary from course to course)
- a. Click on the Communication link in course menu.
 - b. Next click on the Discussion Board link.