

Adding, Editing & Removing Threads

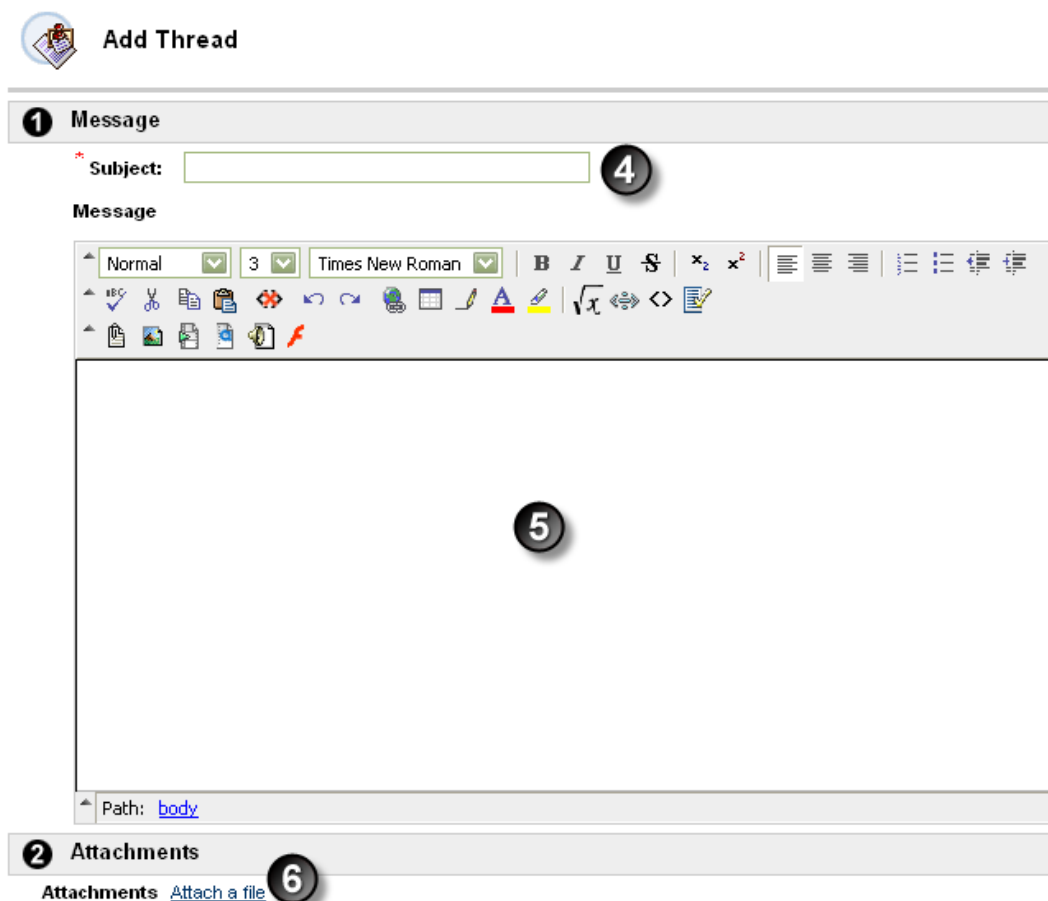
Threads are a series of posts related to a similar topic. When creating a Forum, the Instructor has the option of allowing or not allowing users to start threads. If threads are graded, users cannot start threads.

To add a thread:

1. Select the Discussion Board you wish to modify.
2. Then select the forum you want to add a thread to.



3. Next click on the add **[Thread]** button in the tools menu. The Add Thread screen will be displayed.

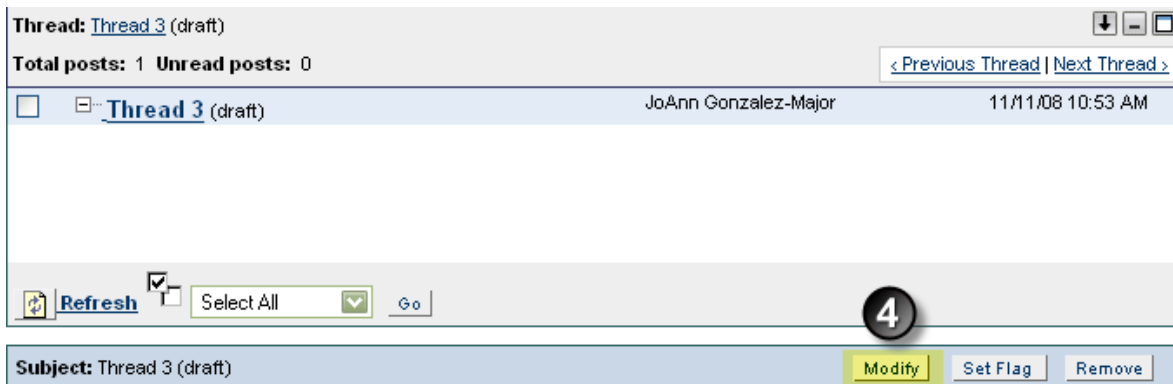
A screenshot of the "Add Thread" screen. At the top left is a "Message" section with a "Subject:" text box (callout 4) and a "Message" text area (callout 5). Below this is an "Attachments" section with a callout 6 and a link "Attach a file". The interface includes a rich text editor toolbar with various icons for text formatting and editing.

4. Enter a title for the thread in the **Subject** text box.
5. Enter conversation text in the **Message** text box.
6. *Optional field:* Attachments can be added to the threads if the feature was activated when the forum was created.

- o Click on the “Attach a file” link to add a file. A **Browse** form field will be displayed.
 - o Click on the **[Browse]** button. A File Upload screen will be displayed.
 - o Navigate to the file to be attached.
 - o Click on the **[Open]** button in the “File Upload” window to add the file to the thread
7. Click the **[Submit]** button to add and post your message to the discussion forum.

To Modify a thread:

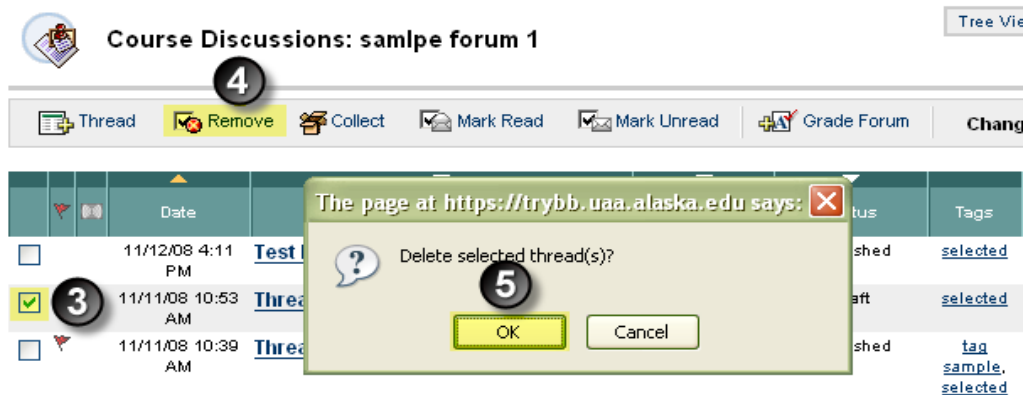
1. Select the Discussion Board you wish to modify by clicking on the board title.
2. Then select the forum you want to modify by clicking on the forum link.
3. Then Select the Thread you want to modify by clicking on the thread title.



4. Click on the **[Modify]** button, located in the Subject area of the post.
5. Make the changes you want to make to the thread, then click the **[Submit]** button located on the lower right-hand-side of the browser window to save the changes.

To Remove a Thread:

1. Select the Discussion Board you wish to modify.
2. Then select the forum you want to modify.



3. Next click on the Check Box next to the thread you want to remove.

4. Click on the **[Remove]** button located in the tools menu toward the top of the browser window. A verification window will be displayed.
5. Click on the **[OK]** button in the verification window to complete the removal request.