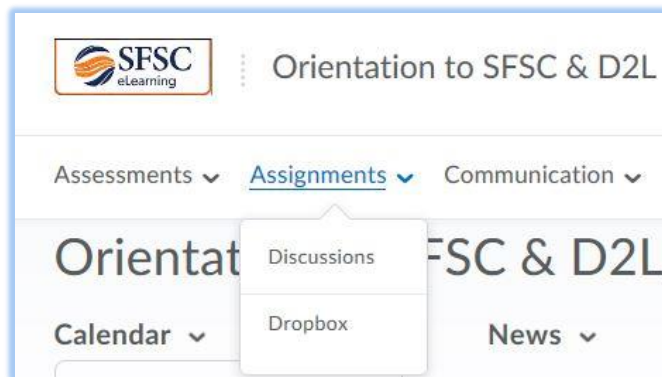


## Brightspace: How to Post and Reply to a Discussion Board

The Discussions tool is a collaboration area to post, read and reply to threads on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

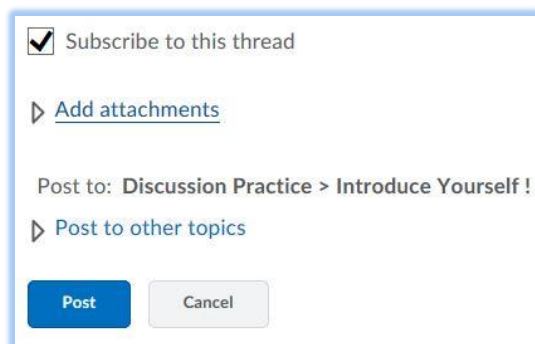
### To access the Discussions tool:

1. After entering Brightspace through Panther Central, select your class from the "My Courses" widget.
2. Click **Assignments** on the navbar.
3. Click **Discussions**.



### To post a message in Discussions:

1. Click on the blue hyperlink of the topic where you want to post a message.
2. Click **"Start a New Thread"** in the upper left corner of the screen.
3. Enter a **Subject**.
4. Enter your Message.
5. (Optional) Select **Subscribe to this thread** to receive updates on the thread via your selected notification method.

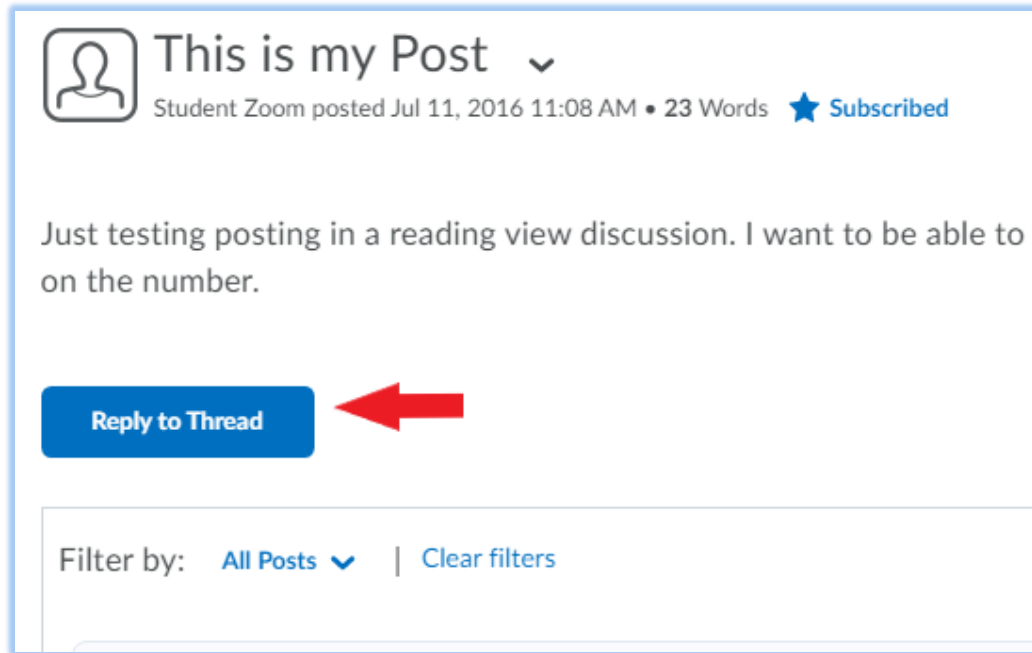


6. (Optional) Click **Add attachments** to locate a file you want to attach or record video or audio files. You can attach as many files as you want.

7. Click "**Post**" in the lower left corner of the screen to submit your message to the discussion board for your instructor and classmates to see.

### To reply to a message in a Discussion Board:

1. Locate the message you want to reply to.
2. Click on this message to open it, and then click "**Reply to Thread**".



3. Enter your reply in the **Message** field, similar to posting.
4. Click "**Post**" in the lower left corner of the screen.