



Posting to a Discussion Forum Topic STUDENT Quick Start Guide



In the Discussions area, you can post, read, and/or reply to messages posted by others. Your instructor may ask for your participation on various topics posted to the Discussion area that are relevant to your course.

This guide will get you started on how to:

- Access your course content
- Compose and reply to a Discussion Forum Topic

Accessing Course Content...

Your courses are listed in the **My Courses** widget on the **My Home** page. Simply click the name of the course you wish to enter.

News	
No items found.	
My Courses	
Course	Actions
<input type="checkbox"/> No Semester Welcome to D2L - Bo Development Course	
<input type="checkbox"/> 20111 - Summer 1, 2010 Sandbox Course Brenneck - sandbox_course_JB	

Once you've entered the course space, access course content by selecting the appropriate menu item on the main navigation bar.

[My Home](#) [Locker](#) [Schedule](#)
KUTZTOWN UNIVERSITY
 of Pennsylvania
[Course Home](#) [Content](#) [Discussions](#) [Dropbox](#) [Quizzes](#) [Grades](#) [Checklist](#) [Groups](#) [Classlist](#)

Compose or Reply to a Discussion Forum Topic...

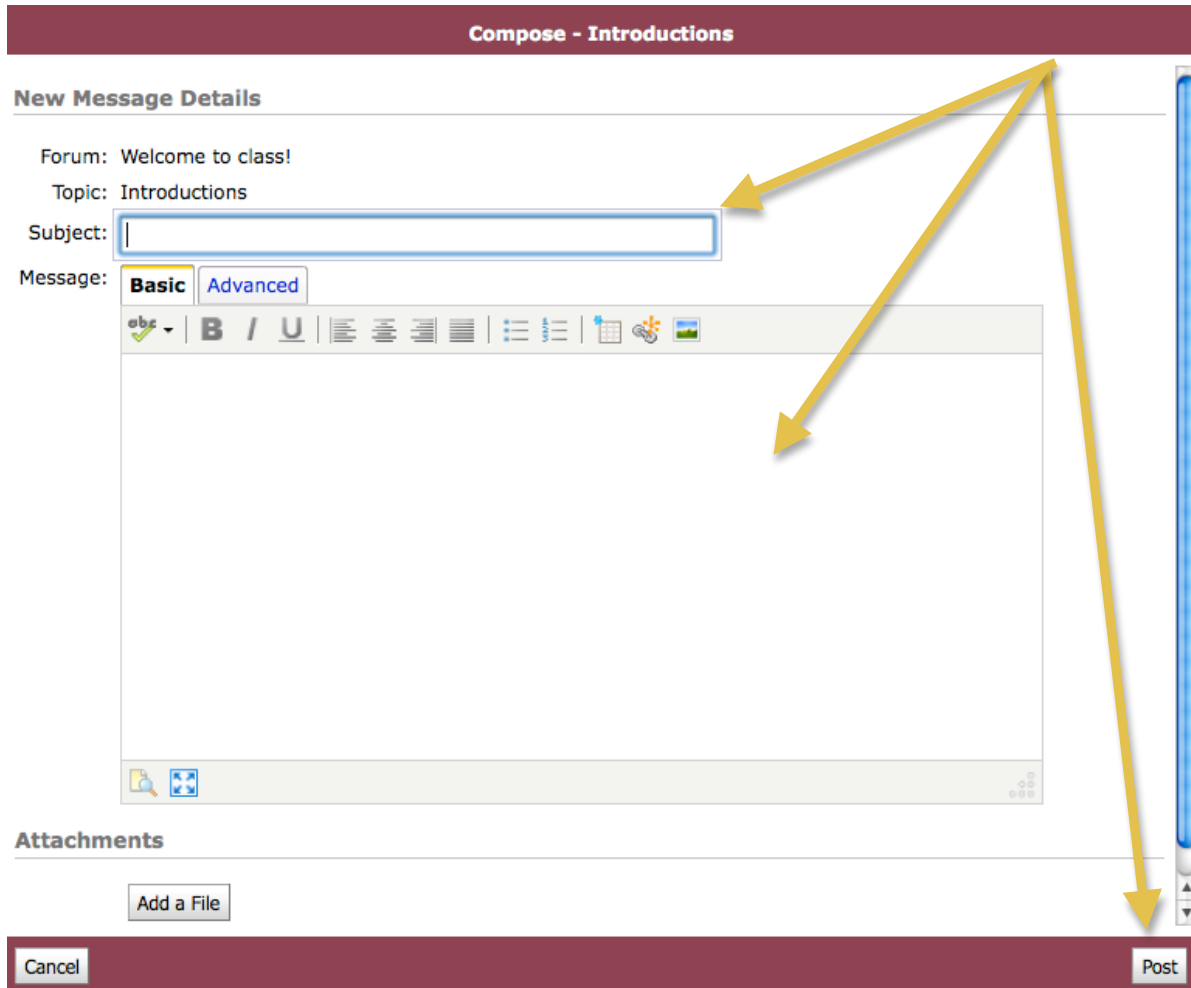
1. Click the Discussions link located on the course navigation bar.

The screenshot shows the top navigation bar of the Kutztown University online training course. The navigation bar includes links for My Home, Locker, Schedule, Course Home, Content, Discussions, Dropbox, Quizzes, Grades, Checklist, Groups, and Classlist. The 'Discussions' link is circled in yellow, and a yellow arrow points to it from the right. Below the navigation bar, there are three main sections: 'Events' (Today and Upcoming), 'News' (Welcome to class! and a message about Desire2Learn), and 'Calendar' (April 2010). The calendar shows the dates 22 and 23 circled in red.

2. To read a message, simply click on the topic link to open the message.
3. To reply to the message, click on the [\[Reply\]](#) link.
4. To compose a new message or thread, select the Compose button located at the top of the message list.

The screenshot shows the 'Discussions List' page for the 'Introductions' topic. The page includes a 'Compose' button at the top, a 'Back to Forums & Topics List' link, and a 'View: All Messages' dropdown. The message list is sorted by 'Message Date' and 'Most Recent First'. A message from Marcia Brady is shown, with a 'Reply' link highlighted in yellow. A yellow arrow points from the 'Reply' link back to the 'Compose' button. The message content reads: 'Hello, my name is Marcia Brady. I am in my second semester at Kutztown University, and my major is Elementary Ed. I look forward to working with all of you this semester.'

5. Specify a Subject and compose your message.
6. Click Post when finished.



An important note: Students MUST click on a topic/message link to reply or compose a new message. You cannot compose or reply to a topic from the Discussion Forums and Topics List page.

For more help or information, please contact:

IT Help Center

M-F 8 a.m. to 4:30 p.m.

112 Stratton Administration Center

(610) 683-1511

helpcenter@kutztown.edu