

Student

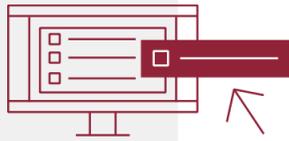
How to Post on the Discussion Board

Follow these simple steps to successfully participate in the discussion forums.



1

Discussion board



Select **Discussion Board** in your course dashboard to access the forums.

Note: The discussion board link is also available on the **Assessments** page of the course website.

2

New Window



Your browser will open in a new window and the **Discussion Board** will appear.

3

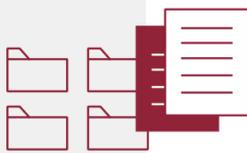
Category Listing



On the **Home Page** of the discussion board you will find a list of folders containing the various discussion topics for the course.

4

Topics



Select one of the folders to access its content.

Within some of the folders, you will find subtopics. Choose one and select it to read and respond to posts.

5

Reply to Existing Post



Select **Reply** or **Quote** (includes the original post in your reply) and enter your response in the text box provided.

Re-read your message carefully before posting. Verify your spelling, grammar, and tone.

6

Post New Topic



In some topic folders, you can select **Post Topic** to start your own discussion thread.

A new topic textbox field will appear. Compose and format your message in the textbox.

7

Reply



Select **Post Reply** or **Post New Topic** to post your message.

Some discussion forums have deadlines to post—verify your course agenda for dates.

8

Help!



If you have issues with the discussion board, email discuss@econcordia.com for assistance and copy your TA on the email—do so **BEFORE** the deadline to post.

9

My grades



Discussion board grades (if applicable) will be posted in the **My Grades** section of your eConcordia portal once they are posted by your instructor.