



Computer Tutorial: Create a New Discussion Thread in MyHills

Purpose: To show students how to create a new discussion thread in MyHills.

From within a course, click “**Discussions**,” which is located in the blue “Course Menu.”

Note: You may also access “Discussions” by clicking “Course Tools,” and then clicking “Discussion Board.”

A screenshot of the Indian Hills MyHills course interface. At the top, there is a dark red header bar with the college's logo and name. Below the header is a navigation bar with three tabs: "MyHills" (selected), "Courses" (highlighted in blue), and "Community". Underneath the navigation bar is a toolbar with icons for home, course home, and other course functions. The main content area is titled "MyHills Training: Tutorials". On the left, a vertical sidebar menu lists course tools: "Course Home", "Before You Begin", "Syllabus and Schedule", "Faculty Information", "Learning Units", "Assignments", "Discussions" (which has an arrow pointing to it from the bottom left), "Work Groups", "Course Tools", "My Grades", "Send Email", and "Help Desk". The "Discussions" menu item is highlighted with a blue background and white text.

The “Discussion Board” page will open.

A screenshot of a web browser showing the Indian Hills Community College website. The header features the college's logo and the text "Indian Hills Community College". Below the header, there is a navigation bar with links for "MyHills", "Courses" (which is currently selected), and "Community". The main content area is titled "Discussion Board". On the left side of the content area, there is a sidebar with icons for file operations like upload, download, and search, along with a link to "MyHills Training: Tutorials". The main content area has a title "Discussion Board" with a red arrow pointing to it from the right. Below the title, there is a descriptive text: "Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help".

On the “Discussion Board” page, a list of Discussion Board Forums, along with general information about each forum, will appear.

A screenshot of the "Discussion Board" page. The page title is "Discussion Board" with a subtitle "Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help". There is a "Search" button on the right. The main content area displays two forums:

Forum	Description	Total Posts	Unread Posts	Total Participants
Introduce Yourself	Please take a moment to introduce yourself to the class. What is your name and where are you from? What hobbies/activities do you enjoy? What do you hope to get out of this course? Remember, this is a graded discussion forum. Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.	1	1	1
LU01: Discussion	Please write one paragraph describing what you found most interesting about the first learning unit in this course. Remember, this is a graded discussion forum. Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors. Also, this is a "Post-First" discussion forum. You must create a thread before you will be able to see what others have posted.	0	0	0

From the “Discussion Board” page, select the title of the “Forum” you would like to enter.

Note: Do not be alarmed if you cannot access a particular discussion forum. Your instructor may choose not to open a discussion forum until a specific date and time, or until a certain assignment has been successfully completed.

Forum	Description	Total Posts	Unread Posts	Total Participants
Introduce Yourself	Please take a moment to introduce yourself to the class. What is your name and where are you from? What hobbies/activities do you enjoy? What do you hope to get out of this course? Remember, this is a graded discussion forum. Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.	2	0	2
LU01: Discussion	Please write one paragraph describing what you found most interesting about the first learning unit in this course. Remember, this is a graded discussion forum. Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors. Also, this is a “Post-First” discussion forum. You must create a thread before you will be able to see what others have posted.	0	0	0

The “Forum” page will open.

Note: You may also be able to access a specific discussion forum by clicking the Discussion Forum link from within a Learning Unit.

Indian Hills Community College

MyHills Courses Community

Discussion Board > Forum: LU01: Discussion

Forum: LU01: Discussion ←

Organize Forum Threads on this page and apply settings to several columns by clicking the column title or the caret at the top of each column.

Click “Create Thread” to create a new discussion thread.

Note: For a “Post-First” discussion forum, you must create a new thread before you can see what others have posted.

The screenshot shows a web-based discussion forum interface. At the top, it says "Forum: LU01: Discussion". Below that, a note states: "Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)". In the center, it says "This is a 'post-first' discussion forum." Below that, a message says "There are currently 0 threads in this forum. Create a thread to help start the conversation!" A red arrow points to the "Create Thread" button, which is highlighted with a red border. The button itself is white with black text. At the bottom, there's a "Forum Description" section with instructions and examples.

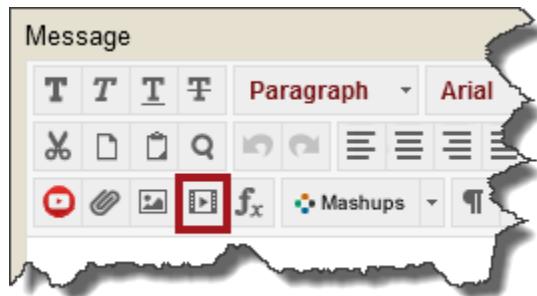
Then, on the “Create Thread” page, follow the steps shown in the tutorial “**Reply to a Discussion Thread in MyHills**” to add your information to the “Message” area, and publish your discussion forum post.

The screenshot shows the "Create Thread" page. At the top, it says "Create Thread" with a red arrow pointing to it. Below that, a note defines a thread: "A Thread is a series of posts related to the same subject. Threads provide an organizational structure within a Forum for users to share posts on similar topics. Creating a thread posts the first message. [More Help](#)". At the top right are "Cancel", "Save Draft", and "Submit" buttons. The main area is divided into sections: "1. Forum Description" and "2. Message". "1. Forum Description" contains the same instructions as the previous screenshot. "2. Message" has a "Subject" field with a red star indicating it's required, and a large rich text editor toolbar below it. The rich text editor includes buttons for bold, italic, underline, strikethrough, superscript, and various alignment and list options, along with a "HTML" button.

Note: If you are required to submit a post that includes audio and video, use the following instructions.

Record your post using a recording device such as your cell phone, a digital camera, or a webcam. Make sure that your recording is easily accessible to be able to upload on the device you use.

Then, in the Discussion Forum thread, Select the **Insert/Edit Embedded Media** icon to embed a media clip in the text area or edit an existing selected media item. You can also use the right-click menu to edit the properties of an existing selected media clip.

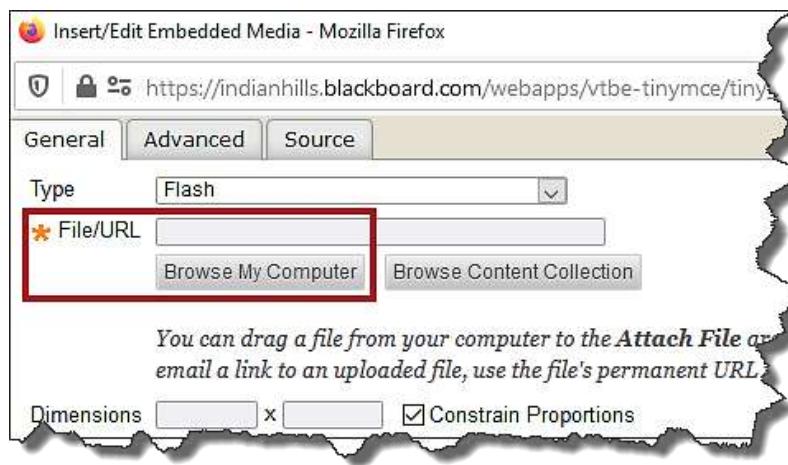


Blackboard Learn supports these media file types:

Audio: AIFF, MP3, MIDI, MP, WAV, and WMA

Video: ASF, AVI, MOV, MOOV, MPG, MPEG, QT, SWA, SWF, and WMV

From the menu, select the media you want to add. You can upload a media file using the Browse My Computer button or create a link to a file outside of the system by typing or pasting a URL in the File/URL box. You must use the http:// protocol.



The video will process and appears for your preview. Please note, depending on the file size, this may take a minute or two. Then, click **Insert**.

Once you are ready to publish your post, click "**Submit**."

Note: If you are not yet ready to post, you may select “Save Draft” instead of “Submit.” Then, follow the instructions shown in the tutorial “Reply to a Discussion Thread in MyHills” to edit your draft.



A green “Success” message, along with all published posts, will appear on the Forum page.

Thread Actions	Date	Thread	Author	Status	Unread Posts	Total Posts
Thread Actions Collect	4/2/13 3:29 PM	LU01 Discussion	Janet Learner	Published	0	1
Thread Actions Collect	4/2/13 3:28 PM	Most interesting	Stuart Dent	Published	1	1

Congratulations! You now know how to create a new discussion thread in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | Email: helpdesk@indianhills.edu | Web: www.indianhills.edu/helpdesk