Computer Tutorial:
Reply to a Discussion Thread in MyHills

Purpose: To show students how to reply to a 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.”
The “Discussion Board” page will open.

On the “Discussion Board” page, a list of Discussion Board Forums, along with general information about each forum, will appear.
Select the title of the “Forum” you would like to enter, on the “Discussion Board” page.

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.

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.
On the “Forum” page, you may have several options regarding the forum. These options could include any of the following: “Create Thread,” “Grading Information,” “Subscribe,” “Search,” “Discover Content,” and “Display.”

Note: You may not see some of these options, as instructors will not usually make options available unless necessary for the forum.

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

Note: Creating a new thread is not necessary for many discussion forums, so this link may not be available in some discussion forums.
Select “Grading Information” to view grading data or to print a collection of your published posts within the forum.

Note: Not all discussions are graded, so this link may not be available in some discussion forums.

Select “Subscribe” if you would like to receive an email to your Indian Hills email account every time there is a new post or reply to the forum.

Note: Since an email is sent every time there is a new post or reply in the forum, this can overwhelm a person’s email account very quickly. Therefore, many instructors will not allow subscriptions.
Select “Search” to find published posts that contain a particular word or phrase. You may search the current forum, the current discussion board, or all the available forums in the course.

Click “Discover Content” to open a new window that may contain links to files that your instructor uploaded in this area for you to reference during the discussion.

**Note:** Your instructor may ask you to reference files uploaded somewhere else in the course, such as in a Learning Unit, instead of the “Discover Content” area.
Hover your cursor over “Display” for additional options on how to display forum content.

Information about the available thread(s), including the “Author” and the “Total Posts” will be shown on this page.
Click the title of a “Thread” to open it.

The “Thread” page will open.

Click “Reply” to post a response to the published post.
A field will open where you can type your reply.

You can type a new title for your reply in the “Subject” box.

Note: The default “Subject” will be “RE:” (which stands for “regarding”) followed by the subject of the original post.
Then, type your response in the “Message” box.

You may edit your reply using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

Once you are ready to post your reply, click “Submit.”

Note: Click “Cancel” to cancel and delete your reply.
If you are not yet ready to post, you may select “Save Draft” instead of “Submit.” Then, you may edit and post at a later time.

When “Save Draft” is chosen (above), the draft you typed will appear on the “Thread” page.

**Note: Only you can view your saved draft.**

![Image of Save Draft button](image1)

You may edit your post by clicking the “Edit” button that appears when you hover your cursor over your draft.

**Note: Click “Delete” to delete your draft.**

![Image of Edit and Delete buttons](image2)
Once you “Submit” the reply you created, it will appear on the “Thread” page, along with your name and photo.

Note: See the tutorial “Upload an Avatar in MyHills” for information on how to upload your photo to MyHills.

Thread: Hello!

Hello!

Hello, and welcome! My name is Jordan Mentor. I am pleased to be your instructor for this course. I was born and raised in Ottumwa, Iowa. I earned my bachelor's and master's degrees online, allowing me to stay in the area, which is good, because that's how I eventually met my future wife. I am married and have two children: a daughter, who is five, and a son, who is two. They keep my wife and me busy, but we wouldn't have it any other way! In my spare time (of which I have very little), I enjoy extreme cardio workouts, rocking out on my guitar, playing PlayStation with my pals, and attending fine arts events hosted by Indian Hills. I hope you enjoy the course!

RE: Hello!

Hi, my name is Janet Learner. I am from Oskaloosa, Iowa, and am a freshman at Indian Hills. In my spare time, I enjoy shopping, dancing, and hanging out with friends. I am taking this class to fulfill a requirement needed to earn my Associate of Arts degree. After earning my degree, I plan to transfer to a four year university to study media communications.

Congratulations! You now know how to reply to a 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