

## **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 black "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.

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.

Discussions ar Discussions ar discussions ar	n Board e a good way to encour ound individual course	rage students to think critically about y lessons or for your course in general.	our coursewor More Help	k and interact w	ith each others' idea	as. You can create
<u>Create Foru</u>	<u>m</u>				↑↓ Discove	er Content Search
Dele	FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
	LU03: Discussion	Please discuss what we have learned in this unit.	0	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.

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.

Forum: LU03:	Discussion
Forums are made up includes the initial po	of individual discussion threads that can be organized around a particuld ost and all replies to it. When you access a forum, a list of threads appears
Create Thread	Subscribe
~~~~	

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 post.

Create Thread A thread is a series of posts related to the same subject. Threads provide topics. Creating a thread posts the first message. More Help	an organizational structure within a forum for users to share posts on similar 4
* Indicates a required field.	4
FORUM DESCRIPTION	
Please discuss what we have learned in this unit.	4
MESSAGE	
* Subject	
Message For the toolbar, press AI T+E10 (PC) or AI T+EN+E10 (Mac).	
B-L U S Paragraph Open Sans	

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. You can also upload your recording to YouTube and insert a link in the forum.

Then, in the Discussion Forum thread, select **Attach File** to attach a recording OR select the **Insert/Edit Link** icon to embed a YouTube link in the text area.

Messa For th	age e toolt	oar, pr	ess AL	T+F10 (	(PC) or	ALT+	FN+F1	0 (Ma	c).										
В	Ι	U	÷	Para	graph		~	Oper	n Sans,	ari	~	10pt		$\sim$	≣	~	≝ ~	•••	2
<u>A</u>	~	<u>*</u> \	/ <u> </u>	ж	5	Ĉ	} Q	. <		> ∎	F 3	= =		j j	Ē	×	<sup>2</sup> X <sub>2</sub>		<
S	Ŀ,	۶ſ	¶۰	-	÷		÷ ~	۲	¶	77	Ω	٢		⊞~	$\times$	E			5
		田	:::	ŦB	Æ	×	<>	Ť	<b>{;</b> }	۲	?	K 7	$\oplus$						
																			1
Р															0 \	WORD	S POWE	RED BY TI	NY
																			_{
ATTAC	HMEN	ITS																	1
Attach	File																		1
Brov	wse Loc	al Files	;	Browse	Conter	nt Colle	ection												
~	~ر	~	~~~~	~~	~~~ <sup>_</sup>	~~~	$\overline{\checkmark}$	$\sim$		~~~	~		~		~~~	~			5

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.

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 "Success" message, along with all published posts, will appear on the Forum page.

Forum: LU03: Discu Forums are made up of indivi and all replies to it. When you	USSION dual discussion threads that co access a forum, a list of thread	n be organized around a ds appears. More Help	particular subject	. A thread is a conver	sation within a forum that inclu	ides the initial post
Create Thread Subs	cribe				Display V Discover C	ontent Search
Thread Actions  Thread Actions	Collect Delete THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
7/16/24 9:30	AM Points to Think About		Published	0	0	1
Thread Actions	Collect Delete		~		Displaying 1 to 1 of 1 items	Edit Paging

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

– Office of Online Learning –

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

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