

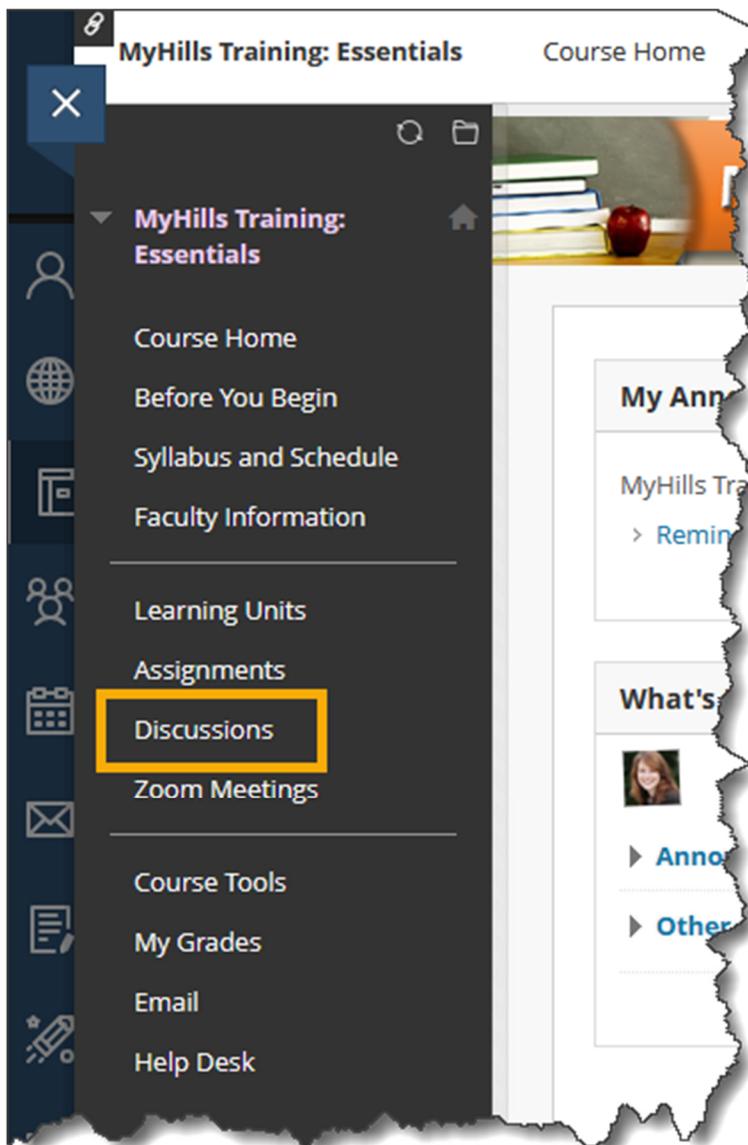
## Computer Tutorial:

### 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.”



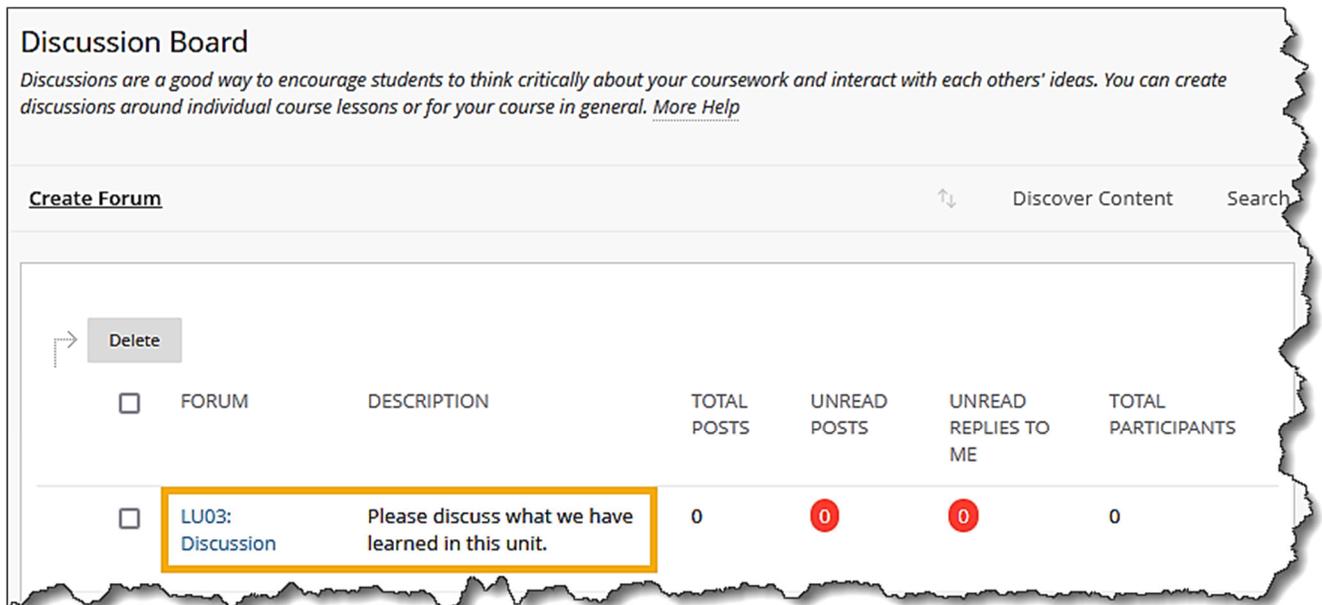
The “Discussion Board” page will open.



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.**

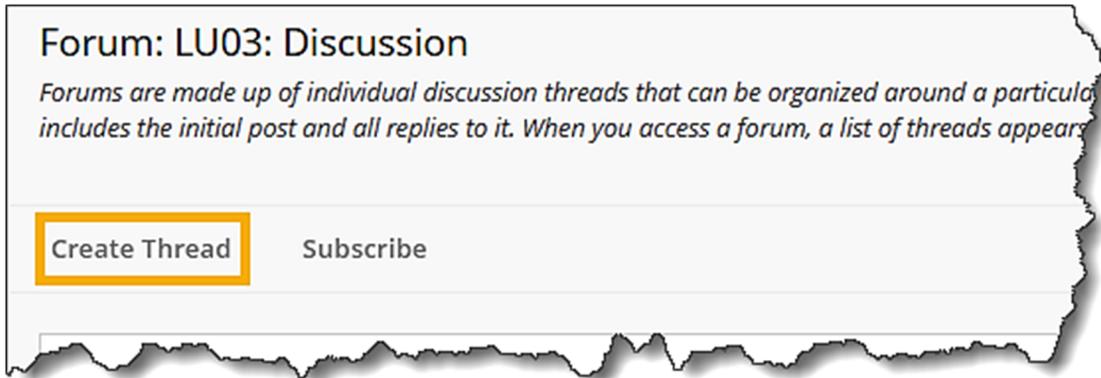


The “Forum” page will open.

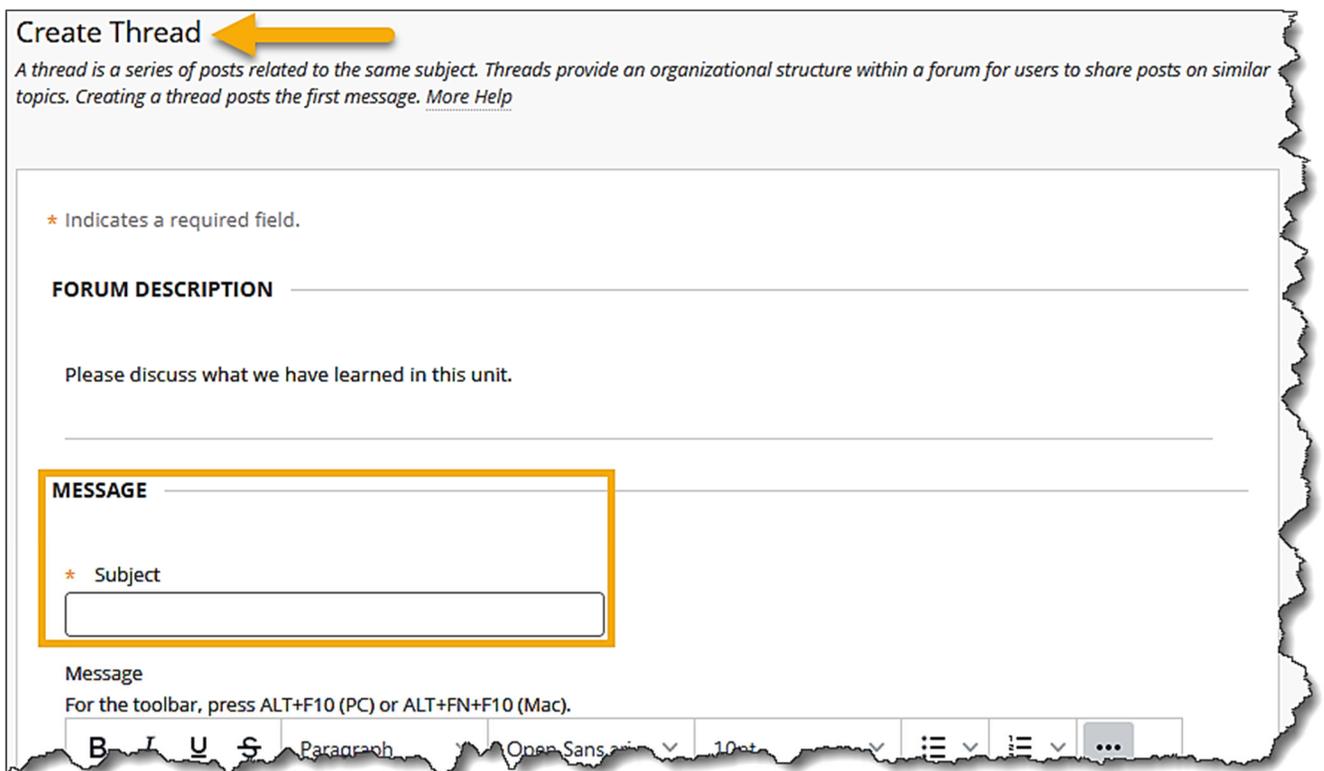
**Note: You may also be able to access a specific discussion forum by clicking the Discussion Forum link from within a Learning Unit.**

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.**



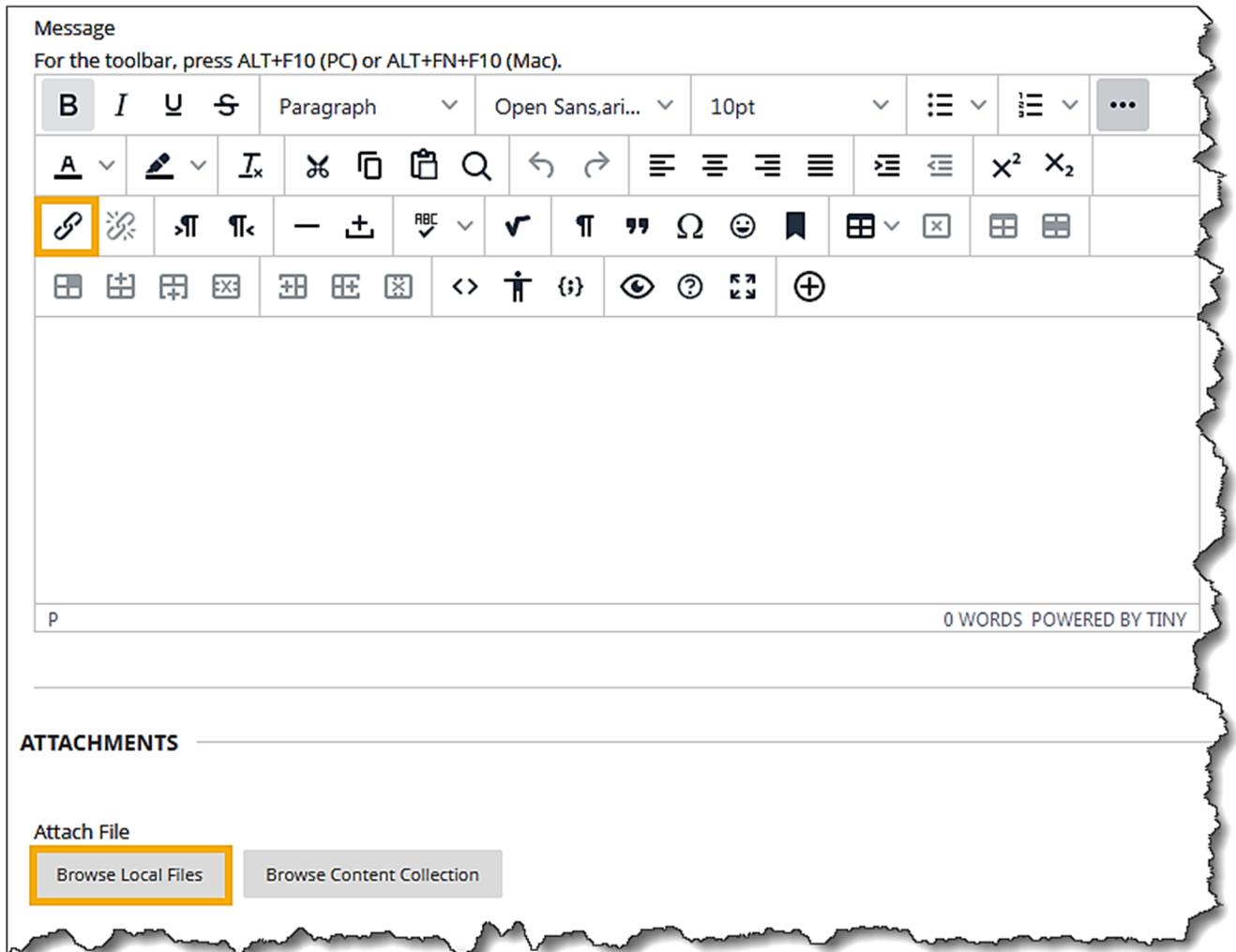
Then, on the "Create Thread" page, follow the steps shown in the tutorial "**Reply to a Discussion Thread in MyHills**" to add your information to the "Message" area, and publish your post.



**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.



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

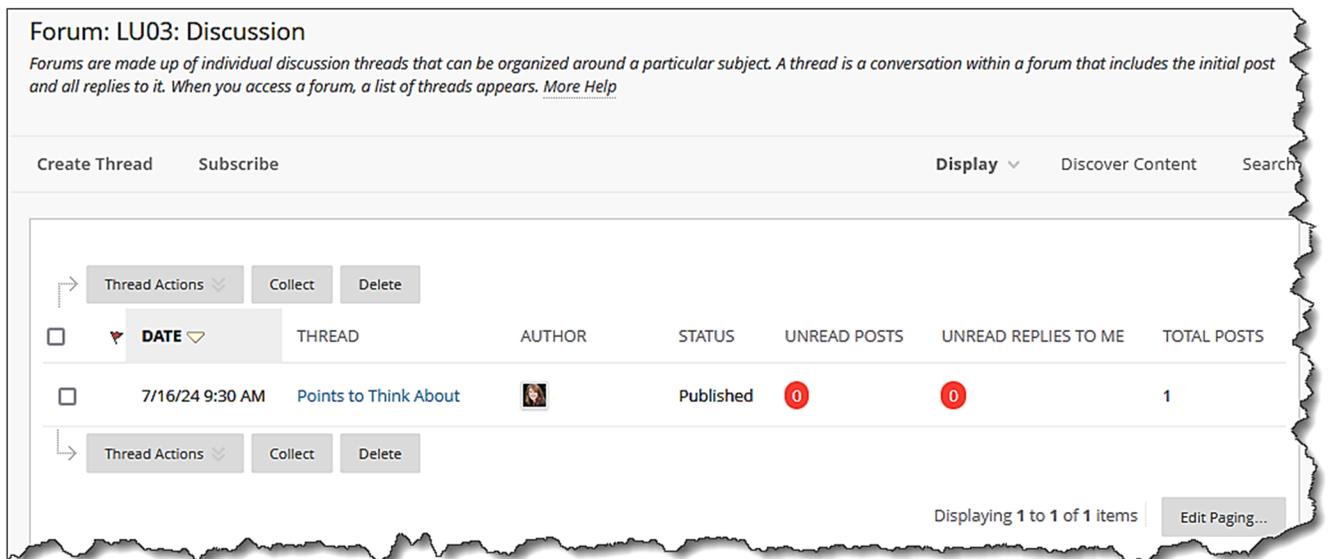
From the menu, select the media you want to add. You can upload a media file using the Browse My Computer button or create a link to a file outside of the system by typing or pasting a URL in the File/URL box. You must use the http:// protocol.

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.



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](http://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](mailto:helpdesk@indianhills.edu) | **Web:** [www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk)