

## 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 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 an Discussions an	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
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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.

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

Forum: LU03: Discussion Forums are made up of individual of and all replies to it. When you access	DN discussion threads that can b ss a forum, a list of threads o	ee organized around a Ippears. <u>More Help</u>	particular subject	. A thread is a conver	sation within a forum that inclu	ides the initial post
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7/16/24 9:30 AM	Points to Think About		Published	0	0	1
Thread Actions 📎 Co	ollect Delete				Displaying 1 to 1 of 1 items	Edit Paging

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 "**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.

Forum: LU03 Forums are made u includes the initial p	: Discussion p of individual disc post and all replies	ussion threads that co to it. When you access	an be organized arou s a forum, a list of th	ind a particula reads appears
Create Thread	Subscribe			Ś
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Hover your cursor over "**Display**" for additional options on how to display forum content.

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	۴	DATE 🗢	THREAD	AUTHOR	STATUS	UNREAD POSTS	Locked Only Unavailable On	ly	AL POSTS
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Information about the available thread(s), including the "Author" and the "Total Posts" will be shown on this page.

Forur Forums and all i	m: LU03: Discussion are made up of individual of replies to it. When you acces	ON discussion threads that can be ss a forum, a list of threads apj	n cussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post a forum, a list of threads appears. <u>More Help</u> ect Delete THREAD AUTHOR STATUS UNREAD POSTS UNREAD REPLIES TO ME TOTAL POSTS Points to Think About  Published 0 0 0 1 tert Delete				
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Click the title of a "Thread" to open it.

Forums of and all r	n: LUO3 are made u replies to it.	3: Discussi up of individual When you acce	ON discussion threads that can be a ss a forum, a list of threads app	organized around a pa ears. <u>More Help</u>	rticular subject.	A thread is a convers	ation within a forum that includ	des the initial post
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	Thread A	ctions V C	ollect Delete	~~~~~	~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~

The "Thread" page will open.

Click "**Reply**" to post a response to the published post.

Thread: Points to Think About			
Select: All None Message Actions Expand All Collapse All	<b>1</b> Post(s) in this Thread	0 Unread	O Unread Replies to Me
Points to Think About     This is an interesting point of discussion - I believe that we nee     Reply	ed a lot more information!		17 minutes ago
Select: All None Message Actions Expand All Collapse All			

A field will open where you can type your reply.

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

*	Su	bi	iect
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## **RE: Points to Think About**

Note: The default "Subject" will be "RE:" (which stands for "regarding") followed by the subject of the original post.

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Then, type your response in the "Message" box.

ssage the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). B $I \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	Sub	ject	to T	hink	Abour	+																	
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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: 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. Only you can view your saved draft. Click "Cancel" to cancel and delete your reply.



You may edit your post by clicking the "**Edit**" button that appears when you hover your cursor over your draft. Click "**Delete**" to delete your draft.



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.

Congratulations! You now know how to reply to a 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>