

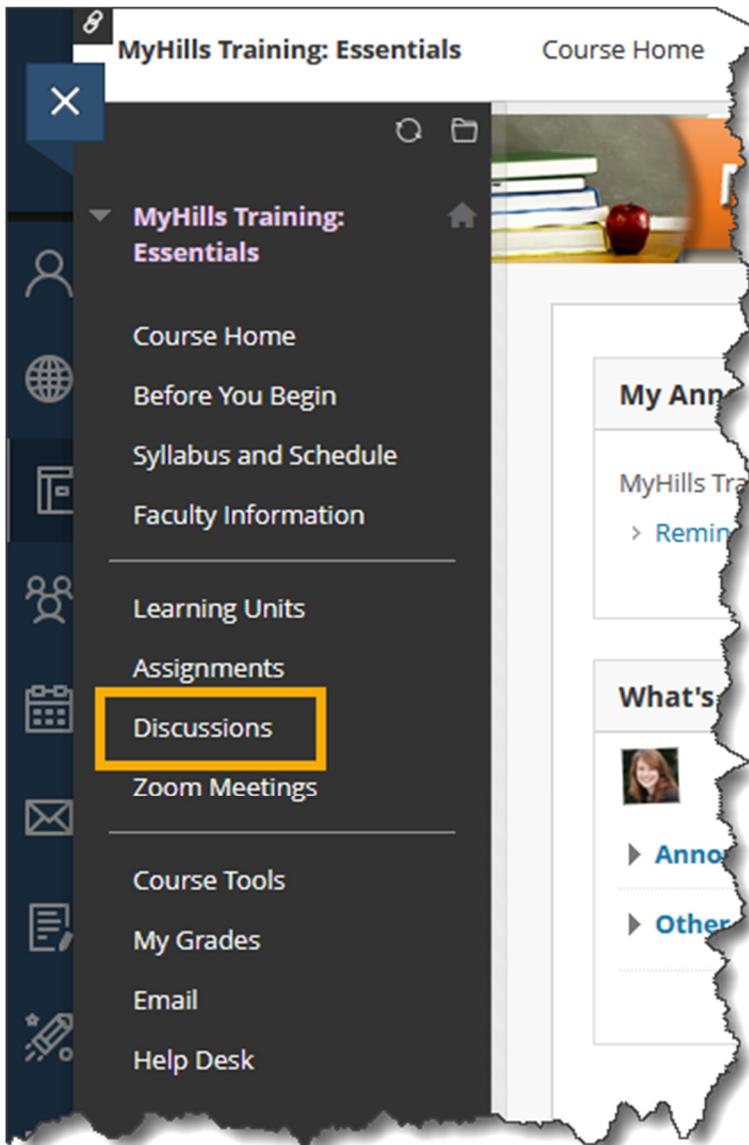
**Computer Tutorial:**

**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.”**



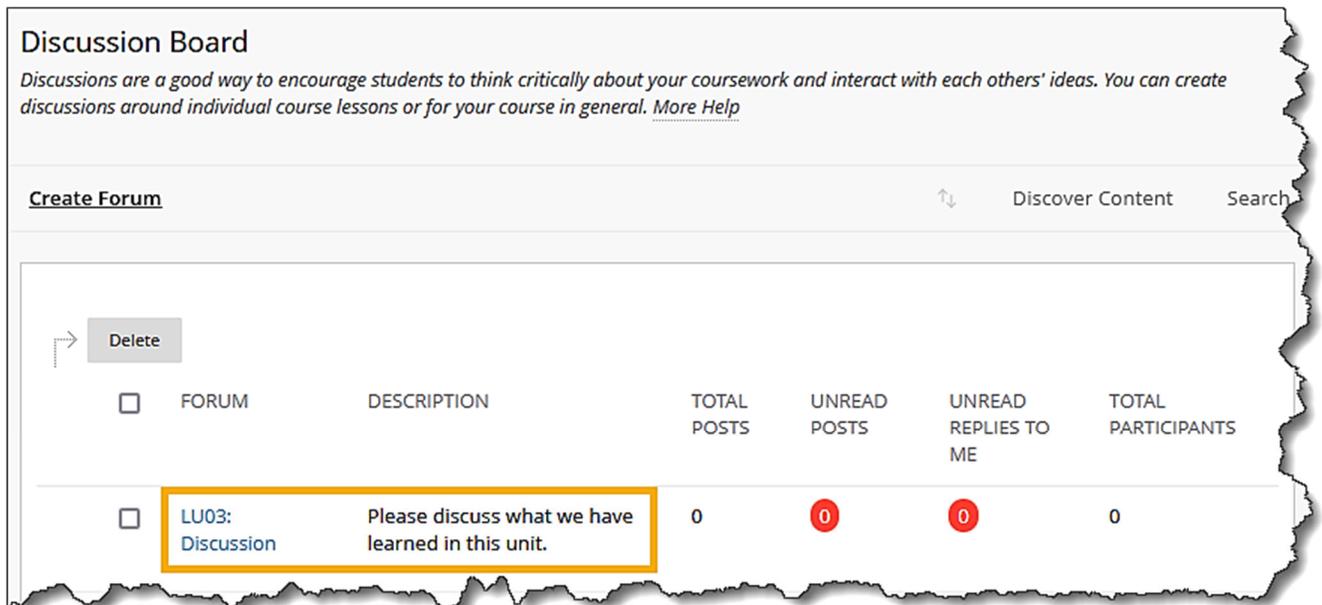
The "Discussion Board" page will open.



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.**

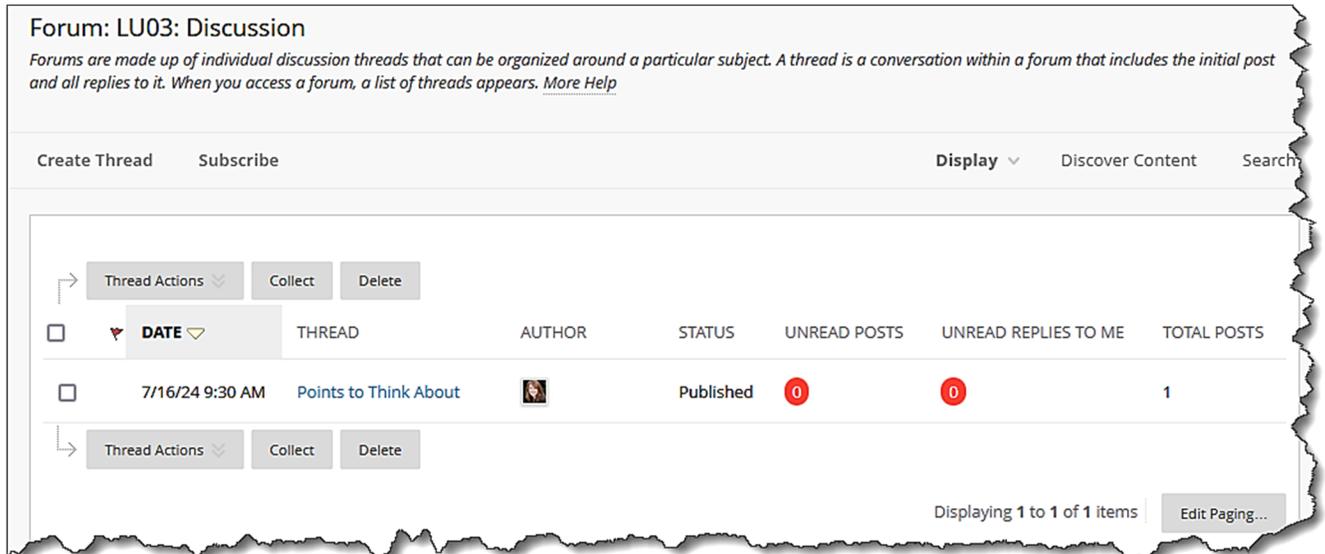


The "Forum" page will open.

**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 discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

Create Thread    Subscribe    Display ▾    Discover Content    Search

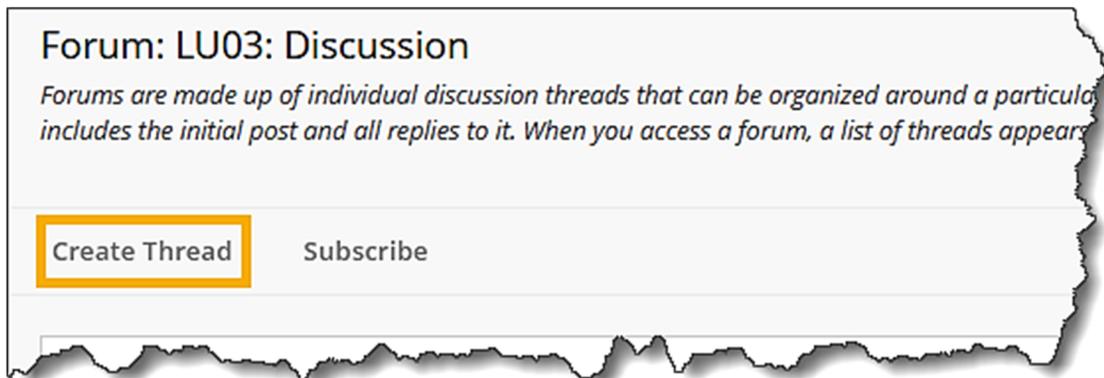
<input type="checkbox"/>	DATE ▾	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
<input type="checkbox"/>	7/16/24 9:30 AM	Points to Think About		Published	0	0	1

Thread Actions ▾    Collect    Delete

Displaying 1 to 1 of 1 items    Edit Paging...

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.**



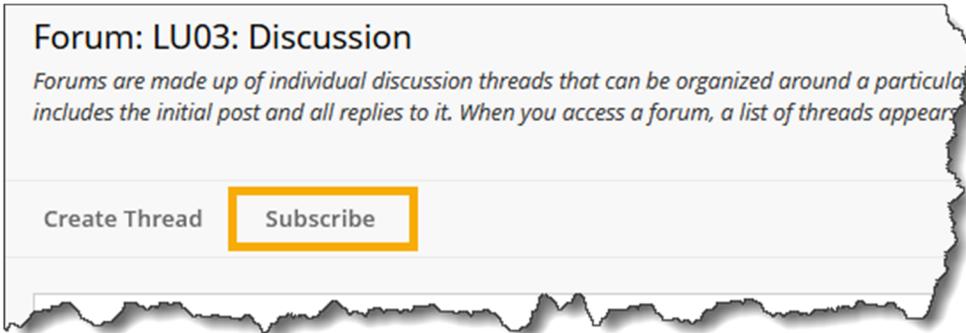
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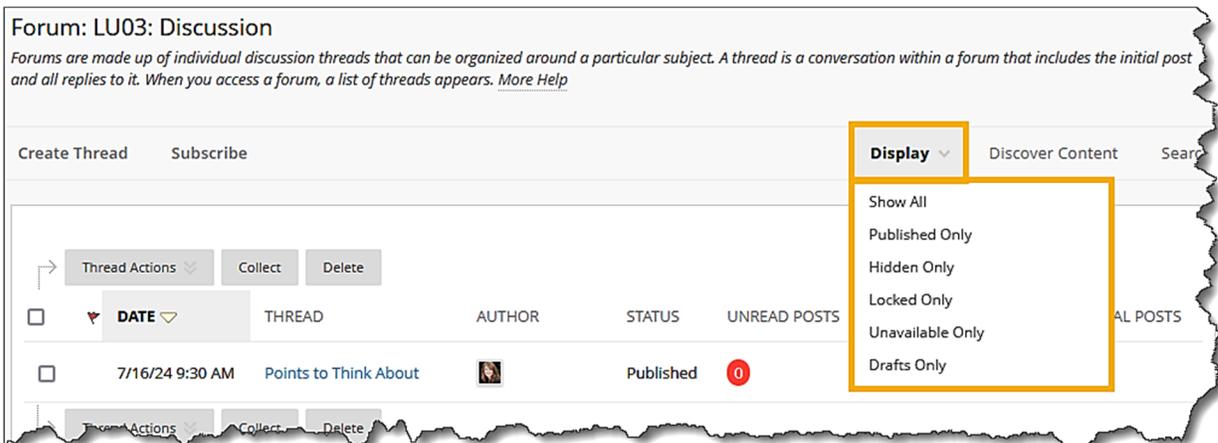
**Create Thread**    Subscribe

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.

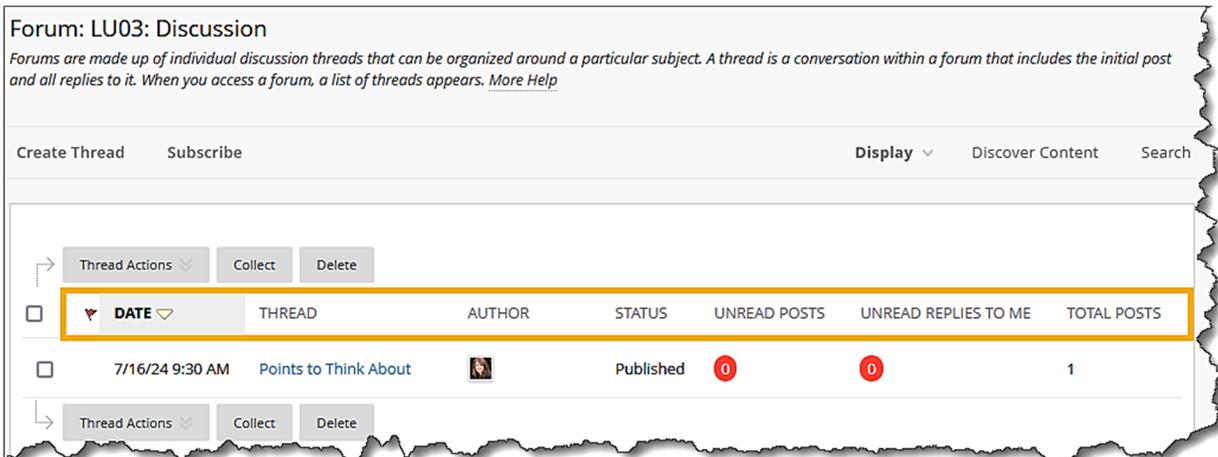
**Note:** Since an email is sent every time there is a new post or reply in the forum, this can overwhelm a person’s email account very quickly. Therefore, many instructors will not allow subscriptions.



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.

Forum: LU03: Discussion  
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Create Thread    Subscribe    Display ▾    Discover Content    Search

<input type="checkbox"/>	DATE ▾	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
<input type="checkbox"/>	7/16/24 9:30 AM	<b>Points to Think About</b>		Published	0	0	1

The “Thread” page will open.  
Click “Reply” to post a response to the published post.

Thread: Points to Think About

Select:  All  None    1 Post(s) in this Thread    0 Unread    0 Unread Replies to Me

Message Actions ▾    Expand All    Collapse All

**Points to Think About**    17 minutes ago

This is an interesting point of discussion - I believe that we need a lot more information!

**Reply**

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.

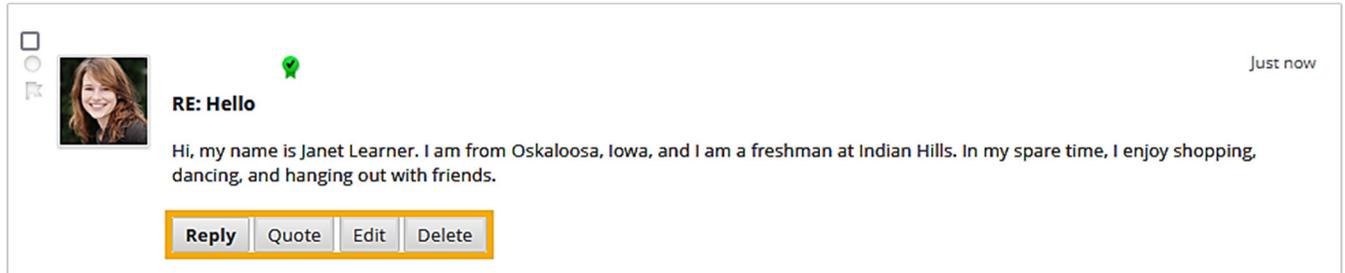
\* Subject

**RE: Points to Think About**

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



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.



The screenshot shows a forum post interface. On the left, there is a vertical toolbar with icons for a square, a speech bubble, and a document. Next to it is a user profile picture of a woman with brown hair. To the right of the profile picture is the text "RE: Hello" followed by a green checkmark icon. Below this is the post content: "Hi, my name is Janet Learner. I am from Oskaloosa, Iowa, and I am a freshman at Indian Hills. In my spare time, I enjoy shopping, dancing, and hanging out with friends." At the bottom of the post is a toolbar with four buttons: "Reply", "Quote", "Edit", and "Delete". The "Reply" button is highlighted with a yellow border. In the top right corner of the post area, the text "Just now" is displayed.

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!

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**Office of Online Learning**

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For further assistance on this topic or other technical issues, please contact the **IT Help Desk**  
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