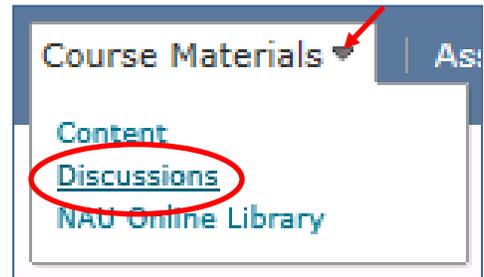




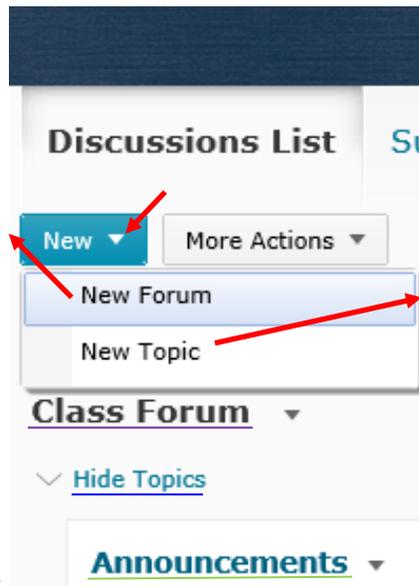
How to: Add an Announcement Thread to the Discussion Board.

First, go to *Discussions*, listed in the drop down menu under Course Materials.



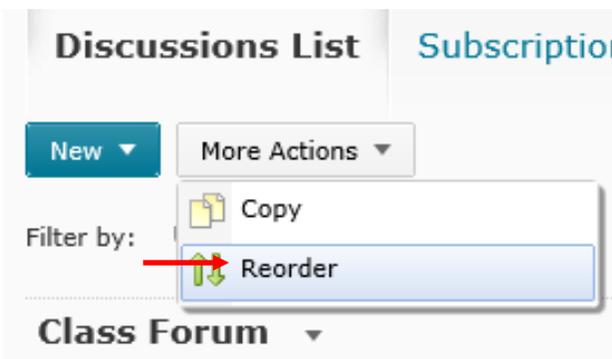
Next, click on the drop down menu next to 'New.' This will require selecting either a New Forum or New Topic. Explanations for each are listed below.

New Forum: Will add another distinct forum. This means, if the individual discussions are broken up by Learning Plan, each of the LP headings is considered its own forum. If the class is set up like this, then I recommend creating a New Forum from this drop down menu. It can be labeled as Announcements, or Student Lounge—something that differentiates it from the LP discussions (like Class Forum as listed to the right).



New Topic: Will add another discussion thread for you to utilize as Main, Announcements, or Notes – whichever you prefer. If your class DOES NOT have individual Forums set up, then this is all you need to do to add another discussion thread specifically for use as a repository, or whatever else you might use this area for (the example to the left lists this thread as Announcements).

TIP: If you can expand each LP (i.e. Hide Topics above), that means individual forums have been set up!



IF a New Forum is created, you will STILL need to create a new Topic as the discussion question. In either case, you will need to RE-ORDER the Discussion Topics so your newly created Forum/Thread is at the top. To reorder, select this option from More Actions and identify your new forum or topic as the first item.