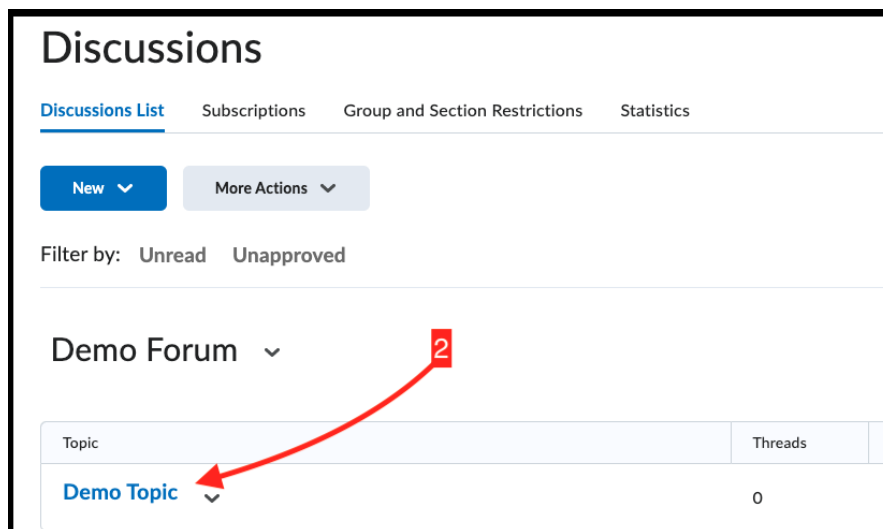


REPLYING TO A DISCUSSION THREAD OR POST

To create a topic for your discussion, follow this order. While your navbar may or may include a direct link to discussions, it will be available there. If you do not see it look for **course activities**, **course admin**, or **course tools**. For this document, we will work directly from the navbar.

1. Working from the navbar, **click on Discussions**
2. From the discussion list, click on the **title of the topic** you wish to reply to



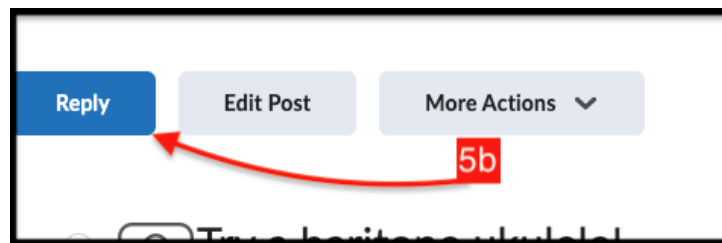
3. Scroll **past** start new thread
4. From the threads list, **click on the title of a thread**



5. Click **Reply to Thread**
 - a. NOTE: to reply to someone else's reply WITHIN a thread, go to step 10 below)



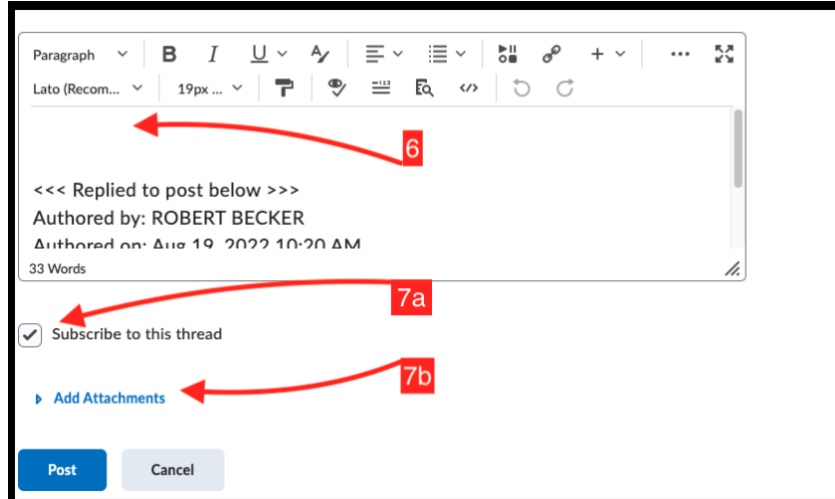
- b. NOTE 2: If you have set your Discussions **for Grid view**, all replies can be made simply by **clicking REPLY** at the top of the window



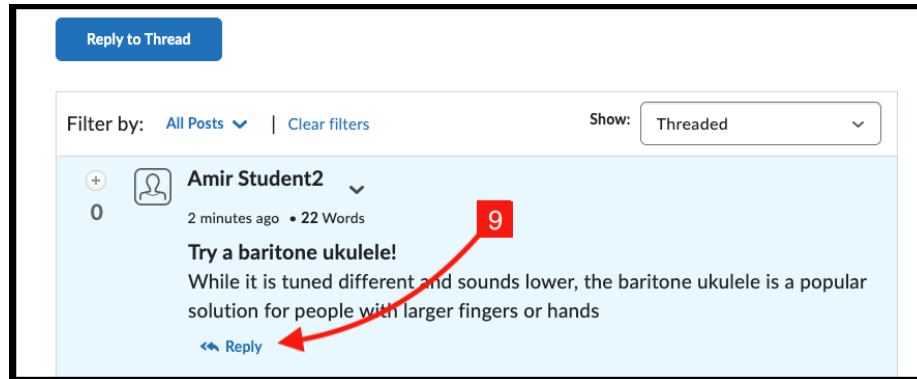
6. In the rich text editor box, **enter your reply**
7. At this point you have additional options. You can:
 - a. Subscribe to thread
 - b. **Click Add Attachments** to open a list of ways to add attachments. You can:
 - i. Drag and drop from your computer
 - ii. Click upload to search your computer for content to import

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- iii. Click record to reveal the options of record audio or record video
- iv. Click choose existing to search for content already in Brightspace or in Google Drive



- 8. When you are ready to post your reply, **click Post**
- 9. To respond to another's post WITHIN a thread, **click Reply**



- 10. Enter your reply text in the box, as in step 7
- 11. Optionally: follow steps in 8, above
- 12. When you are done, **click Post**