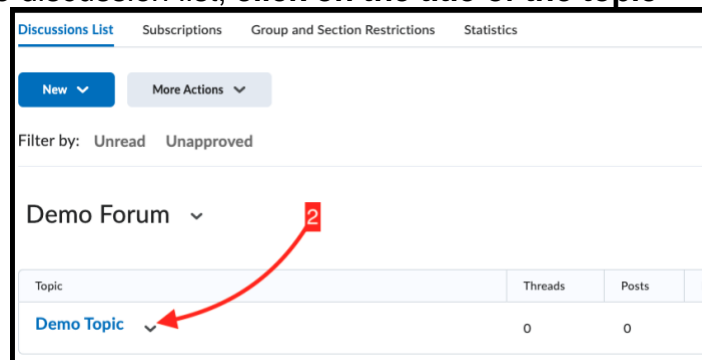


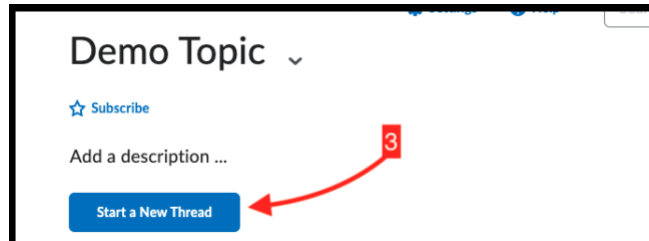
## STARTING A DISCUSSION THREAD

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.

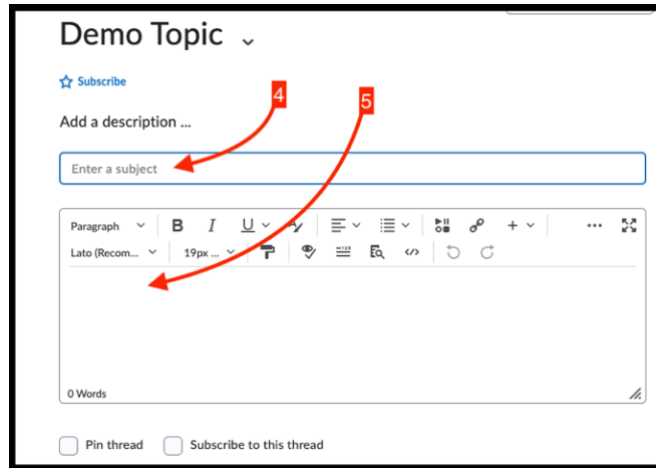
1. Working from the navbar, **click on Discussions**
2. From the discussion list, **click on the title of the topic**



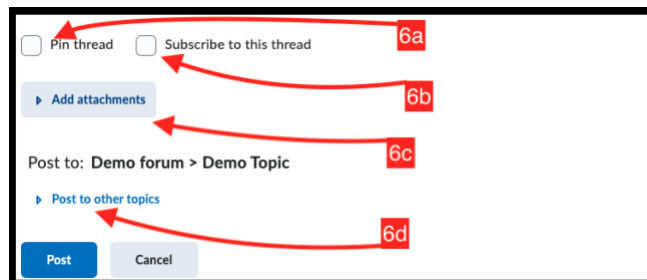
3. Click **Start a New Thread**



4. **Enter a subject**
5. In the rich text editor box, **enter your text**



6. **Optionally, you can add the actions below:**
- pin thread
  - subscribe to thread
  - Click Add Attachments** to open a list of ways to add attachments (Upload, record audio/ video, choose existing- from within the Brightspace environment or Google Drive)
  - post to other topics
    - Click add topics to reveal a checkbox list of topics
    - Check the box** of any (or all) topic(s) you want to add this reply to



7. **NOTE:** If you have not restricted access to views of previous posts during the creation of your topic, at the bottom of the page (beneath the post button), you can see previous posts by you and others
8. When you are ready to post your new thread, **click Post**

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