Discussion Boards are a central feature of Charter Oak courses. You will be asked to participate regularly in discussions throughout your courses, interacting with your classmates and your instructor about the weekly topics. This document provides an overview of how to access the discussion boards, submit posts, reply to postings and view your grades.

Links to the Discussion Board can be found in two places in the course menu: in the weekly folders under Course Content, or under Discussion Board. The Course Content weekly folders will provide links only for that week’s forums, while the Discussion Board link will provide access to all of the forums for the course.

The main Discussion Board page displays a list of available discussion forums. A Discussion Board can contain one or more Forums. A forum is an area where a topic or a group of related topics are discussed. For each forum, the page displays the total number of posts, the number of unread posts, and the total number of participants. To enter a forum, click on the title of the forum.
When you click on the forum, you will see a list of posts in the forum, called threads, in a tabular format. The threads can be sorted by clicking the title of each column. The thread titles listed in **bold** indicate threads where you have unread posts.

**Discussion Board Forum with Posts and Responses**

Most instructors will have you create a new thread to respond to the topic. Here are the steps for creating a new thread in a forum:

1. Click on the **Create Thread** button at the top of the forum page (marked in the image above).

2. Type a descriptive subject and your message. Be sure to follow the forum guidelines and the rubrics in **Course Policies** regarding requirements for discussion postings.

3. If your instructor requires it, add an attachment.

4. Click **Submit**. If you are not ready to submit your post, you can click **Save Draft** and return to it later. However, please note that the instructor will not be able to see the post until you go back and click **Submit**.

**Creating a new Thread**

In addition to submitting your own post on the forum topic, you will be required to respond to your classmates’ posts during the week. Your instructor will provide the specifics of how frequently you will need to post or respond. Here are the steps for responding to a post:

1. Click on a post in the forum.

2. At the bottom of the post, click on the link that says **Reply**.
3. Write your response and click Submit.

Sample posts and replies. Instructors or forum moderators will have a shield icon next to their name.

You can view your grade for the forum in two ways: by clicking on the Grading Information button at the top of the forum, or by going into My Grades. From here, you can see the posts you submitted for that forum, your grade and your instructor’s comments.

Forum Grade and Comments

For assistance with posting to the Discussion Board, contact your instructor, or submit a ticket to the Support Center at http://esupprt.ctdlc.org.