

Submitting a Discussion

1. On the navigation bar select **Communication -> Discussions**.

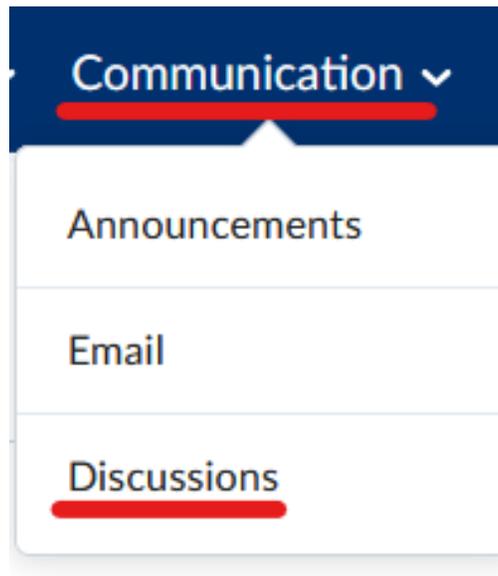


Figure 1: Dropdown menu with options for Communications

2. Click on the title of the topic you want to view or respond to.

Discussions

[Settings](#) [Help](#)

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Filter by: Unread

[Collapse All Forums](#)

Discussion Board Posts

write

Topic	Threads	Posts	Last Post
week 1 discussion write	1	1	 QBCC TESTPERSON

Figure 2: An online discussion forum page with a post titled "week 1 discussion"

3. Click on **Start a New Thread**.



Figure 3: Blue button with "Start a New Thread" text

Submitting a Discussion

4. Enter a subject and compose your response. You can enter your response into the text editor, format it, add attachments, or links
5. Click on **Post** when you are satisfied with your response. You will be able to view and edit your response within the discussions thread

week 1 discussion ▾

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write

Week 1 Discussion Post

Paragraph ▾ **B** *I* U ~~A~~ | ▾ ▾ ▾ ▾ + ▾ | Lato (Recom... ▾ | 19px... ▾ | ...

Enter response here

3 Words

Subscribe to this thread

▾ Hide attachments

Drop files here, or click below!

Upload Record ▾ Choose Existing

Post Cancel

Figure 4: Brightspace interface for a week 1 discussion board post with the text boxes and formatting options.