

## How do I Create a Discussion Board Thread?

Discussion threads are used to organize discussion postings. A discussion thread consists of messages that share a common subject heading. To create a thread please follow the steps below:

1. Navigate to the **Discussion Board** and **Select the Forum** you wish to add a thread to
2. Click the **Create Thread** button

**Create Thread**

3. Provide a **Subject** for the thread in the Subject field
4. Type your **Message** for the thread in the Message field
5. You may **attach a file** by click the Attach a File link
6. Click the **Submit** button

**Submit**