


## How do I reply, delete, quote, and modify a Discussion Thread?

There are many options within a discussion thread such as: Deleting the thread, Replying to the thread, Quoting the thread, Editing the thread, and Rating the thread. Each of these are explained below and the steps to perform each function are also shown below:

### Replying to a Thread

1. Navigate to the Discussion Board and the Thread you wish to reply to
2. Select the thread you wish to reply to
3.  e Reply button
4. Type your reply in the Message field
5. You may add an attachment by clicking the Attach a File link
6. Click the Submit button



### Deleting a Thread

1. Navigate to the Discussion Board and the Thread you wish to delete
2. Select the thread you wish to delete
3. Click the Delete button



### Quoting a Thread

1. Navigate to the Discussion Board and the Thread you wish to quote
2. Select the thread you wish to quote
3. Click the Quote button



4. You may then type your message, which will include the thread you selected to quote

### Editing (modifying) a Thread

1. Navigate to the Discussion Board and the Thread you wish to edit
2. Select the thread you wish to edit
3. Click the Edit button




4. Make the changes you desire
5. Click the Submit button



## Rating a Thread

1. Navigate to the Discussion Board and the Thread you wish to rate
2. Select the thread you wish to rate
3. Select the number of Stars you wish to rate beside Your Rating: The below example shows a rating of 3 star

Your Rating: 

4. Click the Submit button