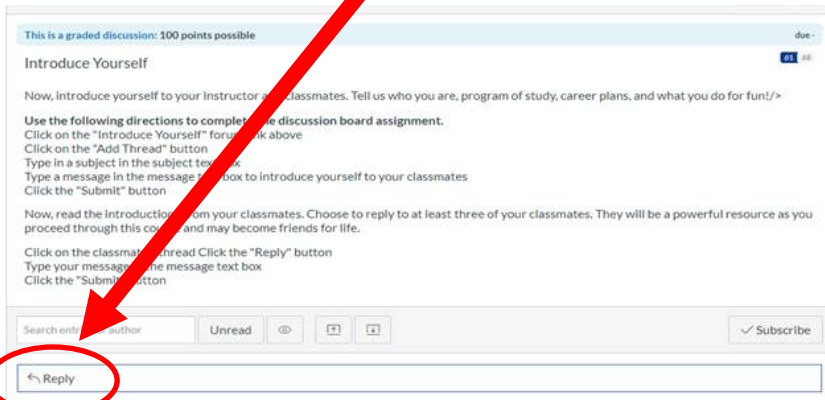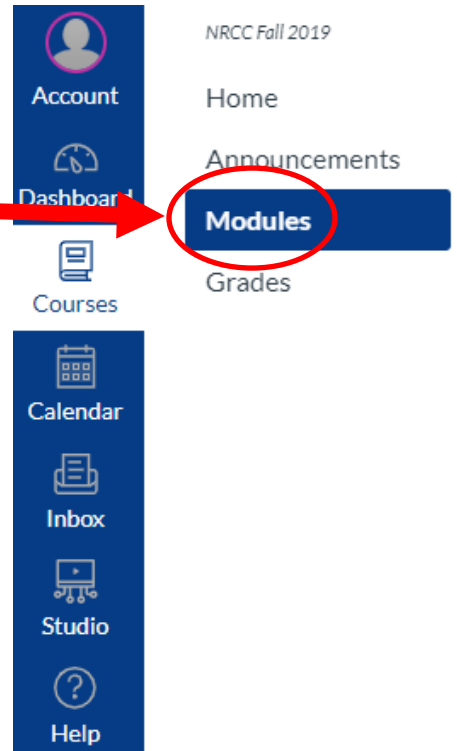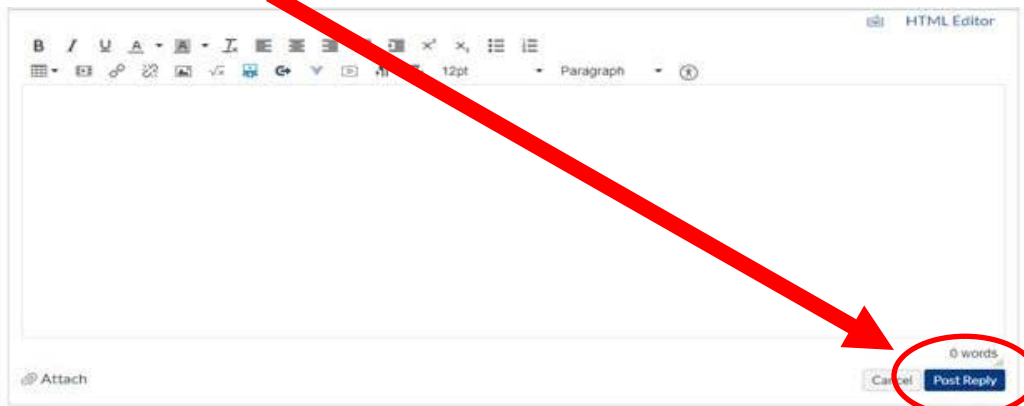# How to Post on a Discussion Board

1. To find your discussion board go to "**Dashboard**" and click on the course you want to work in.

2. Once you are in the course, click on "**Modules**." All of your assignments and course information can be found under "Modules." Find the discussion board assignment in "Modules" and click on it.

3. To write your "**Reply"** you can click the long box under the assignment, and type your response.

NRCC Fall 2019

Account

Dashboard

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Modules

Grades

This is a graded discussion: 100 points possible   due -

Introduce Yourself   01

Now, introduce yourself to your instructor and classmates. Tell us who you are, program of study, career plans, and what you do for fun!/>

Use the following directions to complete the discussion board assignment.
Click on the "Introduce Yourself" forum link above
Click on the "Add Thread" button
Type in a subject in the subject text box
Type a message in the message text box to introduce yourself to your classmates
Click the "Submit" button

Now, read the introductions from your classmates. Choose to reply to at least three of your classmates. They will be a powerful resource as you proceed through this course and may become friends for life.

Click on the classmate's thread Click the "Reply" button
Type your message in the message text box
Click the "Submit" button

Search entry or author   Unread   ⊙   ⊡   ⊡   ✓ Subscribe
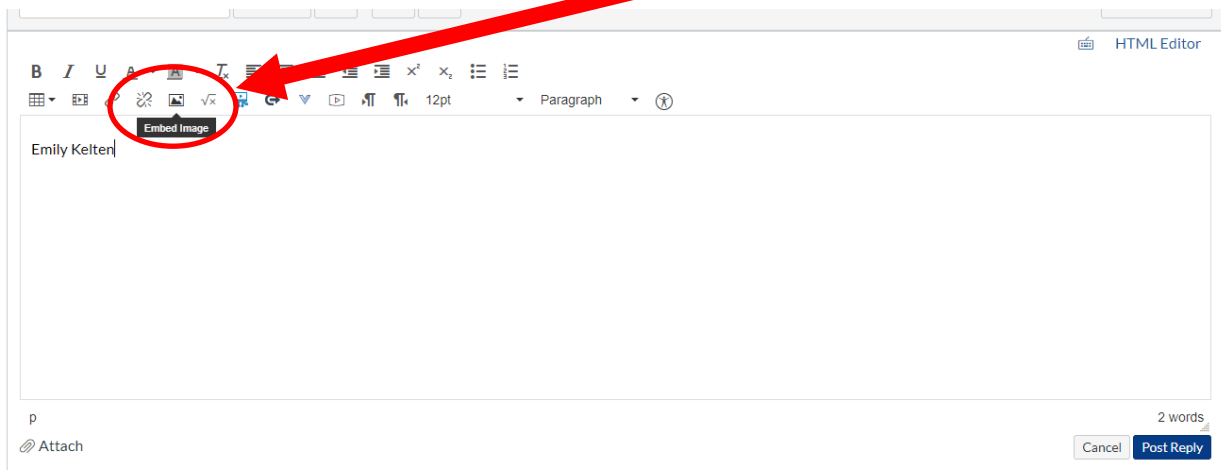
↩ Reply

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4. When you are finished and ready to post the reply for grading, click the blue box "**Post Reply**" and your assignment will be posted on the discussion board.

HTML Editor

B I U A ▾ ▨ ▾ I̲ ☰ ☰ ☰   ▨ x² x₂ ☷ ☷
▦ ▾ ⊡ ⦿ ⊞ ▨ √x ⊞ G⊕ Y ▷ ♫ 12pt   ▾   Paragraph   ▾   ⊛

0 words

✐ Attach   Cancel   Post Reply
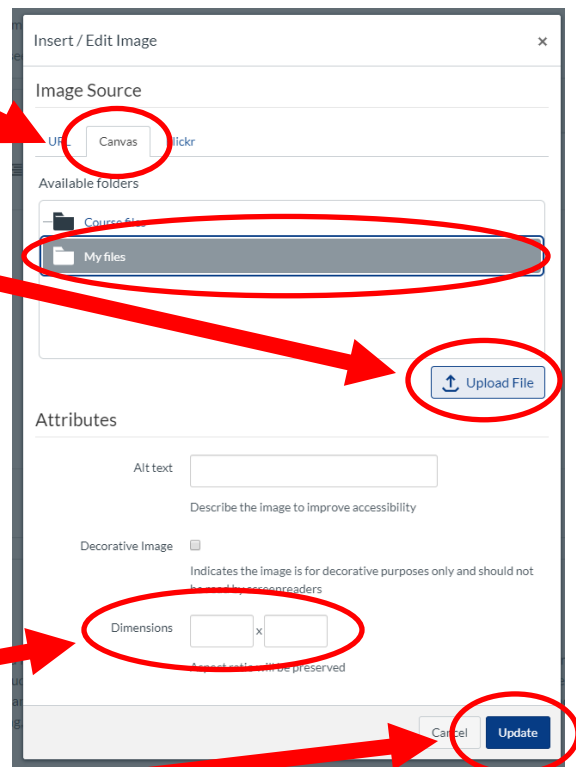

NRCC ONLINE

Putting an Image in your Discussion Post:

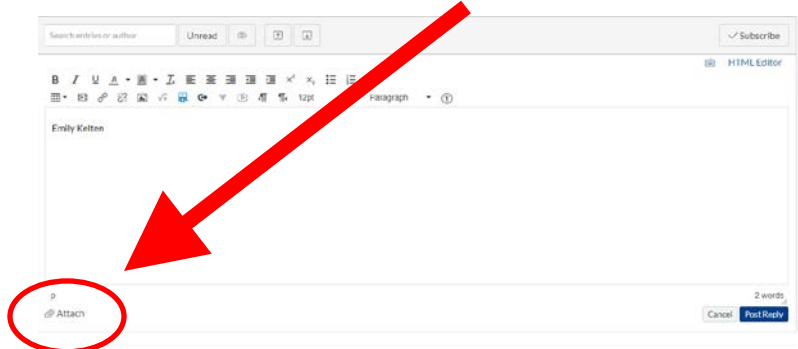1. Click on the icon above the text box with the mountains.

2. Go to the tab labeled "**Canvas.**"

3. Click on "**My files**."

4. When you click on "My files" it will allow you to upload an image by clicking the button to the bottom right of the available folders box labeled "**Upload File**."

5. When you find the file you would like to use, click it once to highlight it, and then click open.

6. Once your image is uploaded, you can alter the size of the image by inputting the "**Dimensions**" under "Attributes."

7. Click "**Update**" on the bottom right hand corner of the box to put your image in your discussion post.

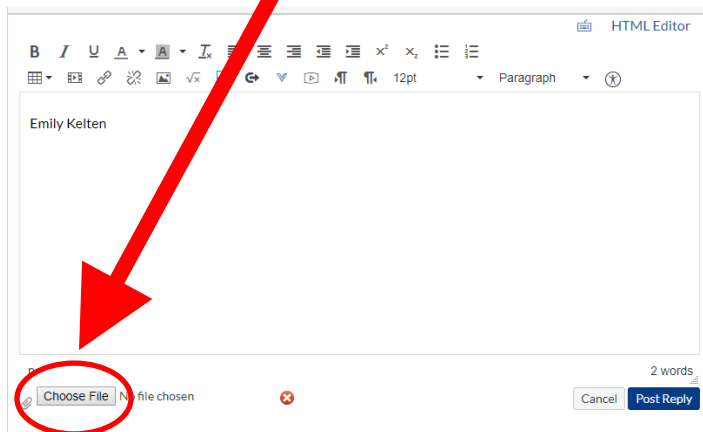8. Do not forget to hit "**Post Reply**" when you have finished.

Attaching a Document to your Discussion Post:

1. Click on the paperclip at the bottom left of the text box, labeled "**Attach**."

2. Click on "**Choose file**" or "**Browse**" and then find the file you want to upload from your computer.

3. When you find the file, click it once to highlight it, and then click "open." This will attach the document to your discussion post.

4. Do not forget to hit "**Post Reply**" when you have finished.