

Adding a Discussion Topic

A discussion board is a location where people can express their views and ideas in an online forum. The style is similar to a newsgroup, so that individuals can respond to and create their own discussion topics.

View a discussion topic

You can check on a discussion topic and its posts to keep up on conversations on the discussion board.

1. Click the name of the discussion board you want to view under the Discussions section of the Quick Launch bar.
All the topics that are currently started appear on the discussion board.
Other Ways to Open a Discussion Board List: Click the **View All Site Content** link at the top of the Quick Launch Bar. Click the name of the discussion board you want to view under the Discussion Boards section.

2. Click the name of a discussion topic.
The original discussion topic post appears at the top of the page, and replies to the topic appear below it.

Add a discussion topic

If you want to talk about something that is not related to an existing discussion topic or reply, you can always start a new discussion.

1. Click the name of the discussion board in which you want to create a new discussion under the Discussions section of the Quick Launch bar.
All the current topics appear on the discussion board.
2. Click the **New** button on the taskbar.
A form appears where you can create the new topic.
3. Enter the name of the discussion topic in the **Subject** text box.
The name will appear listed in the discussion board with other topics.
4. Enter the discussion topic in the **Body** section.
Make sure the topic is an open-ended question that can stimulate a lot of discussion.
5. Click **OK**.
The discussion topic is listed in the discussion board.

Exercise

- **Exercise File:** A discussion board list.
- **Exercise:** Add a new discussion board topic called “Cardboard recycling” and this question: “Would we use this enough to justify the cost?”

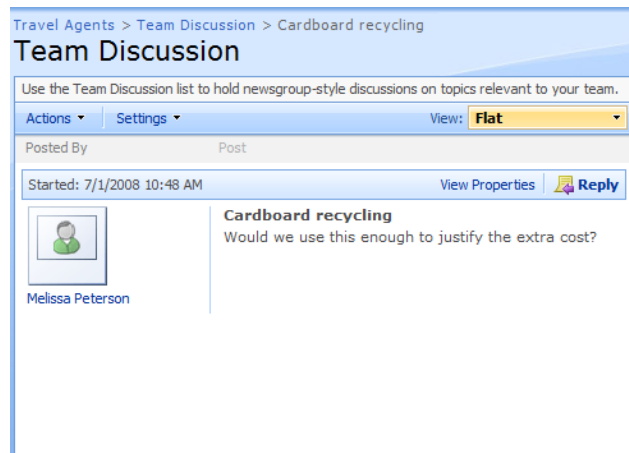


Figure 3-18: A discussion board with one discussion topic.

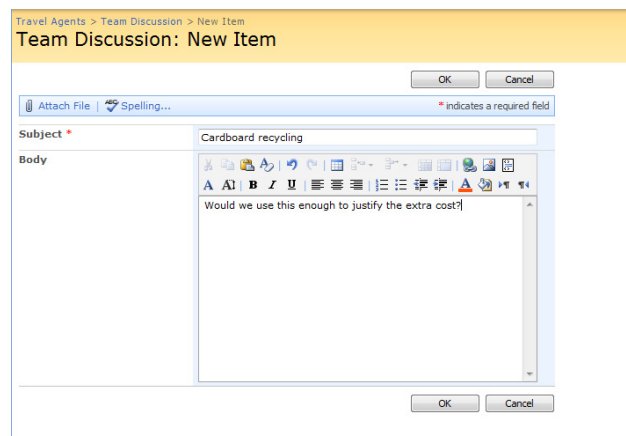


Figure 3-19: Adding a discussion topic.