



Navigating the Forums

Step 1: Topics vs. Forums

Welcome to the Desire2Learn Discussion Board tutorial. In this tutorial, you will learn how to navigate the course discussion boards and how to use them effectively.



1A. To get to the discussion board, click the "Discuss" link here at the top.

Forums & Topics List



1B. You will be taken to the Forums and Topics List page.

This is the starting point of the discussion board from which you can get a quick overview of what is going on.



1C. Let's start with what forums and topics are and how to post to them. Topics are like conversations between two or more people. You can read messages and their replies, and even make your own posts.



1D. Forums are like folders of topics. There can be more than one topic inside a forum.

Step 2: Discussion Board

Now that you know what forums and topics are, let's see what the Desire2Learn discussion board has to offer.

Title

[Location](#)

There are many different wa

2A. In the middle of this page are all the visible topics. Only your instructor can add and remove topics.

[Relative Location](#)

0 messages - 0 unread

[Revolutions in the 18th Century](#)

1 messages - **1 unread**

2B. The blue underlined text is the title.

Discuss four revolutionary leaders and their impact on their countries

2C. The regular text below it is the description.

[Revolutions in the 18th Century](#)

1 messages - **1 unread**

2D. Topics with unread messages will show the number of unread messages in bold text.

Discuss four revolutionary leaders a

[Revolutions in the 18th Century](#)

1 messages - **1 unread**



2E. Some topics may have a check mark by their names, which simply mean that all posts must be approved by the instructor before it is published.

Title

[Location](#)

There are many different ways to give a location

[Relative Location](#)

0 messages - 0 unread

Please give me the relative location of two of and comment on another students favorite pl

[Coordinants](#)

0 messages - 0 unread

Please give me the geographical coordinants

2F. You can also see which topics are under which forum. Here, you may have noticed that some topics have been indented; that is because those topics fall under the same forum. These two topics, "Relative Location" and "Coordinates" fall under the same forum of "Location."

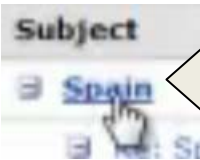
If you click on "Location", which is the forum title, it will bring up a list of topics that are in that forum.



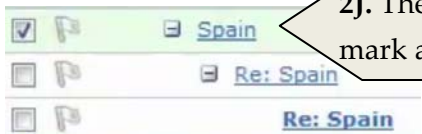
2G. Let's explore a typical topic page. Click on the title of the topic you wish to display.



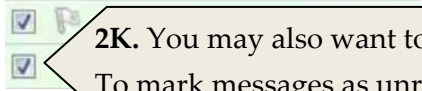
2H. You will be taken to a list of messages posted by other students.



2I. You can read what they have posted by clicking on the subject.



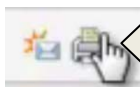
2J. The message will open down below in the preview pane. To mark a message off as read, simply open the message.



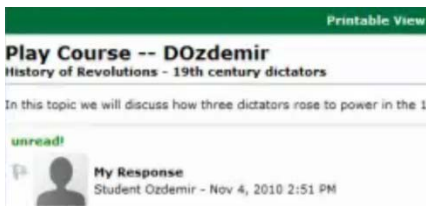
2K. You may also want to mark a message as unread in order to remind you to revisit it later. To mark messages as unread, first mark the checkboxes next to each one you want and...



2L. click the "Unread" button at the top.



2M. If you want to print some message, check the box next to each one that you want to print, then click the little printer icon at the top.



2N. A new window will appear with the print preview and the print button in the bottom right corner.



2O. Clicking "print" will bring up your computer's printing dialog.

In this tutorial, you have learned how to navigate the course discussion boards.