

1 Click on the Forum title to use the forum set up in this discussion board.

2 Click on 'Create Thread' button to start a new thread within the forum.

3 Enter a Subject and Message to the topic of the new thread.

4 To attach a file to the thread, you can browse your computer for the file.

The 'Browse Module' button is only available to instructors. Click on it to access the Module files repository which stores all files uploaded to this module.

4

Click on 'Save Draft' if it is not ready to be posted yet, or else 'Submit' to post the thread.

5

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

6 The thread will not be visible to students on selecting 'Hide' or 'Make Unavailable'. 'Lock' and 'Unlock' are functionalities to disallow or allow users from posting to these threads.

7 'Search' option will pull out all posts that have the search term.

The screenshot shows the UniLearn forum interface. At the top, there are buttons for 'Create Thread' and 'Subscribe'. Below this is a table of forum threads. A context menu is open over one thread, showing options: Open, Mark as Read, Mark as Unread, Set Flag, Clear Flag, Hide, Make Unavailable, Lock, Collect, and Delete. A search bar is visible at the top right of the forum area.

'Set Flag' and 'Clear Flag' options allow users to mark threads of interest.

'Collect' shows all selected threads (if not then all threads) together on one page so that the full posts are readable. This page can then be printed.

'Delete' option deletes the entire thread and any replies to it. This option will only be available to students if theirs has been checked in the Forum Setup.

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The screenshot shows a personalised view of a discussion board post. At the top, there are controls for 'Select: All None', 'Message Actions', 'Expand All', and 'Collapse All'. The post is by 'Jessica Allen' with the title 'A few pointers'. Below the title is the text 'A few pointers.' and buttons for 'Reply', 'Quote', 'Edit', and 'Delete'.

This is the personalised section of the Discussion board displaying the name of the author and the title.