Reply to a Discussion

Both students and instructors can either reply to existing threads, or create new threads. In this scenario a student has created a thread introducing himself and the instructor wants to reply.

**Step 1:** Click on the title of the topic.

![Step 1 Image]

**Step 2:** To reply to the thread, click on the student’s post (or thread).

![Step 2 Image]
Step 3: Click Reply to Thread.

Step 4: Type in your response. Click Post to upload the reply.

You have now replied to the student’s post (or thread).