

## Computer Tutorial:

### Create a New Discussion Thread in MyHills

**Purpose:** To show students how to create a new discussion thread in MyHills.

From within a course, click “**Discussions**,” which is located in the blue “Course Menu.”

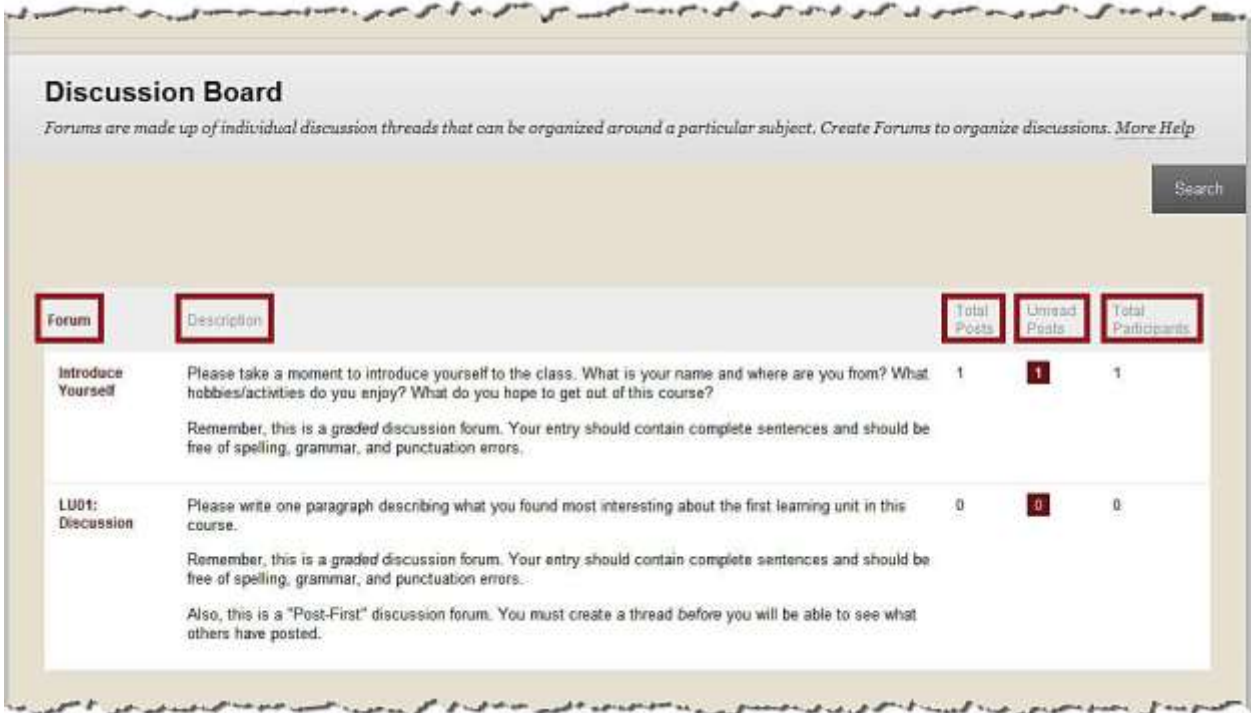
**Note:** You may also access “Discussions” by clicking “Course Tools,” and then clicking “Discussion Board.”



The "Discussion Board" page will open.

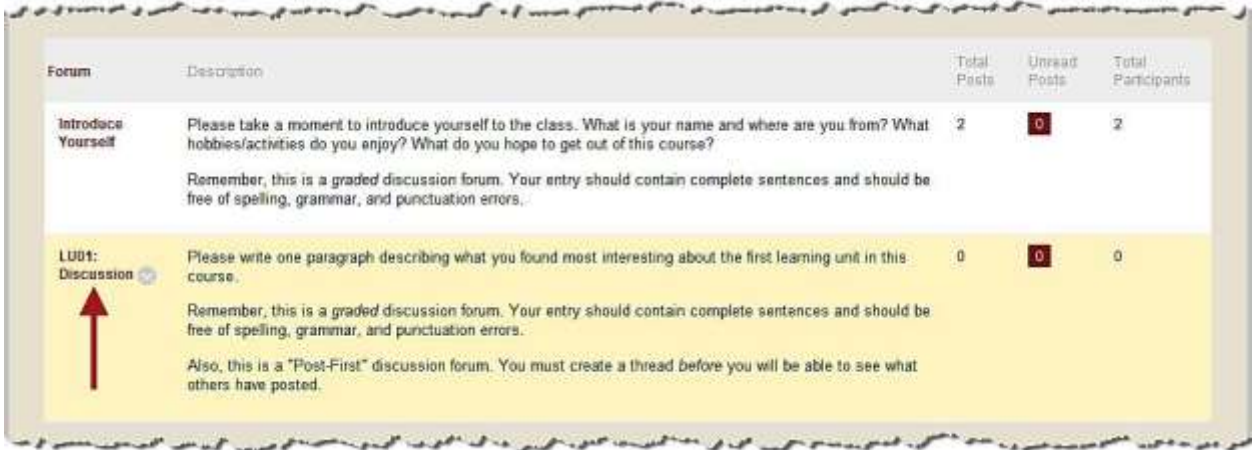


On the "Discussion Board" page, a list of Discussion Board Forums, along with general information about each forum, will appear.



From the “Discussion Board” page, select the title of the “Forum” you would like to enter.

**Note: Do not be alarmed if you cannot access a particular discussion forum. Your instructor may choose not to open a discussion forum until a specific date and time, or until a certain assignment has been successfully completed.**



Forum	Description	Total Posts	Unread Posts	Total Participants
Introduce Yourself	Please take a moment to introduce yourself to the class. What is your name and where are you from? What hobbies/activities do you enjoy? What do you hope to get out of this course?  Remember, this is a graded discussion forum. Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.	2	0	2
LU01: Discussion	Please write one paragraph describing what you found most interesting about the first learning unit in this course.  Remember, this is a graded discussion forum. Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.  Also, this is a "Post-First" discussion forum. You must create a thread before you will be able to see what others have posted.	0	0	0

The “Forum” page will open.

**Note: You may also be able to access a specific discussion forum by clicking the Discussion Forum link from within a Learning Unit.**



Indian Hills Community College

MyHills Courses Community

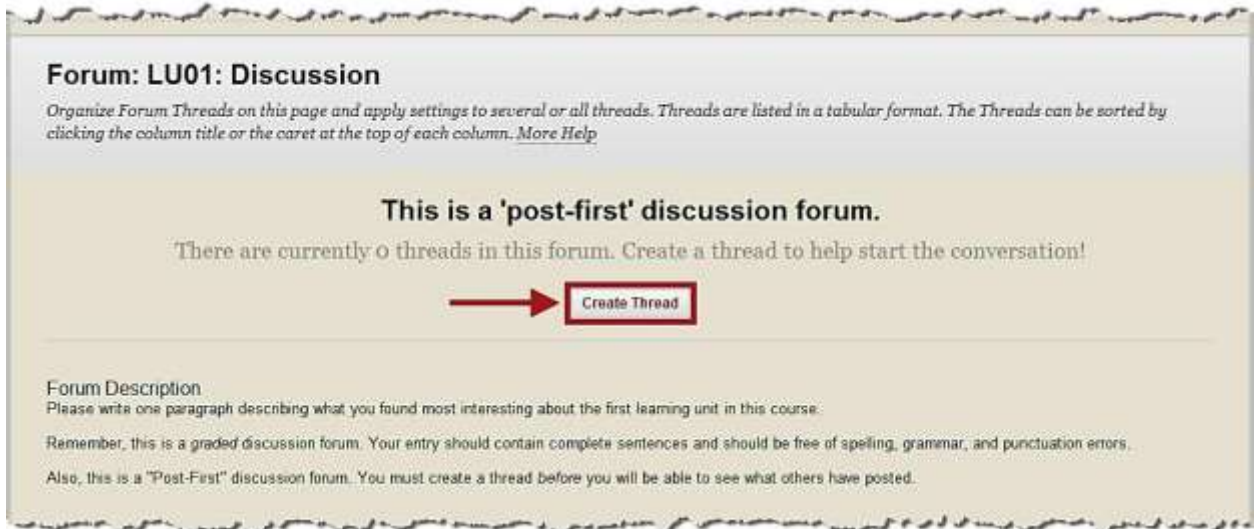
Discussion Board > Forum: LU01: Discussion

Forum: LU01: Discussion

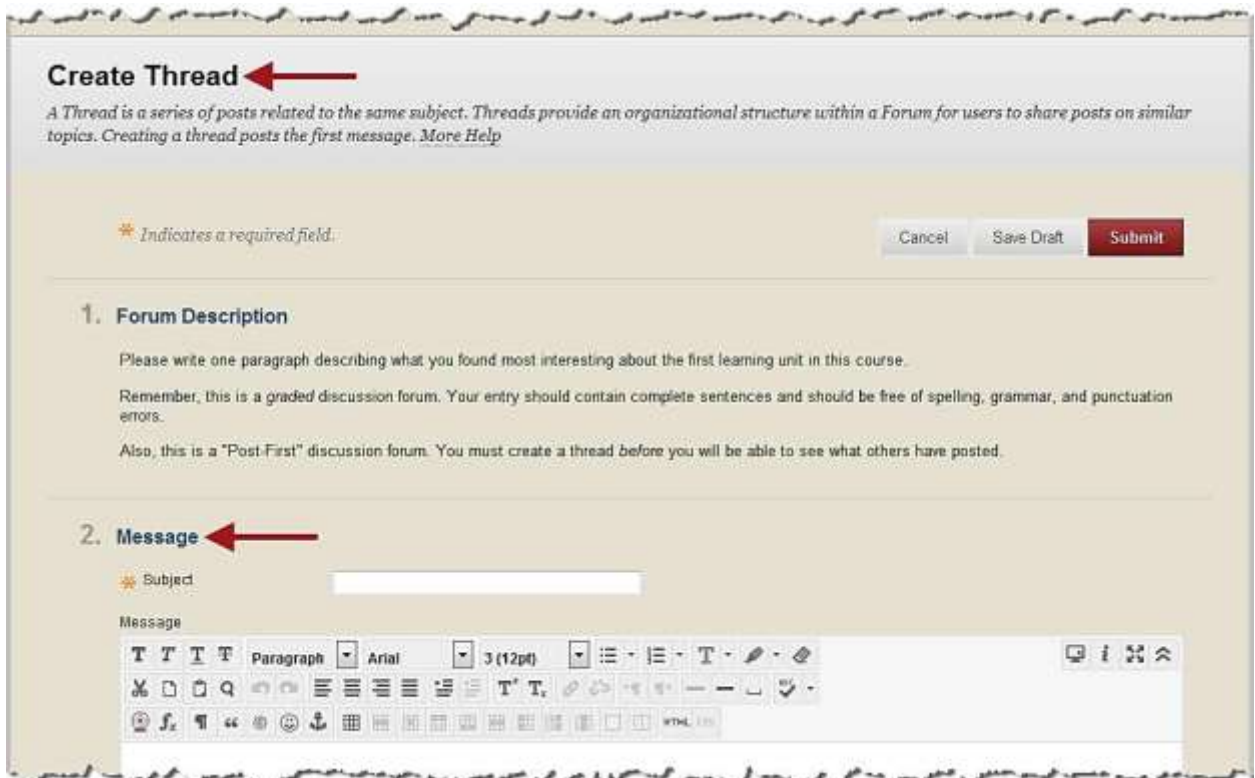
Organize Forum Threads on this page and apply settings to several threads by clicking the column title or the caret at the top of each column.

Click “Create Thread” to create a new discussion thread.

**Note: For a “Post-First” discussion forum, you must create a new thread before you can see what others have posted.**



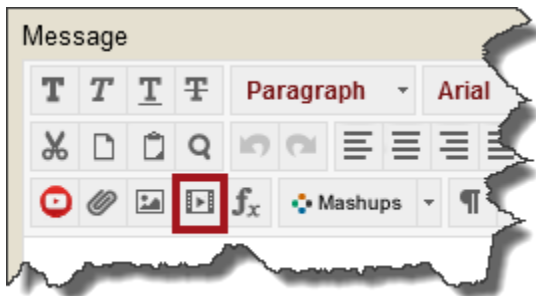
Then, on the “Create Thread” page, follow the steps shown in the tutorial “**Reply to a Discussion Thread in MyHills**” to add your information to the “Message” area, and publish your discussion forum post.



**Note: If you are required to submit a post that includes audio and video, use the following instructions.**

Record your post using a recording device such as your cell phone, a digital camera, or a webcam. Make sure that your recording is easily accessible to be able to upload on the device you use.

Then, in the Discussion Forum thread, Select the **Insert/Edit Embedded Media** icon to embed a media clip in the text area or edit an existing selected media item. You can also use the right-click menu to edit the properties of an existing selected media clip.

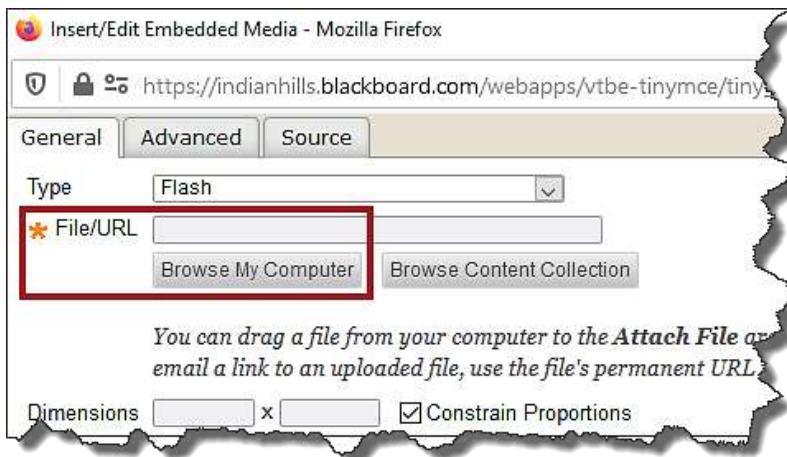


Blackboard Learn supports these media file types:

Audio: AIFF, MP3, MIDI, MP, WAV, and WMA

Video: ASF, AVI, MOV, MOOV, MPG, MPEG, QT, SWA, SWF, and WMV

From the menu, select the media you want to add. You can upload a media file using the Browse My Computer button or create a link to a file outside of the system by typing or pasting a URL in the File/URL box. You must use the http:// protocol.



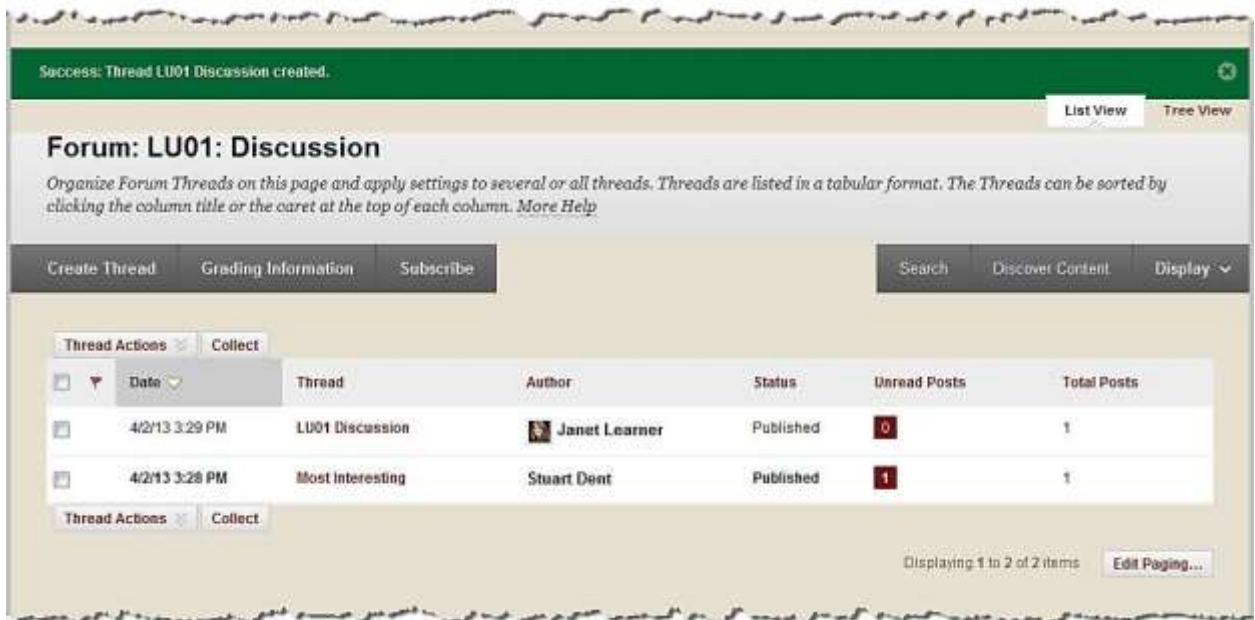
The video will process and appears for your preview. Please note, depending on the file size, this may take a minute or two. Then, click **Insert**.

Once you are ready to publish your post, click **“Submit.”**

Note: If you are not yet ready to post, you may select “Save Draft” instead of “Submit.” Then, follow the instructions shown in the tutorial “Reply to a Discussion Thread in MyHills” to edit your draft.



A green “Success” message, along with all published posts, will appear on the Forum page.



Congratulations! You now know how to create a new discussion thread in MyHills!

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Office of Online Learning

Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials).

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**  
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