



Course Tools: Responding to a Message Board Topic

1. Click the link "Manage Message Board" in the "Content Tools" listing on the left hand side of your screen

Content Tools
[Manage Homepage](#)
[Manage News](#)
[Manage Photos](#)
[Manage Links](#)
[Manage Files](#)
[Manage Message Board](#)
[Manage Calendar](#)
[Manage Announcements](#)

2. Click the link corresponding to the message board topic you would like to create a response for

A screenshot of a message board interface. At the top left is a red "delete" button. To its right is the text "Topic List (Click to view message list)". Below this is a list of five topics, each with a "[d]" icon on the left and a right-pointing arrow on the right. The topics are: "Brain Surgery Tips & Tricks", "Final draft of brain surgery paper", "Draft #1 of brain surgery paper.", "Sources for my paper", and "My topic for the brain surgery paper". At the bottom of the list are navigation links: "Previous Topics" with a left arrow and "Next Topics" with a right arrow. A red arrow points from the text in step 2 to the "Draft #1 of brain surgery paper." topic.

3. Click the “Post a message” link within the topic



4. Type the appropriate information in the “subject line”



5. Click the “Post” button to save or “Cancel” to remove your information