Computer Tutorial:

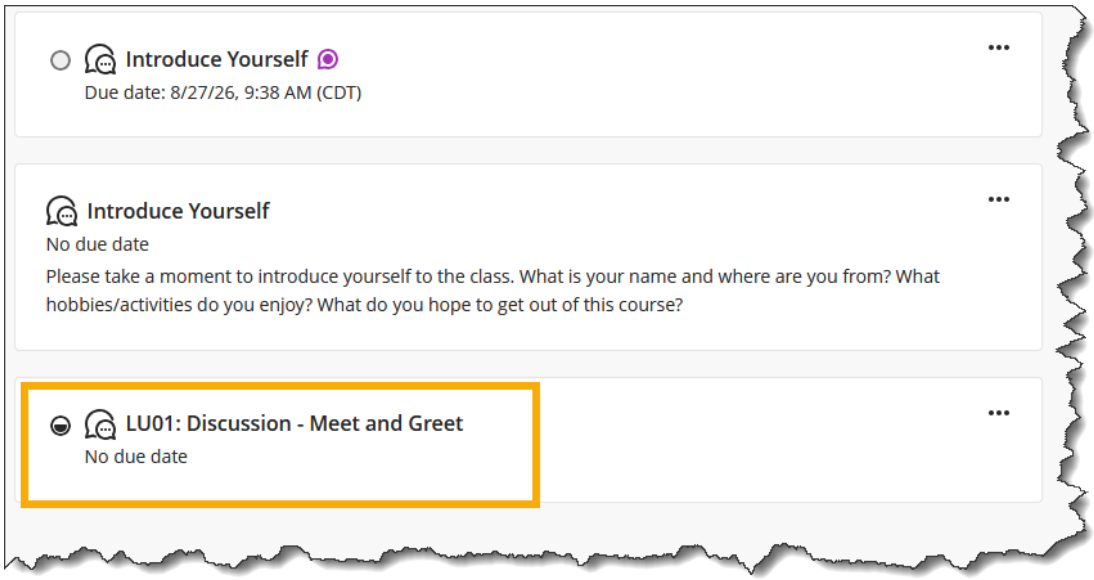
Access a Discussion, Create a Post, and Reply to a Post in MyHills

Purpose: To show students how to access and navigate a discussion forum in MyHills.

To view all of the discussions in your course, click "**Discussions**" in the top menu.

On the "**Discussion**" page, a list of Discussion Boards, along with general information about each forum, will appear. Select the title of the "**Forum**" you would like to enter.

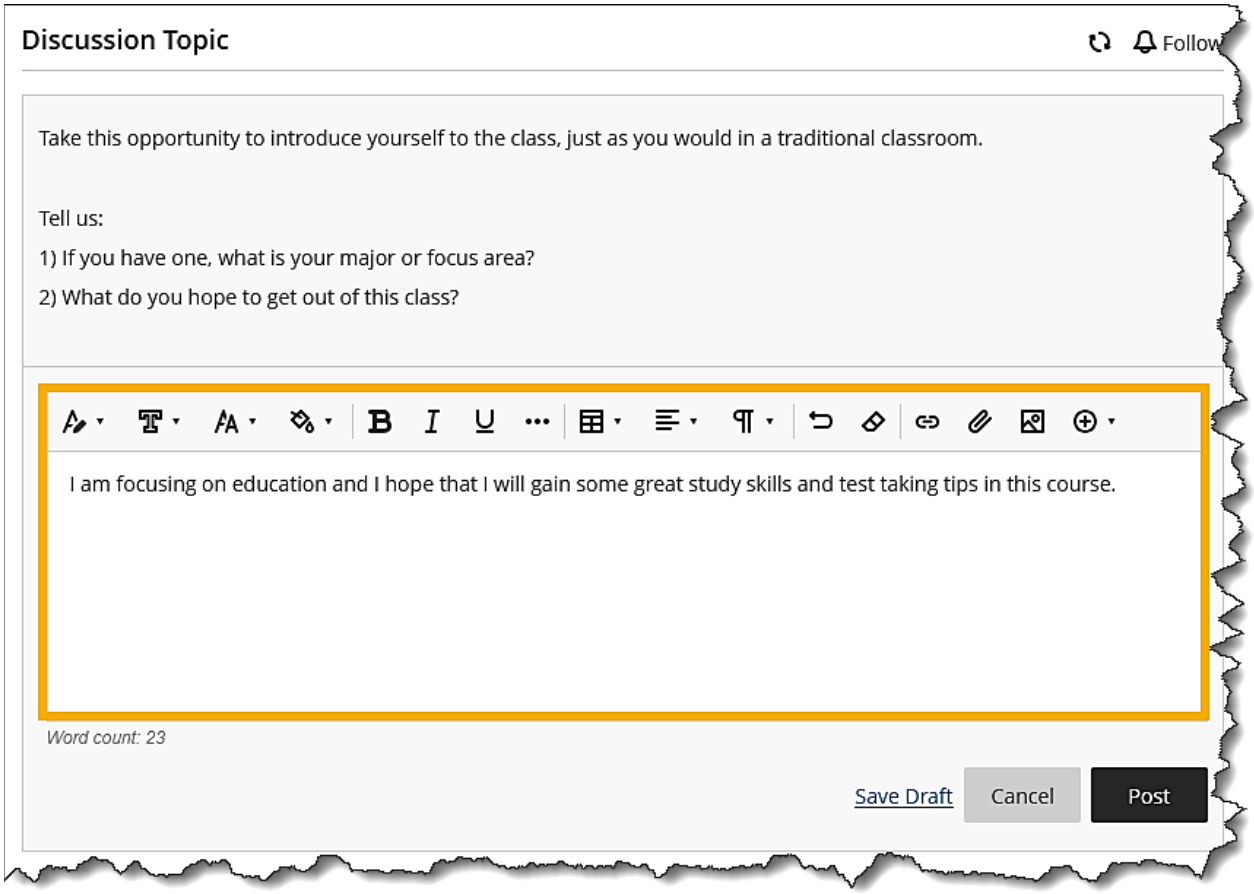
Note: Do not be alarmed if you cannot access a particular discussion forum. Your instructor may choose not to open a discussion forum until a specific date and time, or until a certain assignment has been successfully completed.



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

Click in "**Type a Post**" to begin creating your post.

Note: For a "Post-First" discussion forum, you MUST create a new post before you can see what others have posted.



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. You can also upload your recording to YouTube and insert a link in the forum.

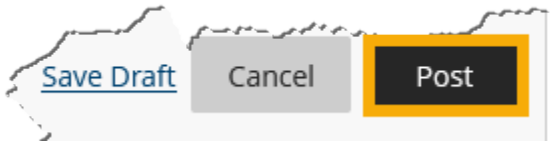
Then, in the Discussion Forum thread, select **Attach File** to attach a recording OR select the **Insert/Edit Link** icon to embed a YouTube link in the text area.

Blackboard supports these media file types:

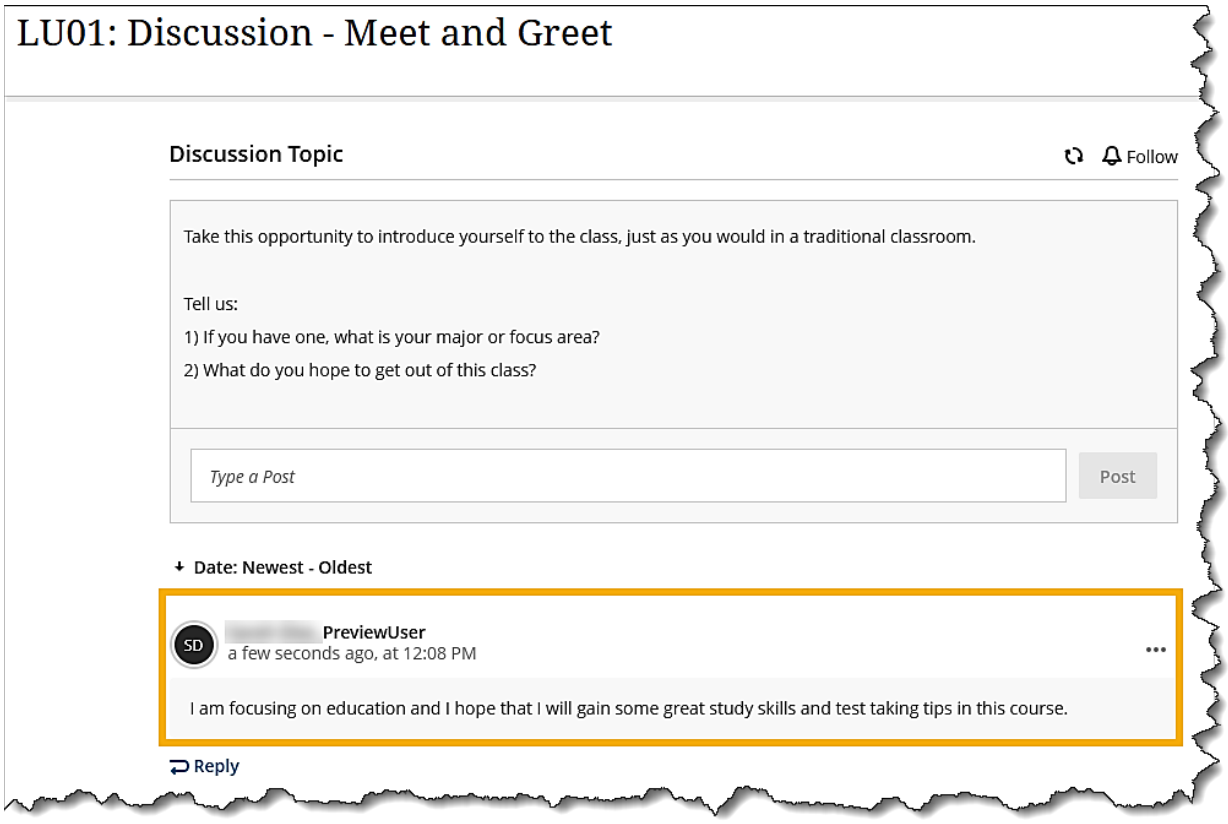
Audio: AIFF, MP3, MIDI, MP, WAV, and WMA
Video: ASF, AVI, MOV, MOOV, MPG, MPEG, QT, SWA, SWF, and WMV

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.

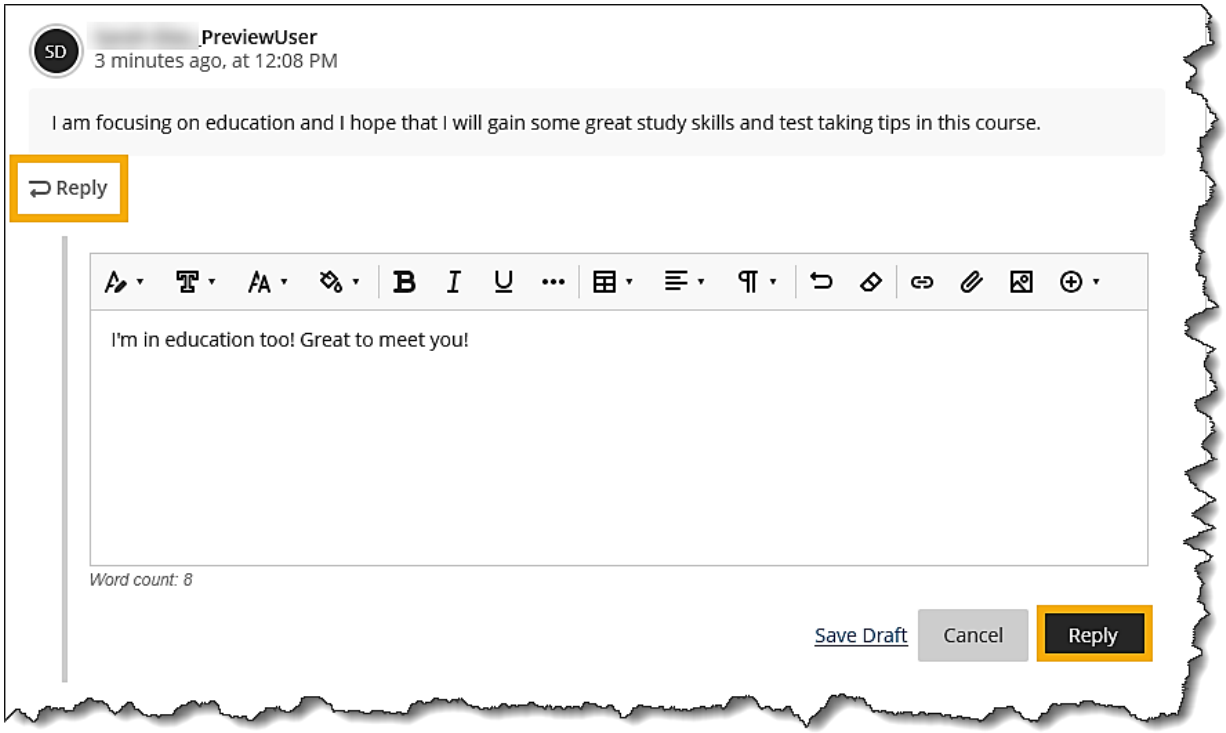
Once you are finished, click "**Post**."
Note: If you are not yet ready to post, you may select "Save Draft" instead of "Post."



Your post will appear on the page.



To reply to your classmates, find the correct discussion forum. Click "**Reply**" and then type your reply according to your discussion assignment requirements. When you are finished, click the "**Reply**" button.



Congratulations! You now know how to access a Discussion, Create a New Post, and Reply to a Post in MyHills.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk***
***Phone:** (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*