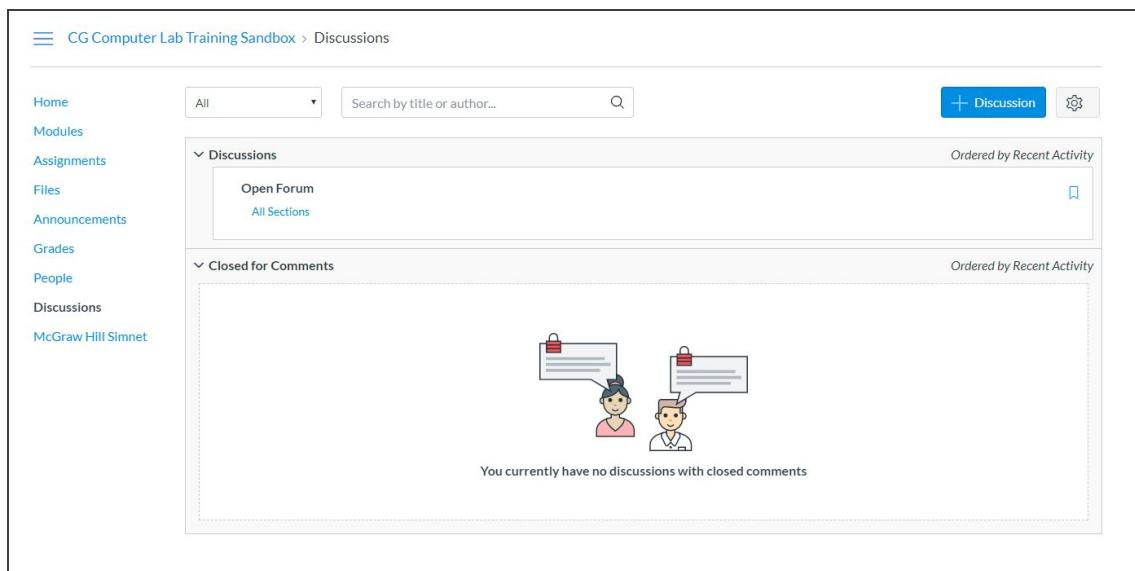


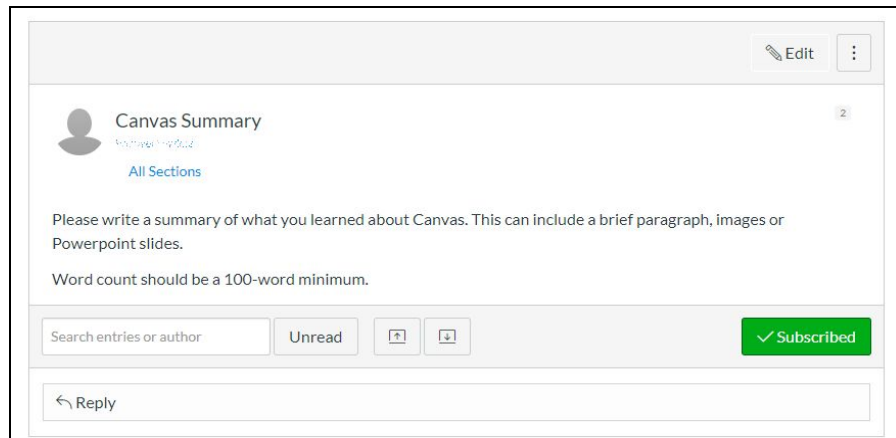
# How to Find the Discussion Board in Canvas and Make a Post: A Quick Guide

- \* **Note:** While you can navigate Canvas with any browser, Chrome is recommended. Please visit <https://www.google.com/chrome/> to download the browser for free. If you are having trouble in mobile, please call the Canvas helpline, which can be found at the end of this document, or visit the Canvas help guides, which can be found within Canvas.

Within your course, discussion boards can be found on the left side labeled as ‘Discussions,’ unless your instructor has them labeled otherwise. If the Discussion Board cannot be found, please let the instructor know.

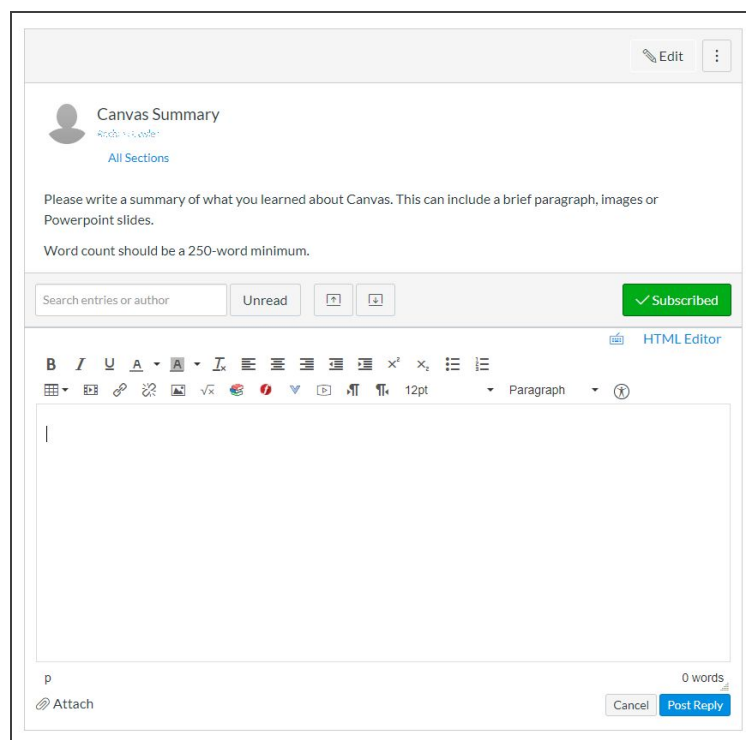


When your instructor has a discussion board posted, click on the **title** of the post, *not* where it says your class section – it is clickable, but it does not go anywhere. Once you click on the title, you will be taken to the prompt itself. Be sure to check that you are selecting the correct discussion board if your instructor has multiple discussions posted.

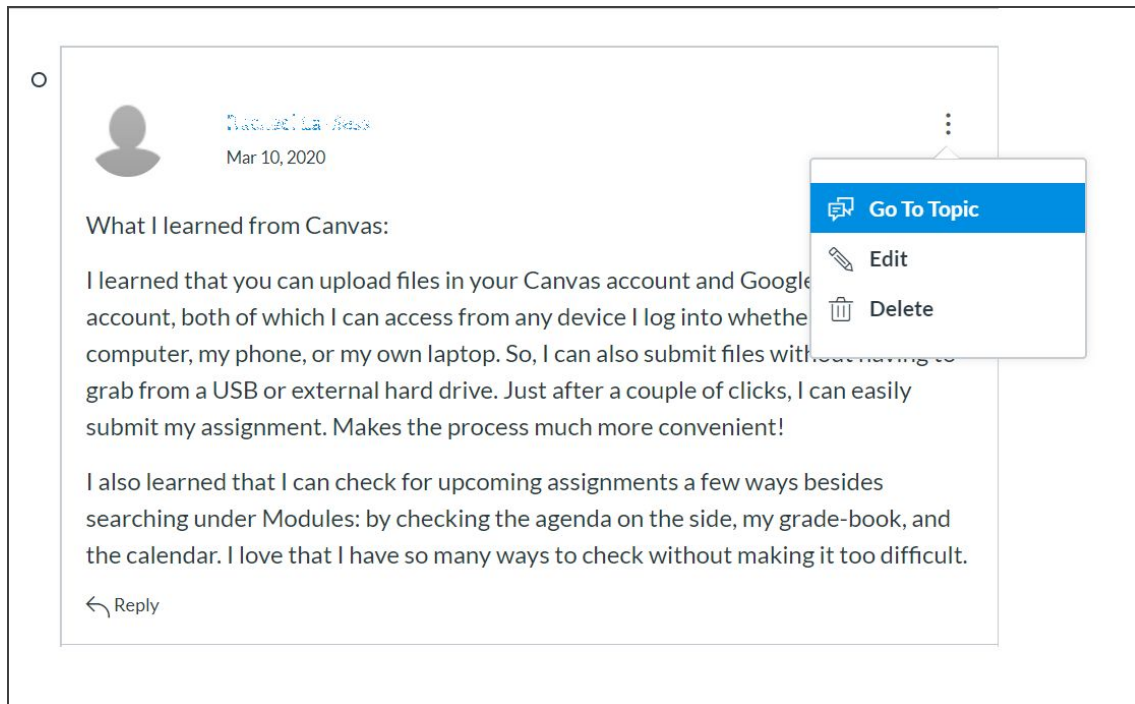


There will be a prompt at the top with a description of what they want students to discuss. Remember to make note of any due dates, word counts, reply post minimums, etc.

In order to make a post, hit 'Reply' under the post to which you want to reply. A text box will appear underneath where you will put your content. Look over everything, such as spelling, content, and which post you are replying to, before posting. You can always edit it or delete your post at any time, so long as the instructor has left the board open. Your instructor can set dates of availability for the discussion board, so always make sure you leave time to make or edit your post.



Posts can be edited at any time, should any changes need to be made. They can also be deleted. On the left are three dots, which will give you a dropdown menu, where you will find 'Edit' and 'Delete' functions. When you delete a post, you will be prompted if you are sure you would like to delete the post.



If you have any questions or are experiencing any issues, please call the 24x7 Toll Free Support Line: 1-888-994-4433

Please also refer to the Help tab on the left side, where you can find Canvas guides in multiple languages, real-time assistance, and other resources helpful to students, employees, and faculty.