How To Submit or Respond to a Discussion Board in Canvas

Submitting a discussion in Canvas is similar to replying to an email. You no longer “create a thread” instead you **Reply** to your instructor’s post, or prompt. To respond to a classmate’s post you will also **Reply**. Follow these steps to submit your discussion:

- **Log in to Canvas** - [https://uta.instructure.com](https://uta.instructure.com)
- **From your Dashboard select the course needed.**
- **On the course page you can select Discussions on the left to access all Discussions, or click the Discussion forum link in the Module.**

  - If **Discussions** is selected, you’ll see all discussions currently available to the class. Click the Discussion you’d like to access.
• Click **Reply** to submit your initial Discussion Board Post.

![Discussion Board](image)

This is an example of a Discussion prompt from an instructor.

• The rich text editor will display, note there is also an HTML editor option in the upper right of this window. Here you can compose your post. Once complete, click **Post Reply**.

![Rich Text Editor](image)

• To reply to another student’s post click **Reply** at the bottom of their post.

![Reply Button](image)