



## How to access the Discussions tool in your OAKS course

**Note:** The Discussions tool is a message board set up by your instructor to allow class communication as a group without using email. Your instructor may require you to use the Discussions tool for assignments.

### Accessing Discussions:

Follow the instructions below on how to post Discussions.

1. Inside the course, select the drop-down arrow from the **Communication** tool in the navigation bar.

2. Click the **Discussions** link from the drop-down list.

The screenshot shows the course navigation bar with 'Communication' expanded to show 'Chat', 'Classlist', and 'Discussions'. A red circle highlights 'Discussions' and a red arrow points to it. A yellow callout box contains the first two steps. The page title is 'Test course student view' and the course name is 'COLLEGE of CHARLESTON'.

3. In the **Discussions** area, under the **Discussions List**, select the **Discussion Topic** to access the Topic (See Screenshot).

The screenshot shows the 'Discussions' page with a 'Discussions List' tab selected. The filter is set to 'Unread'. A topic titled 'Discussions Practice Exercise' is highlighted with a red circle and a red arrow. A yellow callout box contains the third step. The topic content reads: 'This is just a **Discussions Practice Exercise**. Type **Discussions Practice Exercise** in the **Message Box**, then click **Post**.' Below the topic, there are sections for 'Questions and Comments' with counts of 0 and 0.

