

# Submitting a Discussion Post

Last Modified on 05/05/2022 3:38 pm MDT

## Submitting a Discussion Post

Typically, you will have a discussion topic associated with the weekly module. Students are required to make their initial post by Thursday before 11:59 pm MT and reply to at least two students by Sunday 11:59 pm MT. It is important to be active in the discussion forums early in the week to ensure that you meet the requirements for the week. You will be able to click on the three dots in the upper right-hand corner of the page to access the rubric that is used to grade the discussion in your course.

To make your post, you can either type directly into the text box marked "Reply" or copy and paste your work into the box. We recommend that you initially draft your post in an outside source (like Microsoft Word) to check your spelling and grammar.

The Discussion Board editor will open and allow you to format your post, add/remove hyperlinks, or insert tables. As a reminder, you must cite your sources in the Discussion Board using APA format.

Editor

When you are ready to make your initial post, click "Post Reply."

Your response will show as the top (most recent) post.

Canvas allows you to edit posts after submission in the following manner:

- After your post has been saved, click on the three dots in the upper right-hand corner and click "Edit."
- The comment window will open, then you can make the needed changes to your post.
- When you are finished, click "Done."

When want to respond to other student posts, you will follow the same process outlined above.

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