Accessing Your Program Discussion Forum

1. After accessing your taskstream account by entering the Username and Password.

2. Click on “Discussion Board” under “The Tools” on the left menu bar to access the Special Education Discussion Forum.

3. A list of discussion forums should now be on the screen. Locate the forum for the course in which you are enrolled. Now click on the ‘Essential Question’ topic located under your course name.

4. You could either a) begin a new “thread” for the discussion, or b) respond to a discussion already begun:

   a. To begin a new thread for the discussion forum, click on “Create new topic.” Under ‘Subject’, type in a subject; and in the textbox under ‘Body’, type your response to the discussion board topic. Click on “Post Topic” when you are finished.

   b. To respond to a discussion already begun, click on the ‘Essential Question’ topic. A list of all your peers’ responses would be revealed. Click on a response and read it. To reply to this response, click on “Post New Reply” and type in your response to the message. Now click on “Post Reply” after typing your message.

5. When you are finished, you can “Edit” your document, “spell check” the writing, or add “attachments or weblinks” to your message.