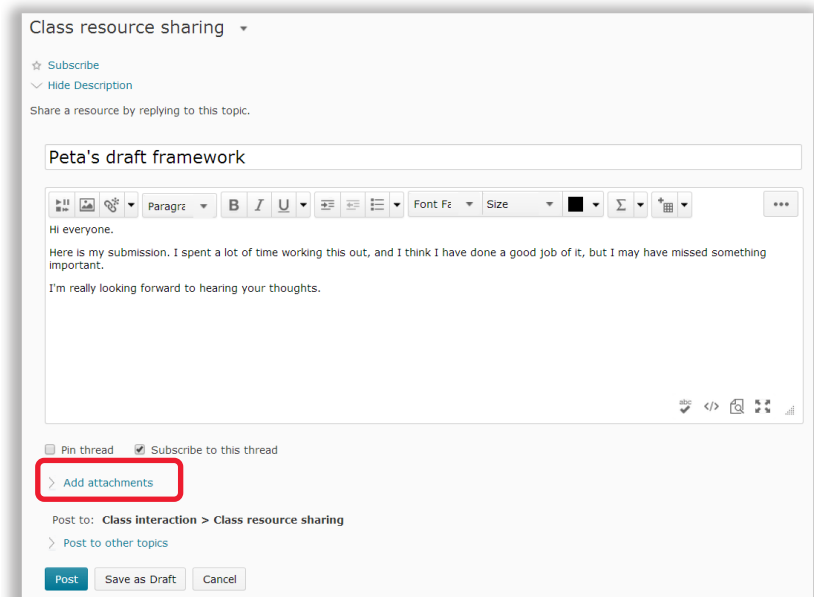


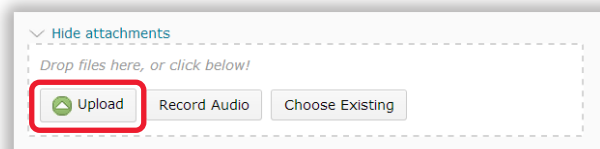
HOW TO ATTACH A DOCUMENT TO A DISCUSSION POST

From time to time, you may need to share documents with your peers. Sometimes, this will be required so that your peers can provide you with feedback on your work. This document shows you how you can attach a document (e.g. a Word document or PDF) to a discussion post.

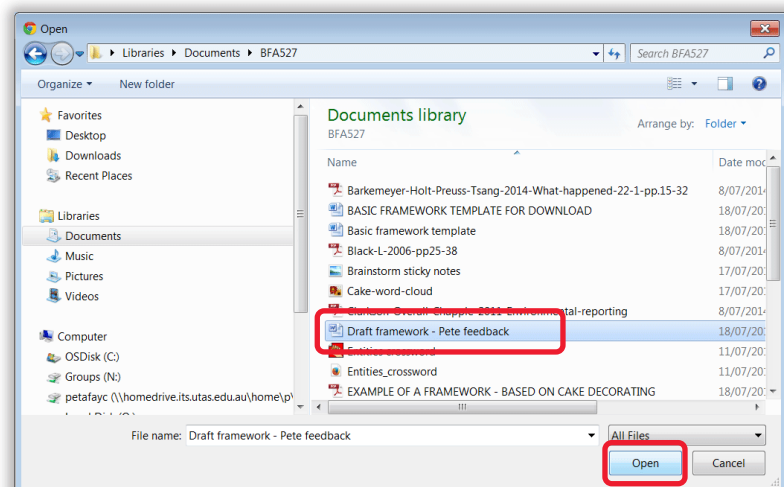
1. Navigate to the **Discussion Forum** and **Topic** that you wish to post to. Click on the **Create New Thread** OR **Reply to Thread** button (the name of the button will depend on the way the discussion has been set up by your lecturer). Enter a subject for your post, and type in a message. Click on the **Add attachments** link.



2. You will now see a range of options related to attachments. Click on the **Upload** button.

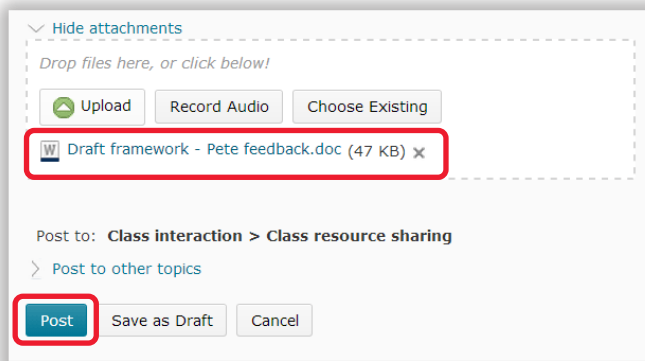


3. A window will open, allowing you to browse your computer. Select the file you wish to upload, then click on the **Open** button.



HOW TO ATTACH A DOCUMENT TO A DISCUSSION POST

- Your file will now appear under the **Upload** button. Click **Post** to post to the **Discussion Topic**.



- Your file will appear as a link below your post in the **Discussion Topic**.

