

How to Post Following directions with the Discussion Tool is **part of your grade** because **you** can make it easier or harder on your colleagues in the class. If you need help, please ask, OK? **Tip:** You will **not** be able to see other students' papers until after you post.

Reminders from the General Requirements:

- What you put in the Subject must be as is written below.
- Do **nothing** that was **not** in the General Requirements or in the Sample Paper. Your post for the 1st Part F.I.O. Project will be replied to in the 2nd and 3rd F.I.O. Project. If you do what is in the Sample Paper, things will still be simple by the end.

When you are ready to post, follow these steps

1. Click on the 1st Part F.I.O. Project.
2. Click **Create Thread** in the discussion to create a post with this **Subject:**
Your 1st Name Last Name – Answering 3 questions about representation and taxation using the 3 primaries

Example: if your name is Ana Joy, your subject line is:

Ana Joy– **Answering 3 questions about representation and taxation using the 3 primaries.**

3. Copy and paste your paper into the message area. **Tip:** If you added your content to the Sample Paper and **leave it** as an **rtf file**, it copies easily into the Discussion message area.
4. Look at your paper to see if you need to add a blank line between paragraphs or something like that. It must be readable easily. If it is not, immediately contact your instructor.
5. After checking the readability of your paper, click Submit.