1. Enter the **Course** you wish to change the author

2. Under the **Control Panel**, select **Course Tools**

3. Select **Discussion Board**

4. Select the **Course Name**

5. Select the **Forum Name**
6. Select the **Thread Chevron**
7. Select **Change Author**

8. Your name should appear under Author instead of Anonymous

If you have any questions or concerns about this document, please contact the ITS Service Desk by calling (304) 293-4444 or by sending an email to ITShelp@mail.wvu.edu.