

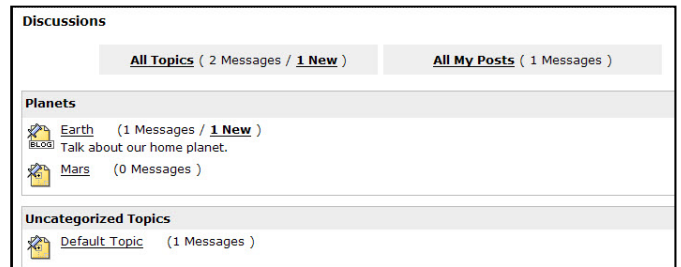


About Discussions

The Discussion tool offers a place for asynchronous communication with all participants of your course. This tool provides the flexibility to send, read and search messages at times convenient to your own schedule.

On the main Discussions page, there are three main functions. They are:

- All Topics – it displays any messages that have been posted within the topics and under what thread the message is located, along with a link directly to the message.
- All My Posts – displays any posts you have made within the topics.
- Main Board: Where all the course topics are located and accessed with information about the purpose of the topic.



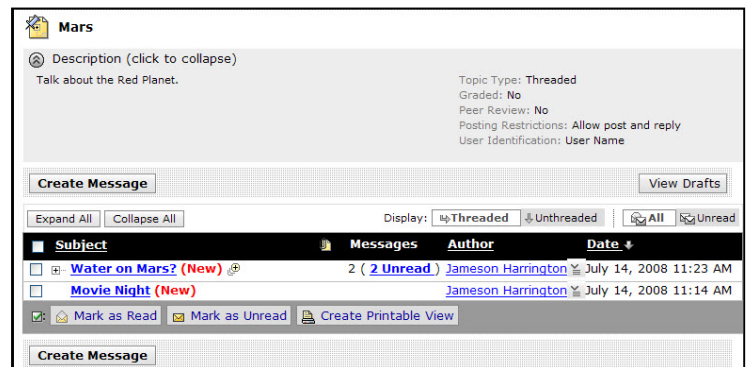
Viewing Messages

From the discussion page, click on the topic name to display the messages under that topic.

In the Threaded view, click the toggle box in front of a threaded discussion to collapse or expand the related messages.

For each message listed, you will see the subject, author and date/time of the message. Unread messages are in bold and will show (New) next to the heading. Any message that includes a file will have a paperclip icon displayed next to it under the Status column.

Above the column headings you will see buttons that will allow you to control your messages. You can either Expand All to expand all threaded messages or Collapse All to show the message that started a thread.



You can view messages by the entire discussion Thread or in chronological order (Unthreaded). You can also use the All option to display all messages or the Unread option to quickly display only the messages which you have not read.

Composing a Message

To compose a message:

1. Within the appropriate topic page, click Create Message.
2. In the Subject text box, type the subject of the message.

3. In the Message text box, type your message.
4. To preview your message before sending, click Preview. Click Post if you have no more changes to make, or Edit to return to the main window.
5. Make any desired modifications.
6. To send the message, click Post.
7. To cancel the message, click Cancel.


Attaching a File

Prior to posting you can attach one or several files to your message. To attach a file:

1. Click Add Attachments.
2. Locate and select your desired file.
3. Click OK.
4. If successful, the filename should be listed below the Add Attachments button.
5. Repeat these steps for each file you want to include with the message.

Reading a Message

To read a discussion message:

1. From the Discussions page, click on the topic for which you want to display messages.
2. Click  in front of a message to expand the message thread.
3. Click on the subject of the message, which is a link, in order to view it. It will open up in a new window.
4. If attachments are present, you can open or download the files by:
 - a. Click on the filename.
 - b. To open (recommended for .html, .doc and .txt files only) – select Open.
 - c. To download – select Save.
 - d. Save the file to your desired location.
 - e. Repeat this process for each desired file.
5. Once you have read the message, you can:
 - a. Click Close this window to exit the message.
 - b. Reply to the message. [Replying to Messages](#)

To reply to a message:

1. Read the message to which you would like to reply.
2. Click the button that corresponds to the way that you want to reply:
 - a. Reply – to post your message.
 - b. Forward – to send a copy of the message you read to someone else, i.e. your instructor or a student in the course. This will not show up on the Discussions board, but send an email to the recipient.
3. The Compose Message screen will appear. Type your response in the message text box.
4. If you want to include a file in the message, follow the Attaching a File directions.
5. Click Post to reply. If you are sending a forward to someone, click Send.

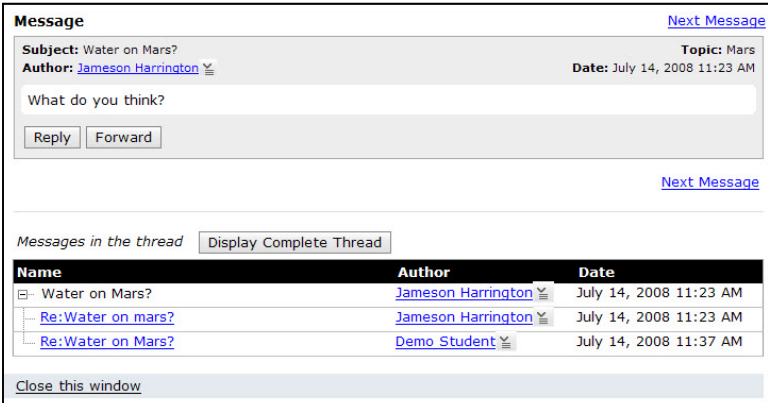
Navigating Between Messages

When reading a message, you can quickly navigate to another message by clicking on Previous Message or Next Message, located under the message box on the right-hand side.

If you are viewing one message but would like to read all of the messages of this thread at once, click on Display Complete Thread. This option can also be achieved by clicking on a magnifying glass icon to the right of a discussion thread on the list of topics page.

Number of Messages in Thread

For each thread there is a Messages column that displays the total amount of messages. If there are any new messages, there will be a parenthesis listing the number of new unread messages. [e.g. 4 Messages (1 Unread)]



The screenshot shows a message interface. At the top, there is a 'Message' header with a 'Next Message' link. Below this, the message details are displayed: Subject: Water on Mars?, Author: Jameson Harrington, and Date: July 14, 2008 11:23 AM. The message content is 'What do you think?'. Below the content are 'Reply' and 'Forward' buttons. A 'Next Message' link is also present. Below the message box, there is a 'Messages in the thread' section with a 'Display Complete Thread' button. A table lists the messages in the thread:

Name	Author	Date
[-] Water on Mars?	Jameson Harrington	July 14, 2008 11:23 AM
[+] Re:Water on mars?	Jameson Harrington	July 14, 2008 11:23 AM
[+] Re:Water on Mars?	Demo Student	July 14, 2008 11:37 AM

At the bottom of the interface, there is a 'Close this window' link.