



Discussions

The discussion tool is used for communication between students enrolled in the course and the instructor. Messages posted on the discussion board are visible to all users in the course. The tool may be used for discussion related to course content and offer student opportunities to share thoughts or ask questions.



Forums & Topics List

Display

All Forums and Topics ▼

Apply



Title



[Course Questions](#)



[Course Questions](#)

0 messages - 0 unread

Discussions

After you click on **Discussions** link on the navigation bar, you will see **Forum & Topic List**



Forums & Topics List

Display

All Forums and Topics ▼

Apply

★	Title
★	Course Questions
★	Course Questions 0 messages - 0 unread
★	Course Introductions
★	Course Introductions 1 messages - 1 unread

Discussions

The discussion board are organized as:

Forums are the headings for the sections or divisions in the discussion tool.

Topics are the divisions that are located under the forum headings. They are the groupings of messages.

Messages are the actual messages posted by students or the instructor.



Forums & Topics List

Display

All Forums and Topics ▼

Apply



Title



Course Questions



Course Questions

0 messages - 0 unread



Course Introductions



Course Introductions

1 messages - **1 unread**

Reading Discussions

When viewing the discussions, under the **Topic** you will see a total number of messages in that group and the number of messages that you have not read.

To read the messages click on the **Topic** name to go to the group of messages.



[Discussions List](#) > [Topics List](#) > [View Topic](#)

[Settings](#)

Course Introductions

[Compose](#)

[Refresh](#)

[More Actions](#) ▼

[Subscribe to Topic](#)

[Mark Unread](#) [Delete](#) [Print](#)

20 per page

Subject

Authored By **Date**

Introduce yourself

Linda Foster **Jan 4, 2013 11:25 AM**

[Mark Unread](#) [Delete](#) [Print](#)

20 per page

No message selected

Reading Discussions

The highlighted area of the screen indicates the **Topic** name.



Reading Discussions

The area highlighted shows the **Messages**. It includes **Subject** which indicates the topic of the message, **Authored By** column shows which participant posted the message, and **Date** shows the date and time the posting was made.

Mark Unread Delete Print 20 per page

Subject	Authored By	Date
<input type="checkbox"/> Introduce yourself	Linda Foster	Jan 4, 2013 11:25 AM

Mark Unread Delete Print 20 per page

No message selected



Discussions List

Topics List

View Topic

Settings

Course Introductions

Compose

Refresh

More Actions ▾

★ [Subscribe to Topic](#)

Mark Unread Delete Print

Subject

Introduce yourself

Mark Unread Delete Print

Reading Discussions

To read the message, click on the **Subject** of the message. Message subjects in bold text are message that haven't been read.

The message will appear in the lower part of your screen.

Reply

★ [Subscribe](#) [Open in a New Window](#)



Introduce yourself

Linda Foster Jan 4, 2013 11:25 AM

Post a brief introduction to your classmates, include your name, what



Discussions List

Topics List

View Topic

Settings

Course Introductions

Compose

Refresh

More Actions ▾

★ [Subscribe to Topic](#)

Mark Unread Delete Print

Subject

[Introduce yourself](#)

Mark Unread Delete Print

Reply

★ [Subscribe](#) [Open in a New Window](#)



Introduce yourself

Linda Foster Jan 4, 2013 11:25 AM

Reading Discussions

This highlighted area of the message offer the options for the message.

Reply allows you to respond with your own message.

Subscribe allows you to get an email message each time a new message is posted as a reply to this message.

Open in a New Window opens the message in a pop-up window (makes the message easier to read and reply to)

Post a brief introduction to your classmates, include your name, what



Discussions List

Topics List

View Topic

Settings

Course Introductions

Compose

Refresh

More Actions ▾

★ [Subscribe to Topic](#)

View: Threaded ▾

Apply

Mark Unread Delete Print

Subject

[Introduce yourself](#)

Mark Unread Delete Print

Replying to Discussions

To reply to a message, click on the **Reply** button a the top of the message

Reply

★ [Subscribe](#) [Open in a New Window](#)



Introduce yourself

Linda Foster Jan 4, 2013 11:25 AM

Post a brief introduction to your classmates, include your name, what



Reply Details

Subject

Re: Introduce yourself

Message

Basic **Advanced**



<<< Replied to message below >>>

Authored by: Linda Foster

Authored on: Jan 4, 2013 11:25 AM

Subject: Introduce yourself

Post a brief introduction to your classmates, include your name, ▾



[Add Original Message Text](#)

Message Options

Subscribe to updates to this thread

updates will be sent to you via your notification method specified

Attachments

Add a File

Post

Cancel

Replying to Discussions

On the Reply Details screen, the **Subject** will be filled in with RE: and the original message subject.



Reply Details

Subject

Re: Introduce yourself

Message

Basic

Advanced



<<< Replied to message below >>>

Authored by: Linda Foster

Authored on: Jan 4, 2013 11:25 AM

Subject: Introduce yourself

Post a brief introduction to your classmates, include your



Add Original Message Text

Message Options

Subscribe to updates to this thread

updates will be sent to you via your notification method specified

Attachments

Add a File

Post

Cancel

Replying to Discussions

On the Reply Details screen, the **Message** area is where you will type your response to the original post. You have some text formatting options and spell check in the toolbar of the message area



Reply Details

Subject

Re: Introduce yourself

Message

Basic **Advanced**



<<< Replied to message below >>>

Authored by: Linda Foster

Authored on: Jan 4, 2013 11:25 AM

Subject: Introduce yourself

Post a brief introduction to your classmates, include your name, ▼



Add Original Message Text

Message Options

Subscribe to updates to this thread

updates will be sent to you via your notification method specified

Attachments

Add a File

Post

Cancel

Replying to Discussions

On the Reply Details screen, the **Message Options** checkbox lets you subscribe to email notifications when someone replies to your message.



Reply Details

Subject

Re: Introduce yourself

Message

Basic

Advanced



<<< Replied to message below >>>

Authored by: Linda Foster

Authored on: Jan 4, 2013 11:25 AM

Subject: Introduce yourself

Post a brief introduction to your classmates, include your



Add Original Message Text

Message Options

Subscribe to updates to this thread

updates will be sent to you via your notification method specified

Attachments

Add a File

Post

Cancel

Replying to Discussions

On the Reply Details screen, the **Attachments** area is where you can attach an electronic file such as a document to your posting on the discussion board.



Reply Details

Subject

Re: Introduce yourself

Message

Basic **Advanced**



<<< Replied to message below >>>

Authored by: Linda Foster

Authored on: Jan 4, 2013 11:25 AM

Subject: Introduce yourself

Post a brief introduction to your classmates, include your



[Add Original Message Text](#)

Message Options

Subscribe to updates to this thread

updates will be sent to you via your notification method specified

Attachments

Add a File

Post

Cancel

Replying to Discussions

On the Reply Details screen, the **Post** button must be clicked after you have typed your message. The **Post** button is what will submit or add your message to the discussion board.



Topic List - Course Questions ▼

Topic Title

[Course Questions](#)

0 messages - 0 unread

Composing New Discussions

You can also post an original or new message rather than replying to an existing message.

First, select the topic you would like to add the message in.



[Discussions List](#)

[Topics List](#)

[View Topic](#)

Course Questions

[Compose](#)

[Refresh](#)

[More Actions](#) ▼

★ [Subscribe to Topic](#)

No messages to display

Composing New Discussions

Click on the **Compose** button to add a new message.



New Message Details

Subject

Message

Basic

Advanced



Message Options

- Subscribe to updates to this thread
updates will be sent to you via your notification method specified

Attachments

Add a File

Post

Cancel

Composing New Discussions

On the **New Message Details** screen, enter a descriptive **Subject** to indicate the topic or main idea of the message.



New Message Details

Subject

Message

Basic **Advanced**

Rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, and insert table. Below the toolbar is a large text area for composing the message.

Message Options

Subscribe to updates to this thread
updates will be sent to you via your notification method specified

Attachments

Add a File

Post

Cancel

Composing New Discussions

On the **New Message Details** screen, the **Message Options** checkbox lets you subscribe to email notifications when someone replies to your message.



New Message Details

Subject

Message

Basic **Advanced**



Message Options

- Subscribe to updates to this thread
updates will be sent to you via your notification method specified

Attachments

Add a File

Composing New Discussions

On the **New Message Details** screen, the **Attachments** area is where you can attach an electronic file such as a document to your posting on the discussion board.

Post

Cancel



New Message Details

Subject

Message

Basic Advanced



Message Options

Subscribe to updates to this thread
updates will be sent to you via your notification method specified

Attachments

Add a File

Composing New Discussions

On the **New Message Details** screen, the **Post** button must be clicked after you have typed your message. The **Post** button is what will submit or add your message to the discussion board.

Post

Cancel