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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Authored By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce yourself</td>
<td>Linda Foster</td>
<td>Jan 4, 2013 11:25 AM</td>
</tr>
</tbody>
</table>
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.

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**Introduce yourself**

Linda Foster Jan 4, 2013 11:25 AM

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

To reply to a message, click on the Reply button at the top of the message.
Replying to Discussions

On the Reply Details screen, the **Subject** will be filled in with RE: and the original message subject.
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.
On the Reply Details screen, the **Message Options** checkbox lets you subscribe to email notifications when someone replies to your message.
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.
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.
After you have posted your message, you will see it on the message list as an indented message below the message that you replied to.
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.
Composing New Discussions

Click on the Compose button to add a new message.
Composing New Discussions

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

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