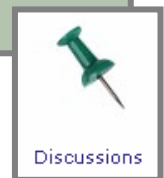
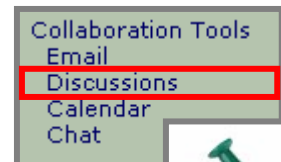


# TIPS TRICKS<sup>AND</sup> HOW TO...

## Use the Discussion Tool For Students

1. Log into your course.
2. Click the "Discussions" link from the Course Menu or click on the discussion icon if your instructor has provided one.
3. A window showing your discussion tool topics will be displayed.



Discussions				
<a href="#">Compose message</a> <input type="text" value="Search"/> <a href="#">Topic settings</a>				
Click on a topic name to see its messages.				
Topic	Unread	Total	Status	
Main	0	2	public, unlocked	
Notes	0	0	public, unlocked	
Week 1 Discussion	0	27	public, unlocked	
Week 2 Discussion	0	14	public, unlocked	
<b>All</b>	<b>0</b>	<b>43</b>	---	

4. Most courses organize the discussions into categories.
5. Double-click the category you would like to post to or read.

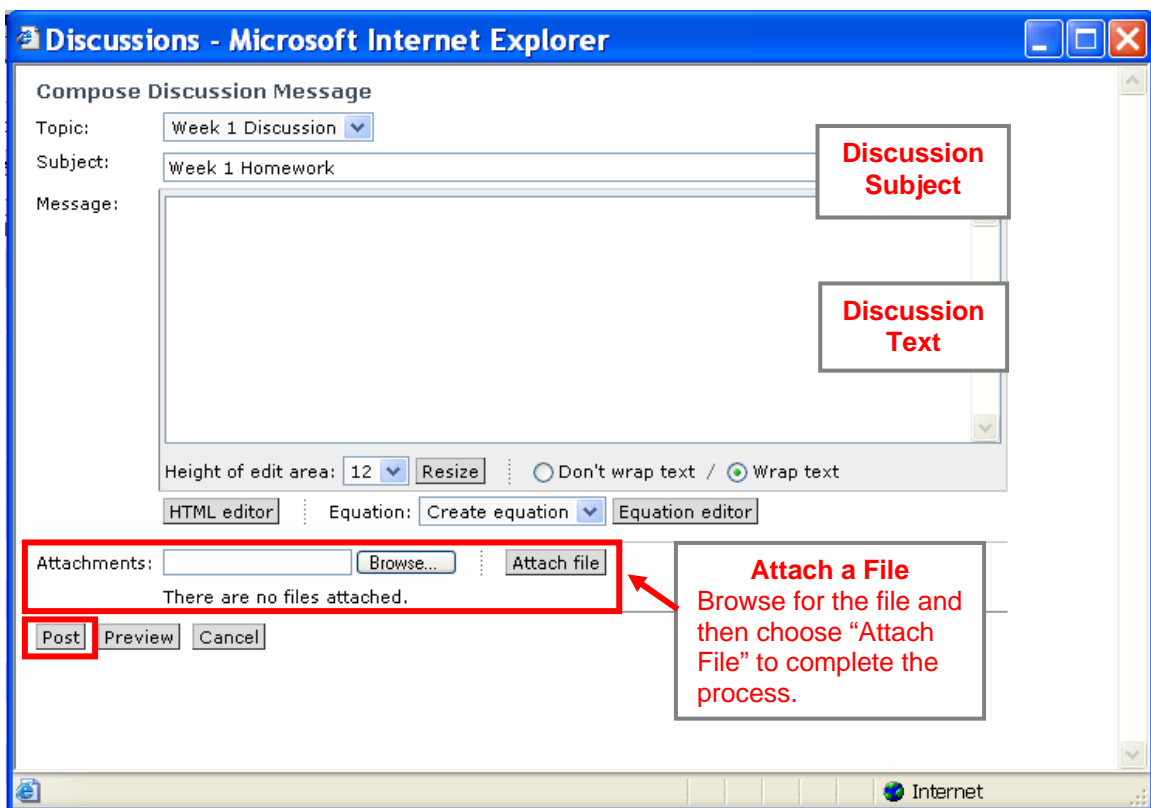
Topic	Unread	Total	Status
Main	0	2	public, unlocked
Notes	0	0	public, unlocked
<b>Week 1 Discussion</b>	0	27	public, unlocked
Week 2 Discussion	0	14	public, unlocked

6. Choose "Compose Message" to post a message.

Discussion Messages: <b>Week 1 Discussion</b>				
<a href="#">Compose message</a> <a href="#">Update listing</a> <input type="text" value="Search"/> <a href="#">Mark all as read</a> <a href="#">Message options</a> ▾				
Display: <input type="radio"/> All <input checked="" type="radio"/> Unread <input type="radio"/> Threaded <input checked="" type="radio"/> Unthreaded    Select topic: <a href="#">Week 1 Discussion</a> ▾ <a href="#">Go</a>				
Status	<input type="checkbox"/>	Subject	Author	
▶ 0/14	<input type="checkbox"/>	<input type="text" value="Week 1 Discussion"/>		
▶ 0/1	<input type="checkbox"/>	<input type="text" value="Week 1 Discussion"/>		
▶ 0/1	<input type="checkbox"/>	<input type="text" value="Week 1 Discussion"/>		

**Note:** This option will start a new discussion thread. Some courses may be set up for you to reply to an already established thread. Take note of the method your instructor wants you to use. Instructions for replying to threads are later in this tutorial.

7. Type your message and add any attachments needed. Click on "post" when you have completed your message.



8. To read the discussion posts, choose the category you would like to read and then click on the green drop down arrow to view the posted message and replies. Click on the message title to view a particular message.

Discussion Messages: **Week 1 Discussion**

**Compose message**    Update listing    Search    Mark all as read    Message options ▾

Display:  All  Unread  Threaded  Unthreaded    Select topic: Week 1 Discussion ▾    Go

Status	Subject	Author
<input checked="" type="checkbox"/> 0/14	<input type="checkbox"/> Week 1 Discussion	
<input type="checkbox"/>	<input type="checkbox"/> Week 1 Discussion	Kathy Davis & Dan LaBrie (ceexcapt05f2f)
<input type="checkbox"/>	<input type="checkbox"/> Re: Week 1 Discussion	Jennifer Hawkins (JHAWKINScapt)
<input type="checkbox"/>	<input type="checkbox"/> Re: Week 1 Discussion	Alan Day (adaycapt)
<input type="checkbox"/>	<input type="checkbox"/> Re: Week 1 Discussion	Kathryn Boucher (kathryn_bouchercapt)
<input checked="" type="checkbox"/> 0/1	<input type="checkbox"/> Week 1 Discussion	
<input checked="" type="checkbox"/> 0/1	<input type="checkbox"/> Week 1 Discussion	

**Note:** If your messages are not listed as “threaded” (shows message replies using arrows). Click on the “Threaded” button.

9. You can reply to a particular post by clicking on “Reply” from the message window.



**Note:** Anything posted on the discussion board will be viewable by your classmates and instructor.

