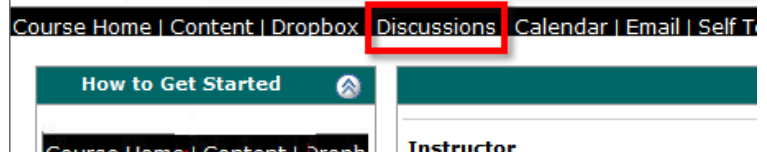


## Accessing the Discussion Tool

The Discussion tool is used to communicate with classmates, group members, or your instructor on assignments and readings. It can also be used to share course related files.

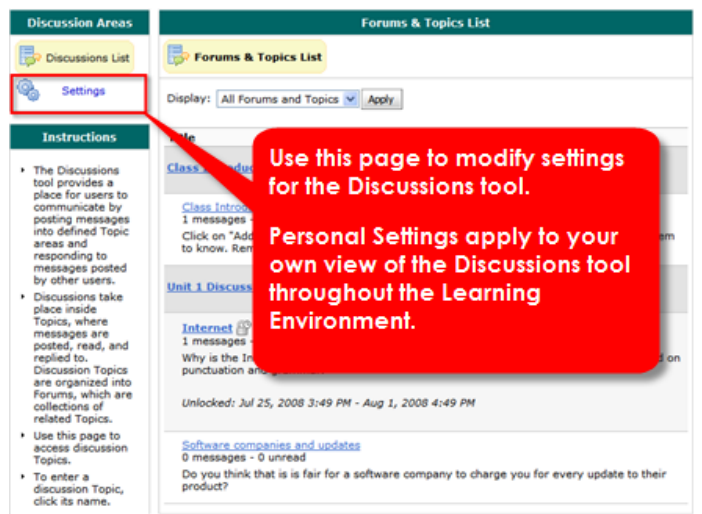
## Displaying Settings

1. Click the Discussions link on your Course Home navigation bar.



The main Discussions page displays a list of active discussions.

2. Select Settings: These are personal settings that allow the user to display *the* discussion items the way they prefer.



Show the discussion topics list: Checking this option displays the left Topics List pane in the Message List view.

Show the search bar: Checking this option displays the Search fields in the Message List view.

Show the preview pane: Checking this option displays the lower Preview pane in the Message List View. If this option is not checked, clicking on a message in the Message List view will open the message in a popup window.

Default Message List View: Threaded or Unthreaded: The default Message List view that will be used when accessing the Message List view for a topic.

Message List Style: Grid Style or Reading Style: Selecting Grid Style will display the Message List in the traditional Grid style where message subjects are displayed in a grid.

Selecting Reading Style will display the Message List in the Reading style where the entire message text is displayed for all messages.

Message Fields to Display:

Checking this option displays the Message Id for messages in the Message List view.

Character Limits:

Limit the number of characters of the subject to display in the Message List Subject Characters to Display: The number of characters of the Subject to display for each message in the Message List view. Must be an integer between 1 and 150.

Reply Settings:  
Include original message text in reply

Checking this option includes the original message text in the new message by default when composing a reply.

## Selecting a Discussion

1. Select the discussion you want to join from the list.

The discussion area displays.



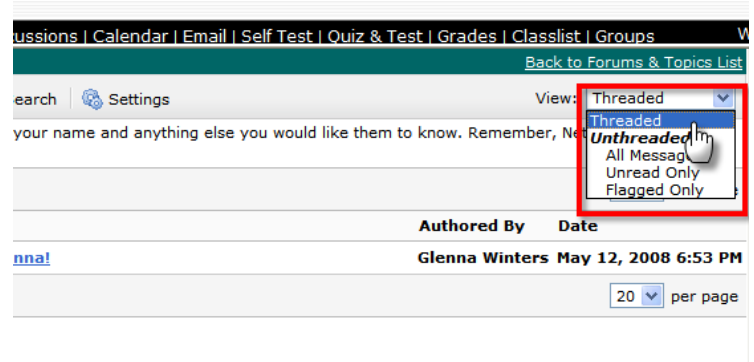
There is a scroll bar at the top of the page that lets you decide how you want messages to appear.

**Threaded:** This lets you see all messages sorted by threads (conversations).

**All Messages:** This lists all messages regardless of threads.

**Unread Only:** This groups all unread messages.

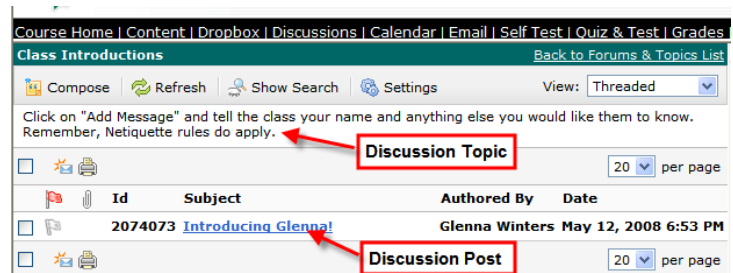
**Flagged Only:** Shows all flagged messages.



Unread messages appear in bold.  
Selected messages appear highlighted.

1. To read a discussion post message, click on the posted subject

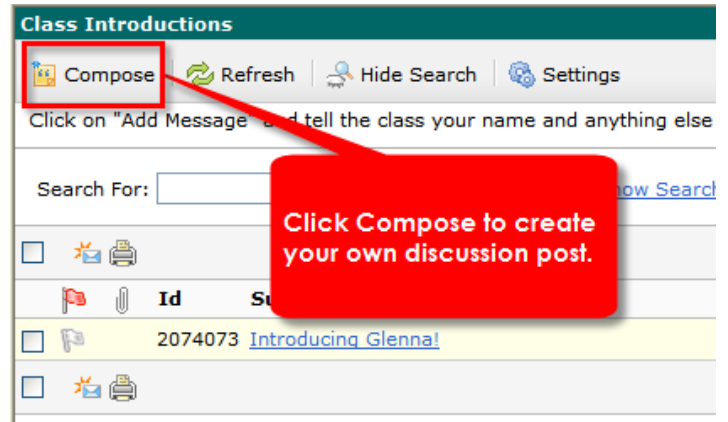
The post will open in a new window



## Adding a Message in the Discussion Board

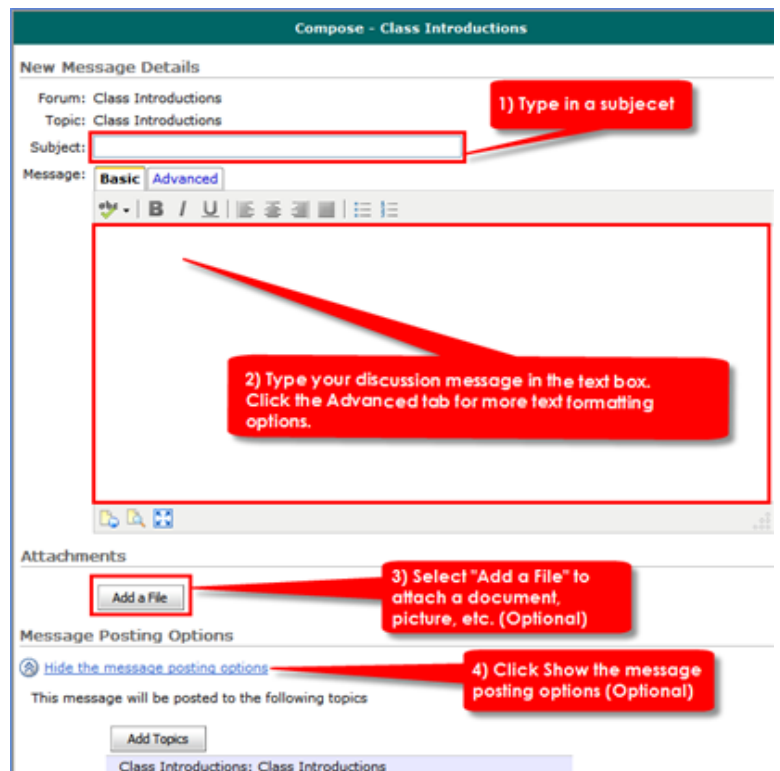
From the discussion page for the discussion you want to post a message in, Click Compose.

- The Compose box displays.



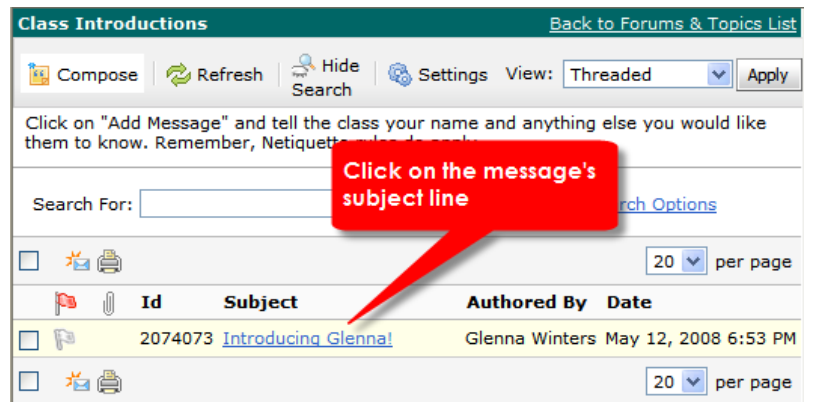
1. Type a Subject.
2. Type a discussion message in the text box.
3. Click "Add a File" to attach a document to this discussion posting (optional)
  - Click the Browse button
  - select a file
  - Click Open to add an attachment to the message.
4. Select "Show the message posting options" (optional) to make sure you are posting in the appropriate topic area
5. Click Post

Your message appears in the main discussion pane.



## Reading a message

1. Select an existing message, click on the message's subject line from the main list in your discussion area.
  - The message will open in a new window, or in the preview pane. This will depend on your settings

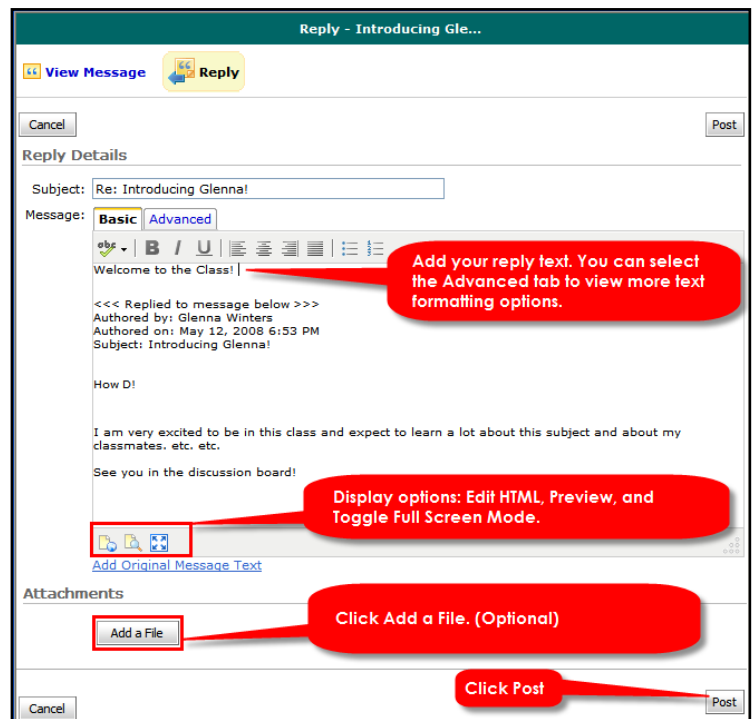
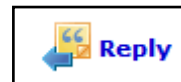


## Replying to a message

1. Select an existing message from the main list in your discussion area.
2. Choose whether you want the original message to appear in the reply using the drop-down menu beside the Reply button
3. Click Reply.

The Reply box displays with the Subject field populated.

4. Type your response message in the text box.
5. Add a file (optional).
6. Click Post



## Searching for a message









1. If the Search field isn't visible, click the Show Search at the top of the discussion page toolbar.

The Search field displays.

2. Type your search criteria (any portion of text from the message), and click Search.  
Or  
Click the Show Search Options link, enter your search criteria and conditions, and click Search.



## Discussion Tool Menu Icons

 Refresh	Refresh: Updates the page to display recent added posts.
 Show Search	Show or hide the search options
 Hide Search	
	View selected messages in a printable format (opens in a new window)
	Flagging a message
	"Flagging" a message allows you to mark a particular discussion message as important.
	You can add a flag to a new or existing posting by clicking the Flag Message button when the posting is selected. The Flag icon displays beside the Subject text.
	To remove the flag, click on the red flag.
	Mark as read
	Indicates that the message contains an attachment

## Downloading an attachment

1. Select the posting with the attachment you want to download
2. right-click the attachment hyperlink
3. Choose Save Target As from the menu
4. Browse to the location to you want to save the file in.

