Accessing the Discussion Tool

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

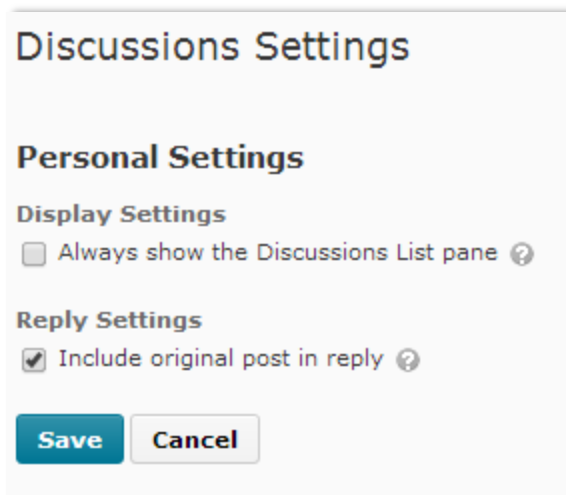Click the Discussions link on your Course Home navigation bar.

The main Discussions page displays a list of active discussions.

Finding and reading discussion posts and threads

Once a discussion gets going, new posts can come in very quickly. There are a number of places in Learning Environment that identify new posts to help you keep on top of things:

- The number of unread posts appears beneath each topic in the Discussions List. To see only topics with unread posts, click **Unread** in the Filter by tool navigation.
- All topics that contain unread posts appear bolded if you have the Discussions List pane visible when viewing topics or threads.
- Inside a topic, click **Unread** in the Filter by tool navigation.
- You can subscribe to specific discussion forums, topics, or threads to receive an email, SMS, or minibar notification whenever there is a new post.

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

Discussions Settings

Personal Settings

Display Settings
☐ Always show the Discussions List pane ⑦

Reply Settings
☑ Include original post in reply ⑦

Save   **Cancel**

Always show the Discussions List pane:	Use this setting to show or hide the list of topics in the View Topic and View Thread pages. Hide it to save space or show it to switch between topics quickly.
Reply Settings:	Use this setting to automatically include the original post by default when composing a reply.

Read discussion threads

Click on a topic to display the View Topic page. Then, click on a thread to display all replies to the thread, along with the original post.

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

Unread Only: This groups all unread messages.

Flagged Only: Shows all flagged messages.

## Creating a Message / Thread in the Discussion Board

From the discussion page for the discussion you want to post a message in, Click Start a New Thread.

- The Compose box displays.
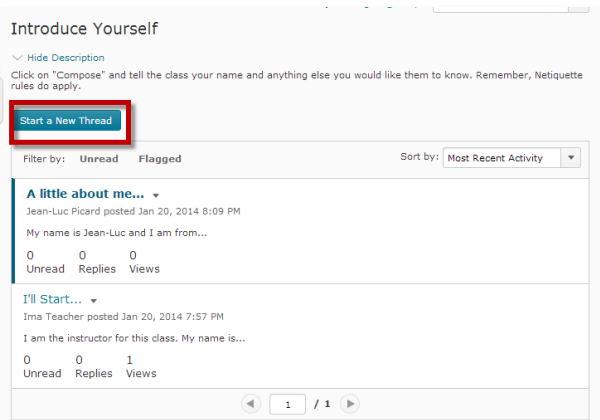
1. Type a Subject.
2. Type a discussion message in the text box.
3. Click "Add Attachment" to attach a document to this discussion posting (optional)
   - Click the Browse button
   - select a file
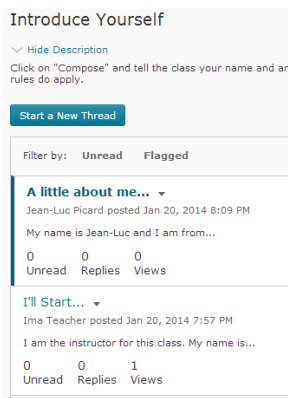   - Click Open to add an attachment to the message.
4. Click Post

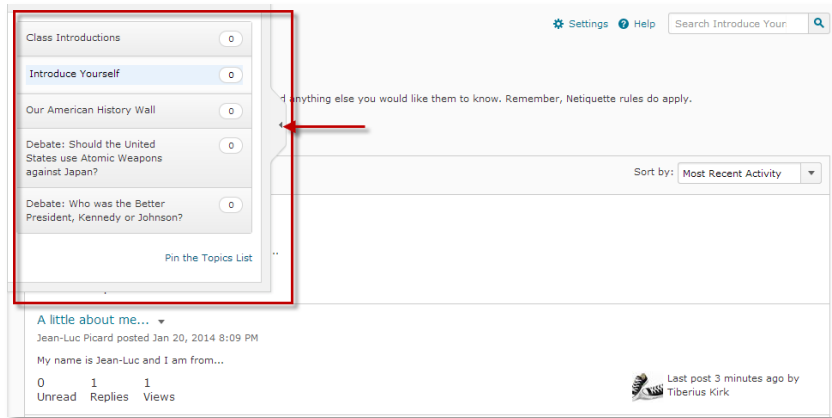Your message appears in the main discussion pane.
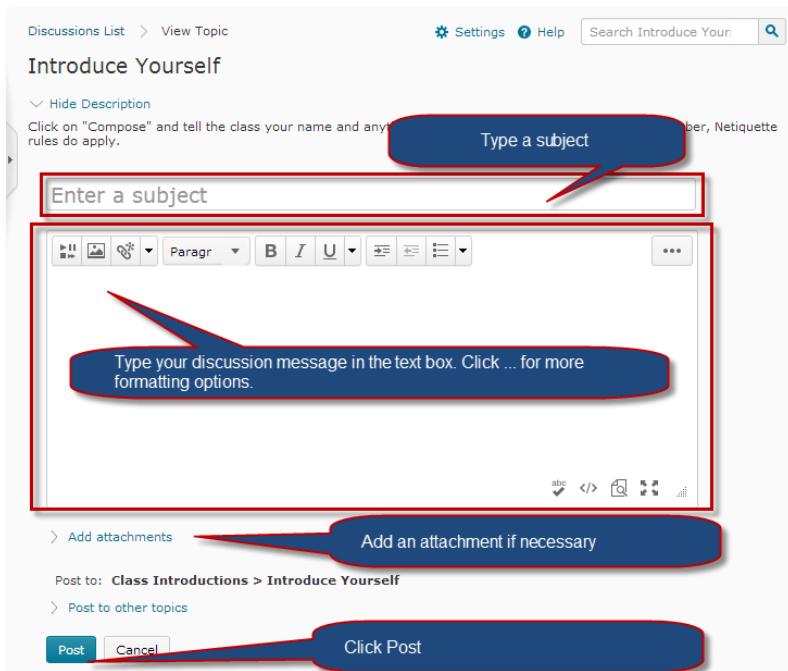
Reading a message

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
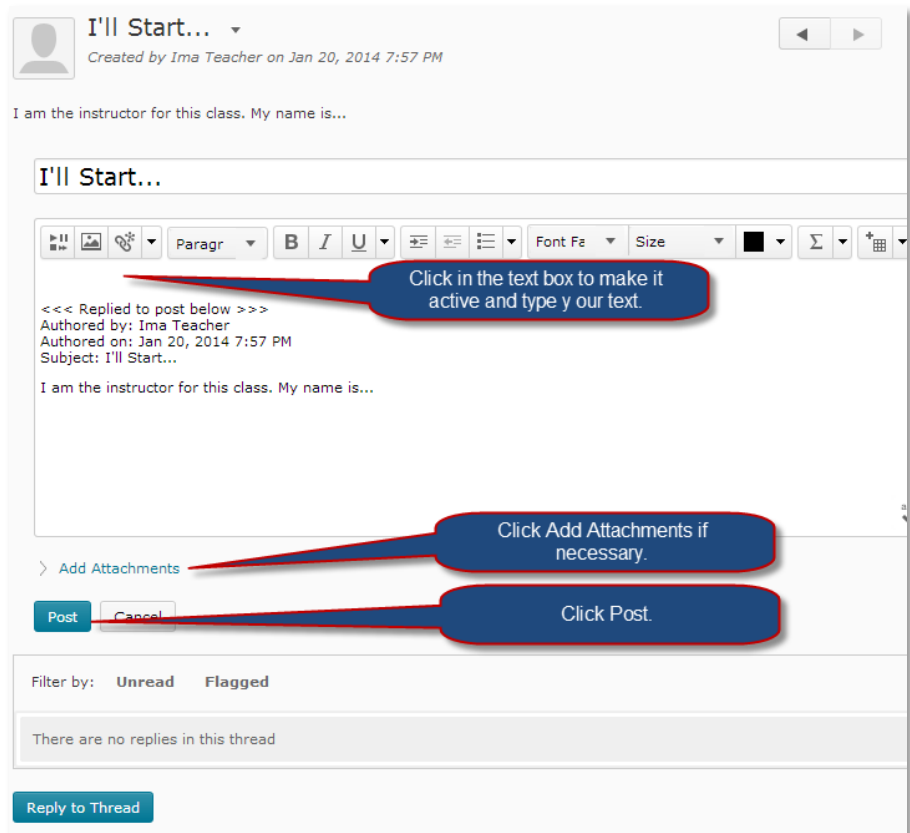
Use the side panel to show the Forums.

Replying to a message

1. Open a discussion post.

2. Click Reply to Thread.

Reply to Thread or ← Reply to reply to a responder.

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

I'll Start...
Created by Ima Teacher on Jan 20, 2014 7:57 PM

I am the instructor for this class. My name is...

I'll Start...

Click in the text box to make it active and type your text.

<<< Replied to post below >>>
Authored by: Ima Teacher
Authored on: Jan 20, 2014 7:57 PM
Subject: I'll Start...

I am the instructor for this class. My name is...

Click Add Attachments if necessary.

> Add Attachments

Post   Cancel

Click Post.

Filter by: Unread   Flagged

There are no replies in this thread

Reply to Thread

Discussion Tool Menu Icons

Icon	Description
Refresh	Refresh: Updates the page to display recent added posts.
Show Search Hide Search	Show or hide the search options
(printer icon)	View selected messages in a printable format (opens in a new window)
(flag icons)	**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 icon)	Mark as read
(attachment icon)	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.

View Message   **Reply**   **Edit Message**

Id: 2582367

My Bio

Glenna Winters Aug 6, 200

Please see attached document

Assignment 1 details.doc (10 Bytes)

Right click the attachment hyperlink and select "Save Target As"