

How Do I View and Post Discussion Messages?

The Discussions Screen

⇒ To access the Discussions screen to view all discussion categories and topics, under Course Tools, click **Discussions**.

The screenshot shows the 'Discussions' interface. At the top, there are buttons for 'Create Topic', 'Create Category', and 'Reorder Categories'. Below these are two tabs: 'All Topics (2 Messages)' and 'All My Posts (1 Messages)'. The main content area is divided into sections. The first section is 'Current Events', which includes a description: 'Each week, students must participate in a discussion regarding current events. Students' participation in the discussions will count towards their...'. Below this are three topics: 'The Federal Election' (0 Messages), 'Election Results' (2 Messages), and 'Smoking Ban'. Each topic has a description and a 'BLOG' icon. The second section is 'Uncategorized Topics', which contains the message: 'There are currently no topics in this category.' At the bottom, there is a 'Create Link on:' dropdown menu set to '- Select -', a green arrow icon, and a 'Delete' button. Three callout boxes provide instructions: 'Categories allow you to group related topics' points to the 'Create Category' button; 'Topics allow you to group related messages' points to the 'The Federal Election' topic; and 'View all the messages posted to a topic or only the new ones' points to the 'Election Results' topic.

The Discussions Screen

Viewing Messages



The Threaded Messages Screen

- ⇒ To view all messages in a threaded topic, click **Expand All**. All of the threads are expanded.
- ⇒ To view all message titles in a single thread, click the **Expand** icon.
- ⇒ To read a message, click the linked message title. The message appears in a pop-up screen.

- ⇒ To view all messages in a thread:
 1. Click the subject for the first message in the thread. The Message pop-up screen appears.
 2. Click **Display Complete Thread**. All messages appear in the Compiled Messages pop-up screen.

- ⇒ To print or save all messages in a thread for viewing:
 1. Select the messages you want to compile and click **Create Printable View**. The Compiled Messages pop-up screen appears.
 2. Click **Print**.

Election Results

Description (click to collapse)

What are your thoughts on the new minority government? Do you think that a minority government will be more democratic? Or do you think that a minority government will be ineffective?

Topic Type: Blog
 Graded: Yes ([Discussions](#)) Numeric out of 100.0
 Peer Review: No
 Posting Restrictions: Allow post and reply
 User Identification: User Name

Create Message **View Drafts**

Select All Deselect All Sort by: **Date** **Author**

Subject: Minority Government
Author: Tammy Newman **Date:** June 27, 2006 6:15 PM

What do you think of a minority government?

Comments **Edit Message** **Forward** **Lock Message**
 (1 Comments / **1 New**)

[Create Printable View](#) **Delete**

The Blog Messages Screen

⇒ To view all comments in a blog or journal message, click **Comments**.

Posting Messages

You can post a message to an existing threaded or blog topic. Entering a unique subject title creates a new thread. Every message is associated with a topic.

⇒ To create a new message:

1. Click **Create Message**. The Create Message pop-up screen appears.
2. Enter a unique subject title.
3. Enter a Message and click **Post**. The message is posted and the new thread is started.

Note: Journals are a personal space, therefore, only the owner of each journal may create an entry. As such, you as an instructor may only add comments to a student's journal. Click **Comments**.

- ⇒ To reply to a message, click the linked message subject and click **Reply**.

- ⇒ To edit a message, click the linked message subject to display the message and click **Edit Message**. Only instructors have this capability unless it is specifically granted to students.

Note: For students to be able to edit discussion messages, the topic must first be set to allow editable posts. From a topic's ActionLinks menu, choose *Edit Properties* and select **Editable Posts**.