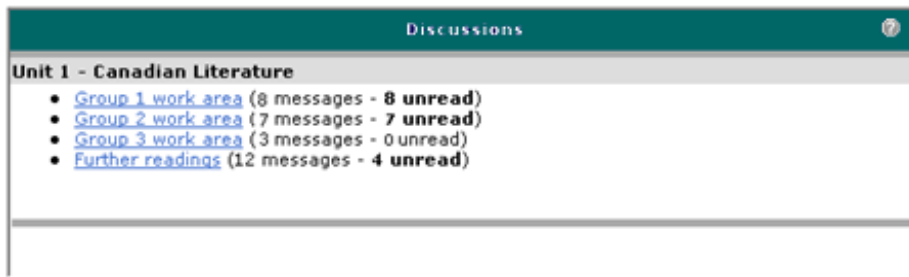


Entering a Discussion Forum

The Discussion tool is used to communicate with classmates, group members, or your instructor on assignments and readings, and to share course related files. To access a discussion area, click the **Discussions** link on your Course Home navigation bar.



The main Discussions page displays a list of active discussions.



Note Access to this area is dependent on the permissions set up for you by your organization or instructor.

Select the discussion you want to join from the list.

The discussion area displays.



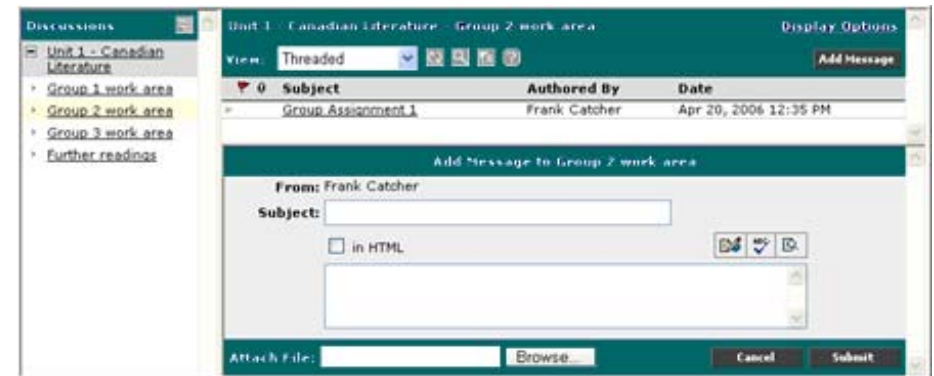
Unread messages appear in bold. Selected messages appear highlighted.

Adding a new message

From the discussion page for the discussion you want to post a message in:

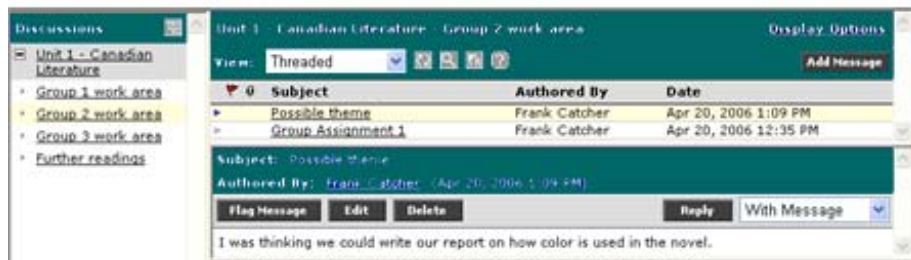
1. Click **Add Message**.

The Add Message box displays.



2. Type a **Subject**.
3. Type a discussion message in the text box.
4. Click the **Browse** button, select a file, and click **Open** to add an attachment to the message.
- Note** Depending on the permissions set by your organization or instructor, you may not be able to add attachments.
5. Click **Submit**.

Your message appears in the main discussion pane.



Reading a message

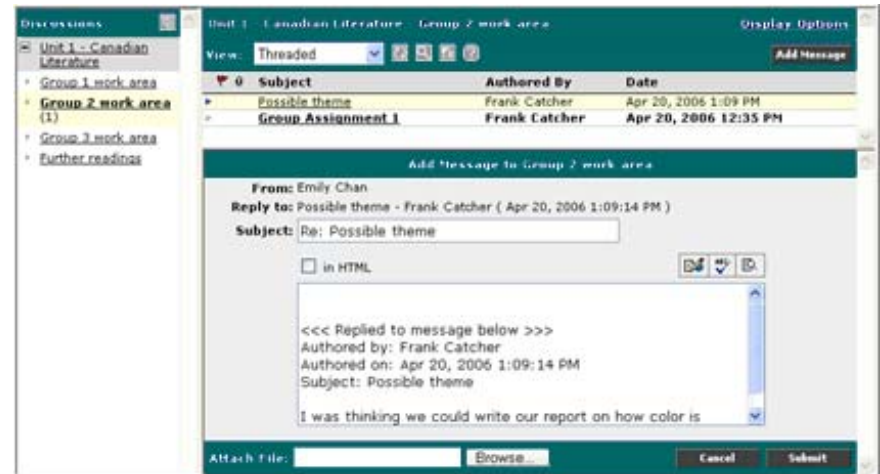
To read or select an existing message, click on the message's subject line from the main list in your discussion area.

You can use the **Next** and **Prev** buttons at the top of a message to move between related messages.

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, and click **Reply**.

The Add Message box displays with the **Subject** field filled in.



3. Type your response message in the text box.
4. Click the **Browse** button, select a file, and click **Open** to add an attachment to the message.

Note Depending on the permissions set by your organization, you may not be able to add attachments.

5. Click **Submit**.

Tip If the message text becomes too long, you can delete the message history from the bottom of the message text.

Modifying or deleting an existing message

To modify or delete an existing message, select the message in the discussion area list, and click **Edit** or **Delete**.

Note You cannot delete postings that have replies attached to them.


Note Depending on the permissions set by your organization, you may not be able to modify or delete postings.

Removing an attachment

To remove an attachment from an existing message, select the message in the main discussion list area, and click **Edit**. Check **Remove Current Attachment**, and click **Submit**.

Note Depending on the permissions set by your organization, you may not be able to remove attachments.

Searching for a message

1. If the **Search** field isn't visible, click the **Search** icon () at the top of the discussion page.

The *Search* field displays.



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

Downloading an attachment




1. Select the posting with the attachment you want to download.
2. Save the attachment by right-clicking the attachment hyperlink and choosing *Save Target As* from the menu, and then browsing to the location to you want to save the file in.

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.

- **Sort** by flagged messages in the main discussion window by clicking the **Message Flagged** icon () at the top of the list.
- **Remove** all flags from a list of messages at once by clicking the **Remove Flags** icon () and confirming the removal.
- **Flag multiple posts** by checking the applicable posts and clicking the **Flag multiple posts** icon ()

Printing a message

1. Check the postings you want to print.
2. Click the **View Messages in a Printable Format** icon ()
3. Use your browser's print functionality.