

Discussion Activities

Creating Messages

1. From the **Discussions** page, click the name of a topic.
2. Click **Create Message**.
3. Type your subject and message in the spaces provided. Optionally, you may add attachments to your message—see *Adding Attachments* in the *Mail Activities* section.
4. Click **Post**. The message is posted and the discussion topic page is updated with your most recent posting.

Creating Draft Messages

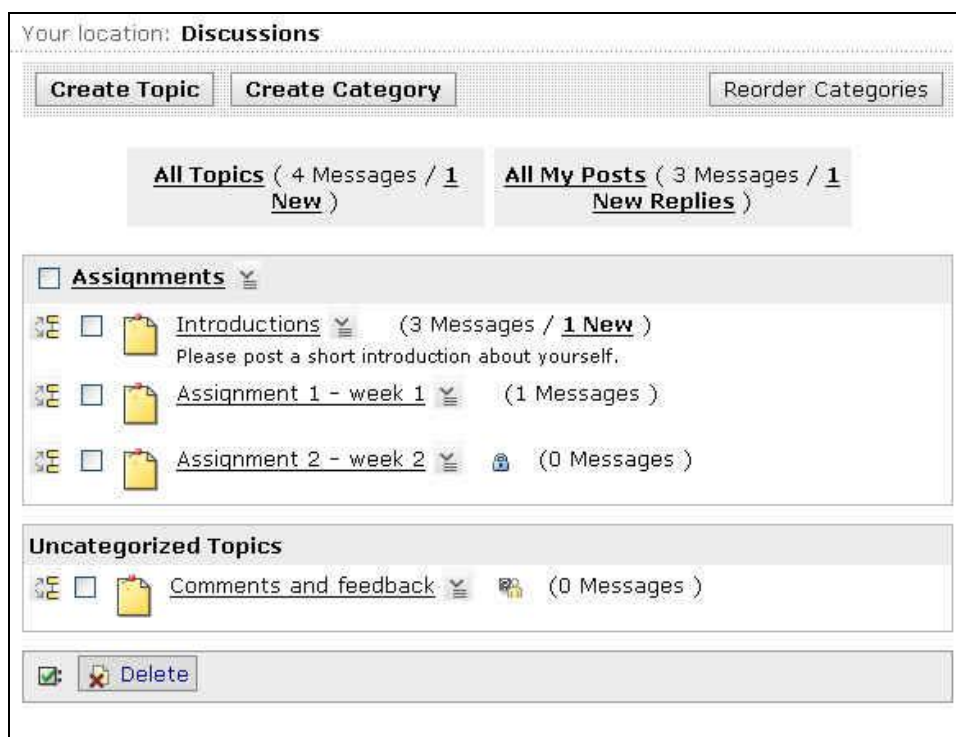
1. After creating a new message, click **Save as Draft** instead of **Post**. This will NOT post the message to the discussion topic, but rather save the message in the drafts folder. This allows you to type some thoughts now, and then edit and post your message later.
2. Later, when you are ready to post the message:
 - a) Click the **Teach** tab, and then click the **Discussions** button or icon.
 - b) Click the name of the topic where you saved your draft message.
 - c) Click **View Drafts** from the topic page.
 - d) Click the subject of the message to display the message.
 - e) Edit your message as appropriate and click **Post Now**.

Reading Messages

There are several ways to read messages in the **Discussions** tool. The three main ways are from: the main **Discussions** page, an individual topic page, and a link on a Folder or Learning Module.

The Main Discussions Page

1. Click the **Teach** tab, and then the **Discussions** button or icon.
2. From the main **Discussions** page you have a few options in which to view messages. The following sample image and accompanying table illustrate these options.

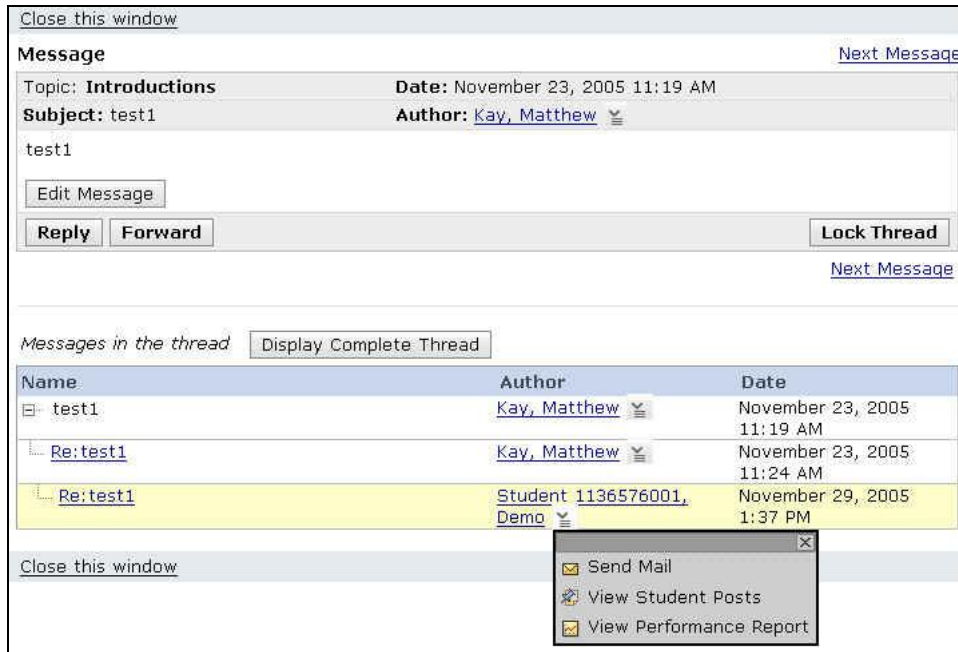


Link or Icon	Meaning
All Topics	View all messages in all topics.
New (next to All Topics)	View only the new messages posted from all topics.
All My Posts	View all of your messages in all topics.
New Replies (next to All My Posts)	View only the new replies you posted for all topics.
Name of topic	Show messages within a specific topic.
New (next to a topic name)	View only the new messages posted for that specific topic.

3. If you selected **New** or **New Replies** from the main **Discussions** page, then after reading the messages, you can close the message window. Otherwise, the page displays a summary of messages. This new page has options similar to an individual topic page, which is explained in the next section.

Replying to Messages

1. View a message by following the steps in the previous section. The message is displayed in a new window.



2. There are several ways for you to reply to a message.
 - **Edit Message** – If the setting to allow editing of messages is set to *true*, this allows you to edit your message.
 - **Reply** – To post a reply message to the topic.
 - **Forward** – To send the message to another person in the course.
 - **Lock Thread** – If you are viewing the first message posted in a thread, you can lock the entire thread so no one can **Reply** or **Forward** messages in the thread.
 - **ActionLinks** next to Author at top (not shown) > **Send Mail** – To send a personal mail message to the author of the posting you are viewing.
 - **ActionLinks** next to Author in lower threaded area > **Send Mail** – To send a personal mail message to this person.
3. If you selected **Forward**, click **Browse for Recipients** and select one or more people to receive your message. Click **Save** to save your list of recipients.
4. Type your reply in the **Message** window.
5. Click **Post** to post your discussion message or **Send** to send your mail message.