



[Discussions](#)

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Students: Discussions

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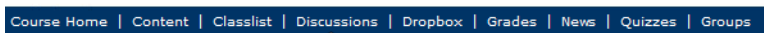
About the Discussions Tool

The Discussions tool can be used for online discussions between you and other students and/or your instructor. You may be asked to create messages in regards to readings, class activities, group projects, or useful resources you think might be of interest to other students.

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Access Discussions

If you have access to discussions, you can click the **Discussion** link on your course navigation bar:



The main discussion area displays a list of current, active discussions.

Forums & Topics List

Forums & Topics List

Display: All Forums and Topics ▾

Title

[16 June](#)

Today's Discussion Topic will be related to this weeks required reading material (found at Content).

Describe the authors approach and would you have taken this same approach?

[16 June](#)

4 messages - 3 unread

[17 June](#)

[17 June](#)

0 messages - 0 unread

[18 June](#)

[18 June](#)

0 messages - 0 unread

[19 June](#)

[19 June](#)

0 messages - 0 unread

[20 June](#)

[20 June](#)



0 messages - 0 unread

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Add new message

- Select the discussion you want to join from the displayed Forums and topic list.
- Click on the discussion **Topic** (blue link)

Topic List - 16 June

 Refresh  Settings

Today's Discussion Topic will be related to this weeks required reading material (found at Content).

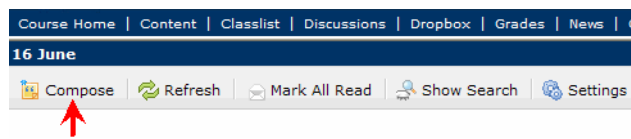
Describe the authors approach and would you have taken this same approach?

Topic Title

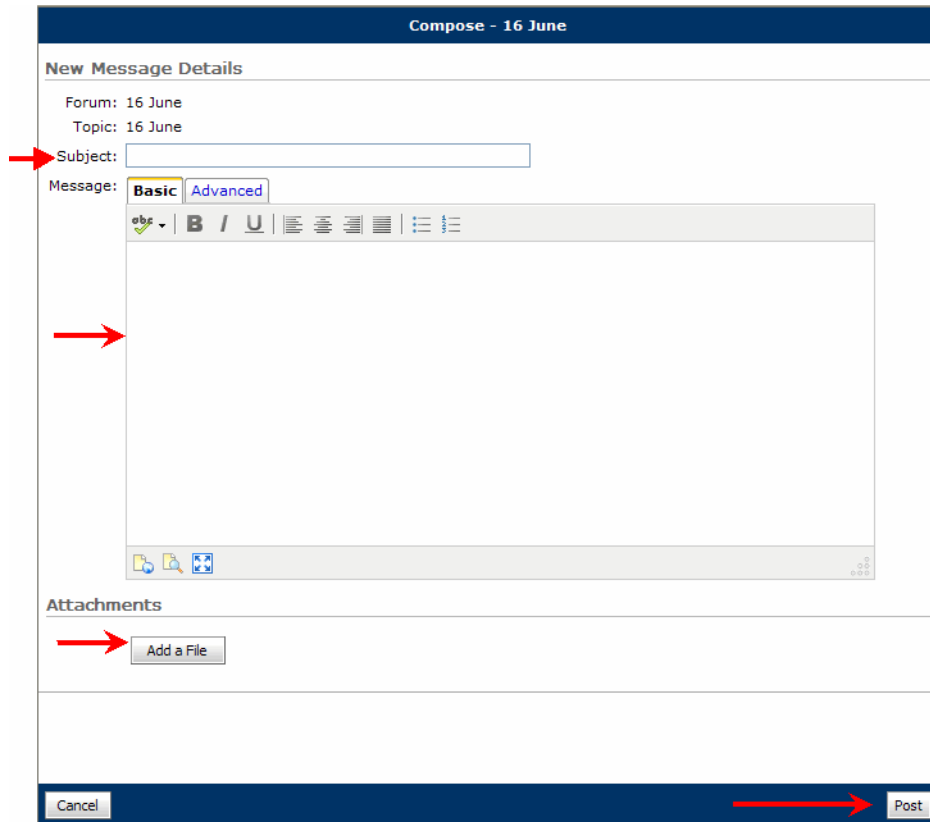
[16 June](#)

4 messages - 3 unread

3. Click on **Compose** to add a new message. If nothing happens when you click on Compose, please be sure to check your browser's pop-up blocker settings. Instructions about how to do that are on our [Browser Check](#) page.



4. A New Message window will appear



- Give the message a **Subject** title
- Type the text in the message box with the html editor built in
- Click on **Add a File**, to include an **attachment**
- Click on **Browse**, to locate the file
- Select the file and click, **Open**

- Click **Add** for additional files
- Click **Upload**, when the file has been selected, it will appear on the screen
- Click **Post**, to post your message to the discussion topic

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Reply to a posting

To reply to an existing post, select the existing posting from the list of messages in the Topic

- Click **Reply**



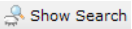
The **Reply** portion of the discussion panel displays, allowing you to reply to the posting much like you would to an email.

- Click **Post** (lower right corner), to post your reply to the discussion topic.

Post

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Search for a posting

1. Click  to display the search fields.

The Search field displays:

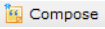

Search For: [Show Search Options](#)

2. Type the words you want to search for and click Search. It will not search through attachments of messages.

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Post an attachment



To a new message:

- Click  to add a new message as described in the previous section. Scroll down the screen until you see the Add a File button.
- Click  and then click **Browse** to locate the file that you want to upload (either from PC or from a network location).
- Click **Upload** in the lower right corner.
- Finish filling in the Subject and Message boxes and click **Post** in the lower right corner.

To a current discussion posting:

-

Select the posted message to which you want to add an attachment. The **View Message** window displays.

- Click  **Reply** to add a new message as described in the previous section. Scroll down the screen until you see the **Add a File** button.
- Click  and then click **Browse** to locate the file that you want to upload (either from PC or from a network location).
- Click **Upload** in the lower right corner.
- Finish filling in the Subject and Message boxes and click **Post** in the lower right corner.

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Download an attachment



- Select the postings with the attachment you want to download.
- Right Click (Command Click for a Mac) on the link to the attachment and choose **Save Target As**.
- Save to your computer.

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Flag message

Flagging messages is a good way to mark a message if you want to read it again later or monitor replies.

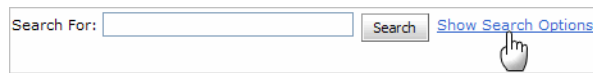
To **Flag** or **UnFlag** a message:

Click the flag icon next to the message's subject to change from **Not Flagged**  to **Flagged** 

Click the flag icon again to UnFlag the message

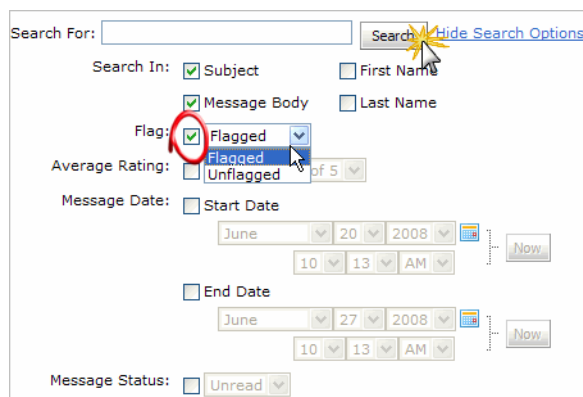
You can quickly find your flagged messages by selecting "**Flagged Only**" from the Search Options drop-down list:

- Click on the topic from the Forums and Topics List
- Select 'Show Search Options'



Search For: Search [Show Search Options](#)

3. The search window will open



Search For: Search [Hide Search Options](#)

Search In: Subject First Name
 Message Body Last Name

Flag: **Flagged** Unflagged

Average Rating: Unflagged of 5

Message Date: Start Date
June 20 2008 10 13 AM [Now]

End Date
June 27 2008 10 13 AM [Now]


Message Status: Unread

- Click on the empty box next to '**Flag**', to enter a green check mark
- Select '**Flagged**' from the drop-down list menu
- Click on '**Search**'

Only Flagged messages will be displayed. To show all messages again, follow the same steps to uncheck the box next to

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Print posting

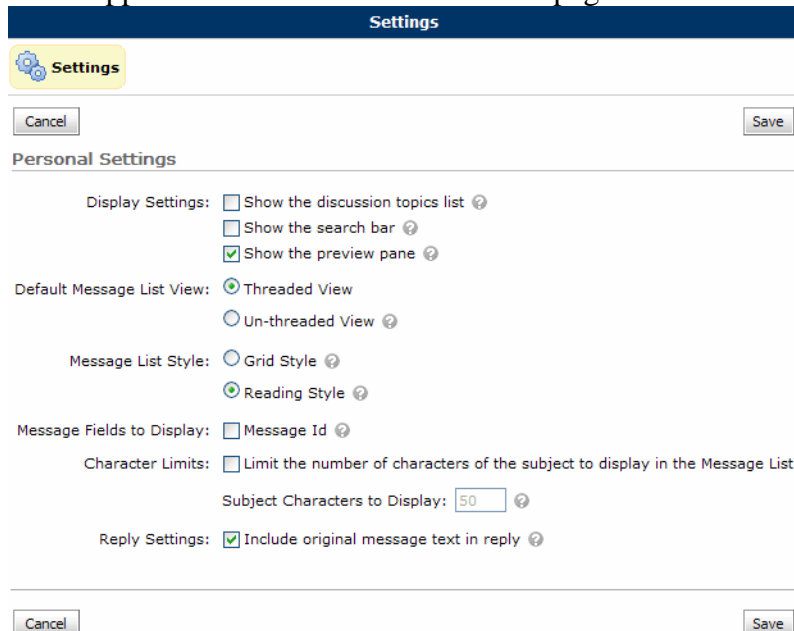
1. Select the postings you want to print by checking their check boxes.
2. Click the "view selected messages in a printable format" icon () to view the selected messages.
3. A window pops up, click Print in the lower right corner of the screen.

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Set Your Settings

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In the upper left corner of the Discussions page click on the Settings Link  Settings .



The screenshot shows the 'Settings' page with a dark blue header bar containing the word 'Settings'. Below the header is a yellow 'Settings' button with a gear icon. At the top of the settings area are 'Cancel' and 'Save' buttons. The main content is titled 'Personal Settings' and includes several sections:

- Display Settings:** Three checkboxes: 'Show the discussion topics list' (unchecked), 'Show the search bar' (unchecked), and 'Show the preview pane' (checked).
- Default Message List View:** Two radio buttons: 'Threaded View' (selected) and 'Un-threaded View'.
- Message List Style:** Two radio buttons: 'Grid Style' and 'Reading Style' (selected).
- Message Fields to Display:** One checkbox: 'Message Id' (unchecked).
- Character Limits:** One checkbox: 'Limit the number of characters of the subject to display in the Message List' (unchecked). Below it is a text input field for 'Subject Characters to Display' with the value '50'.
- Reply Settings:** One checkbox: 'Include original message text in reply' (checked).

At the bottom of the settings area are 'Cancel' and 'Save' buttons.

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You have many choices to make and we recommend playing around with these settings.

- Please make sure to take a look at the "Message List Styles:". Grid Style is the original style that we have been using for years. The new Reading Style allows you to see multiple messages on one screen. However, you will need to click a link (Mark As Read) to mark each message as being read so that you receive credit for reading it. This clicking is automatic in the Grid Style.

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