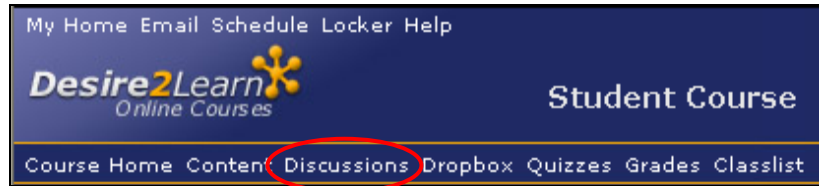
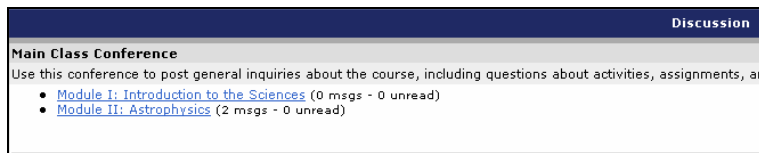


Entering a Discussion forum

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. Select the discussion you want to join from the displayed list.



Adding a new message

1. Click **Add Message** to add a new message.

The **Add Message** box displays at the bottom of the main Discussion page.

2. Type the *Subject* title and the discussion post text in the text box. (To include an **attachment**, refer to the section below.)
3. Click **Submit** to add your post and view it as a yellow highlighted item in the main discussion list.

Deleting a posting

To delete an existing message in the main Discussion list window, select the message and click the DELETE button.

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

Replying to a posting

To reply to an existing post, select an existing posting from the main discussions list and click **Reply**.

The **Add Message** portion of the discussion pan displays, allowing to you to reply to the posting much like you would to an email.

Modifying an existing posting

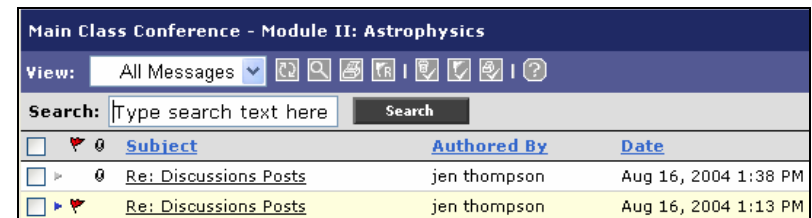
After you have selected an existing posting from the main Discussions page, you can edit the existing text and properties by:


Click **Edit** to edit the subject title and text and click SUBMIT to add your changes.

Searching for a posting

1. Click  to display the search fields.


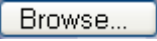
The Search field displays:



2. Type the applicable search string text (full title or portion of posting text or contents) and click .

Posting an attachment


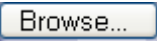
To a new discussion posting:

1. Click  to add a new message as described in the previous section.
2. Click  to locate the file that you want to upload (either from PC or from a network location).

To a current discussion posting:

1. Select the post *Subject* hyperlink to which you want to add an attachment.


The **Add Messages** window displays.

1. Click  to add a new message as described in the previous section.
2. Click  to locate the file that you want to upload (either from PC or from a network location) and change the message text to describe the new attachment, if applicable.

Removing an attachment

- Open an existing message posting, click EDIT, check Remove Current Attachment, and click SUBMIT.


Downloading an attachment


1. Select the postings with the attachment you want to download.
2. Clicking the *view messages in a printable format* icon () to view the selected messages.

3. Save the attachment by right-clicking the attachment hyperlink and choosing *Save Target As* from the menu, and browsing to the location to which you want to save the file.




Flagging a message

“Flagging” a message allows you to make a particular discussion post (time-sensitive or important) more visible to users.


If you want someone in particular to view a message, create a new posting, or open an existing posting, click .

 displays beside the **Subject** text.

Subject: Re: Discussions Posts  

- **Sort** by flagged messages in the main discussion window by clicking the  at the top of the list.
- **Remove** all flags in messages in the list at once by clicking  and confirming the removal.
- **Flag multiple posts** by checking the applicable posts and clicking .

Printing postings

1. Select the postings you want to print.
2. Clicking the *view messages in a printable format* icon () to view the selected messages.
3. Choose the Print menu item under File in your browser navigation bar.