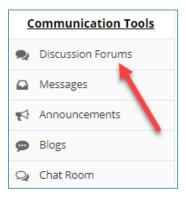
Using Discussion Forums

Create a Discussion Post

1. Click on the Discussion Forums link under Communication Tools.



2. Click on the Forum/Topic link to enter the discussion.



3. Click on the View Full Description link to see the directions for the discussion.



The directions for the discussion will display:

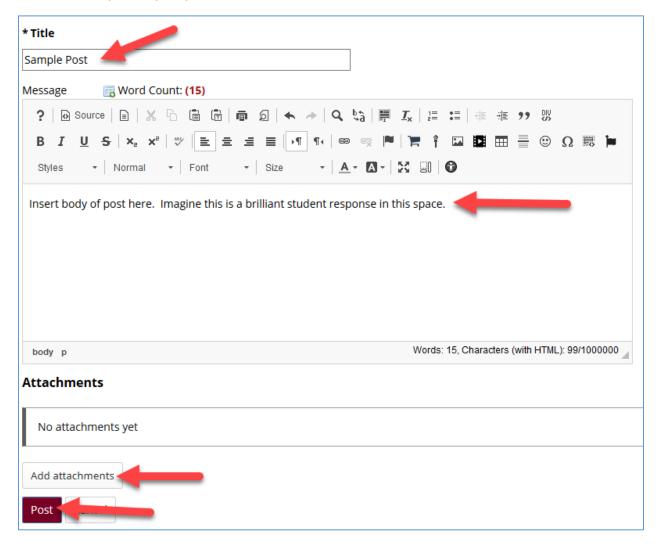


Note: You may see posts from your peers listed below the directions. In the event that you do not see other prompts, it may mean that your peers have not posted yet or that your instructor will require you to create your own post before viewing posts from your peers.

4. Click on the Start a New Conversation tab to create a post.



5. Enter a title for your post in the title field. Insert the body of your post in the Message box. You may also attach files by clicking the Add attachments button. Click the Post button when finished to publish your post.



Read Posts

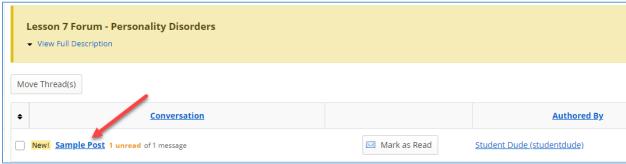
When you view the list of discussion forums/topics on the Discussion Forums tool, you will see an indicator of how many unread messages you have in each discussion.



1. Click on the name of a Forum or Topic to view all messages.

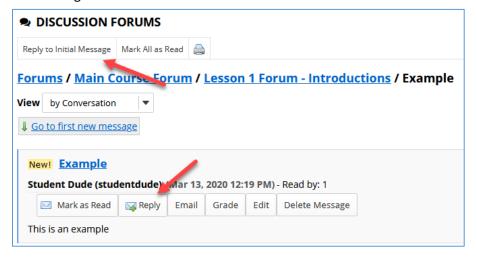


2. A list of topics will display on the following screen. Click on a message to view the post.



Reply to a Post

- 1. There are two options for replying to a post:
 - a. Click the Reply to Initial Message tab to reply to the first message in the conversation.
 - b. Click the Reply button within the message to reply to the message you are currently viewing.



2. The Reply Title field will be filled in by default. Edit the title or proceed to entering your reply in the Message box. You may also attach files by clicking the Add attachments button. Click the Post button when finished to publish your reply post.

