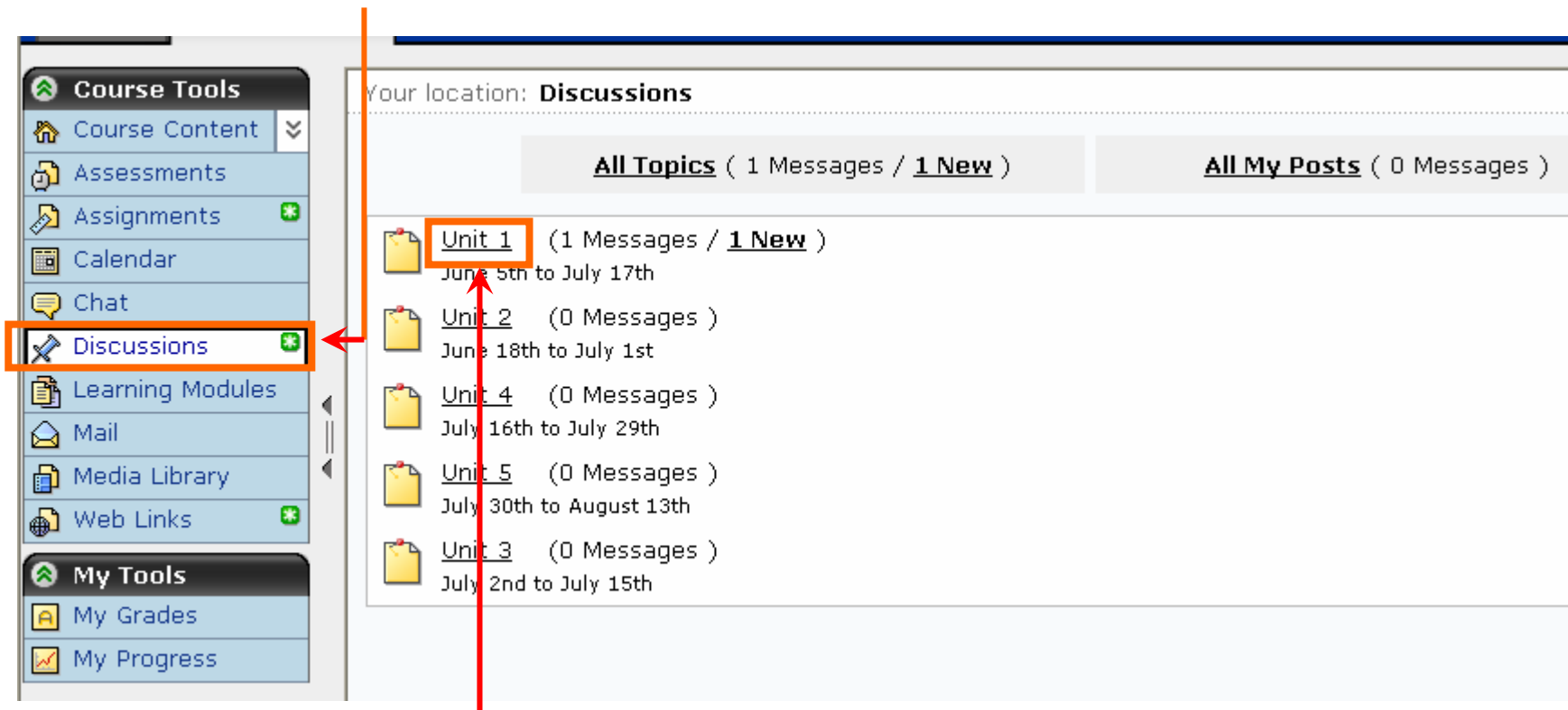


Discussion Tool

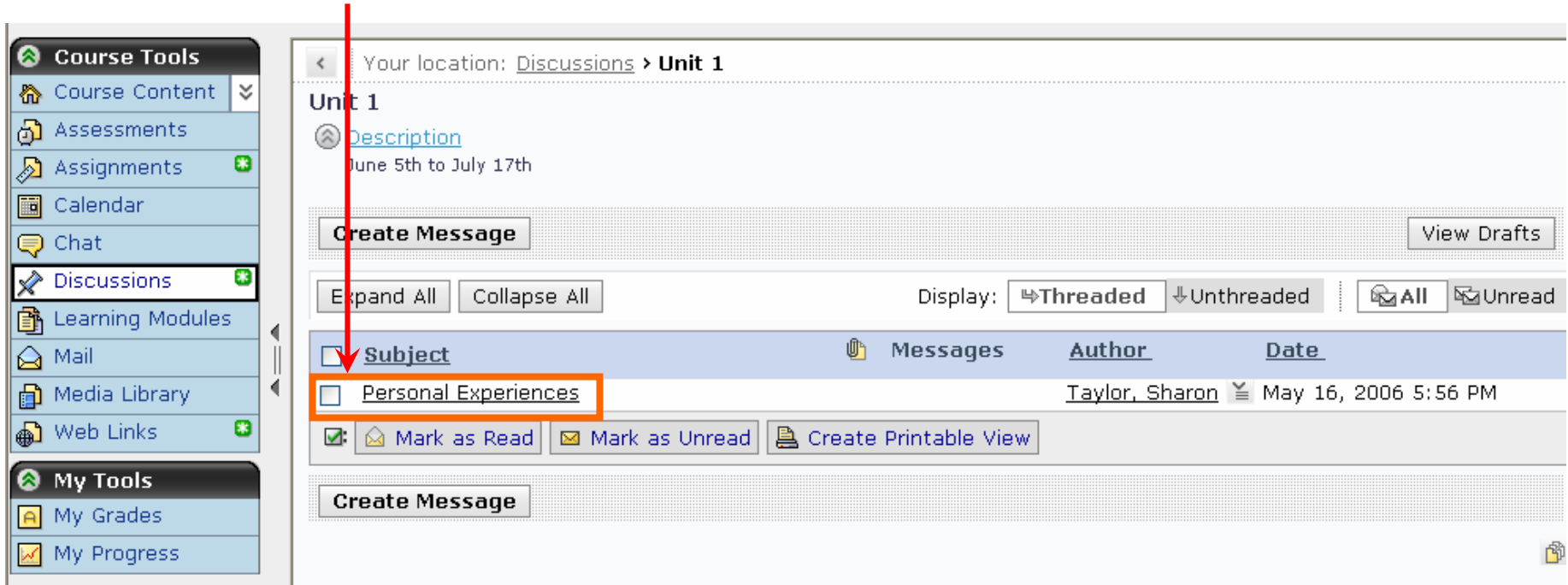
This tutorial shows how to **read** and **reply** to messages using the discussion tool.

1. Click the **Discussions** tab on the **Course Tools** menu.



2. Click a link to open a **Discussion** topic.

3. Click on the **Subject** link to **READ** a discussion.



Your location: [Discussions](#) > **Unit 1**

Unit 1

[Description](#)
June 5th to July 17th

[Create Message](#) [View Drafts](#)

[Expand All](#) [Collapse All](#) Display: [Threaded](#) [Unthreaded](#) [All](#) [Unread](#)

<input type="checkbox"/> Subject	Messages	Author	Date
<input type="checkbox"/> Personal Experiences		Taylor, Sharon	May 16, 2006 5:56 PM

[Mark as Read](#) [Mark as Unread](#) [Create Printable View](#)

[Create Message](#)

A new window opens and displays the discussion posting.

[Close this window](#)

Message [Next Message](#)

Topic: Unit 1	Date: May 16, 2006 5:56 PM
Subject: Personal Experiences	Author: Taylor, Sharon ☰

Explain one or more personal experiences you have had with a small business — as an owner, employee, friend, relative of an owner, client, or in other relationships.

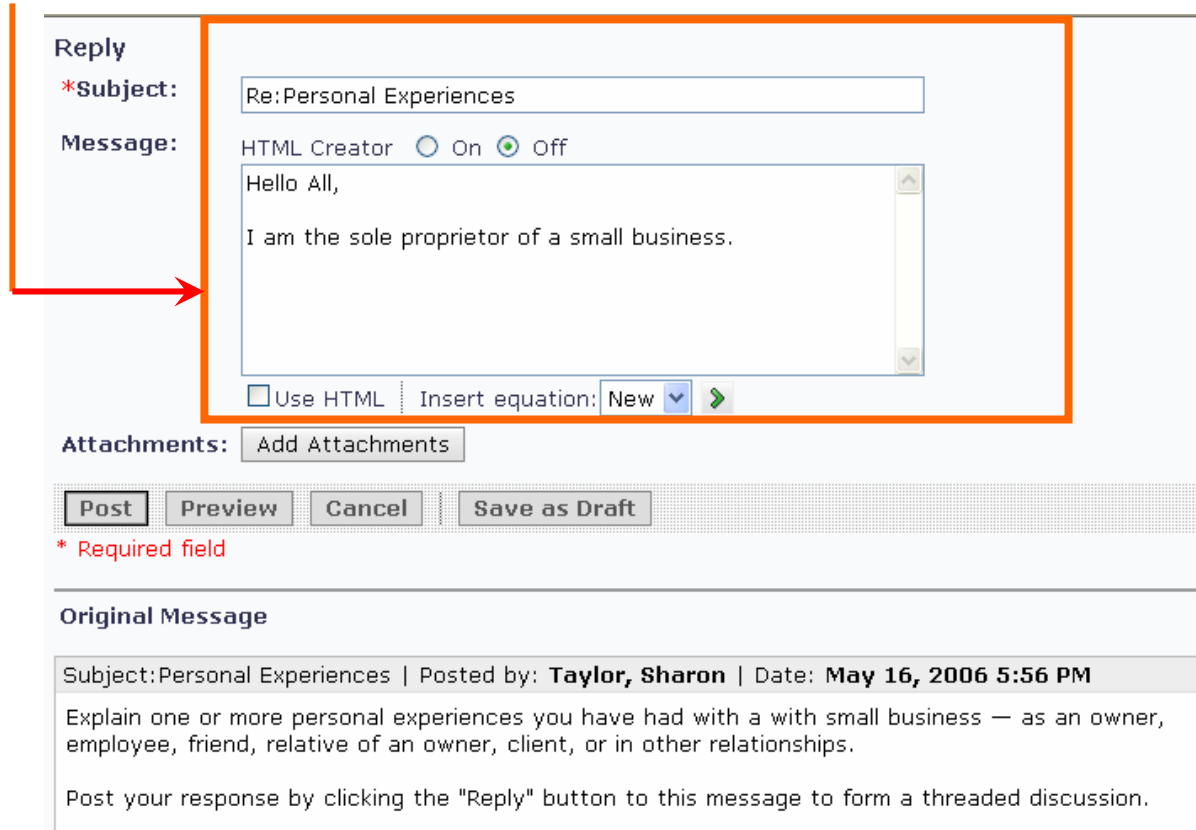
Post your response by clicking the "Reply" button to this message to form a threaded discussion.

(Last edited on: May 17, 2006 12:05 PM)

[Next Message](#)

4. Click the **Reply** button to **RESPOND** to the discussion posting.

5. Compose your response in the **Message** box.



Reply

***Subject:** Re: Personal Experiences

Message: HTML Creator On Off
Hello All,
I am the sole proprietor of a small business.

Use HTML | Insert equation: New

Attachments:

* Required field

Original Message

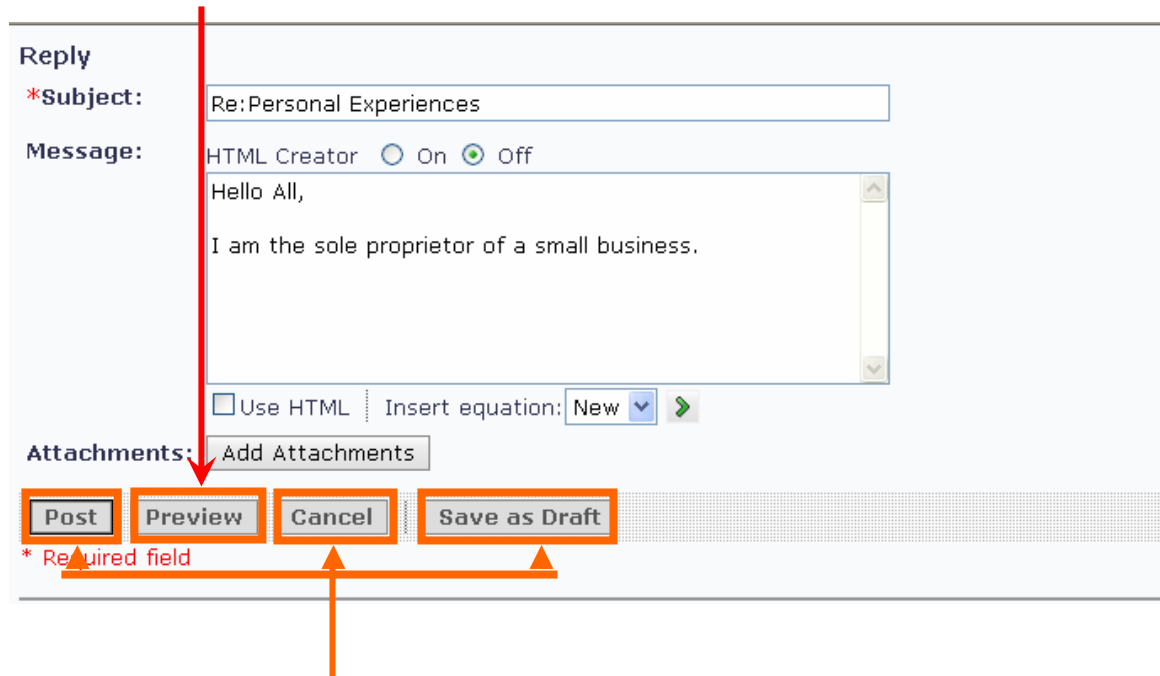
Subject: Personal Experiences | Posted by: **Taylor, Sharon** | Date: **May 16, 2006 5:56 PM**

Explain one or more personal experiences you have had with a with small business — as an owner, employee, friend, relative of an owner, client, or in other relationships.

Post your response by clicking the "Reply" button to this message to form a threaded discussion.

You can change the *** Subject** header and **Add Attachments**.
Use the **HTML Creator** to underline, add bold, italics, and hyperlinks.

6. Click the **Preview** button to check your message before posting.



Reply

*Subject: Re: Personal Experiences

Message: HTML Creator On Off

Hello All,

I am the sole proprietor of a small business.

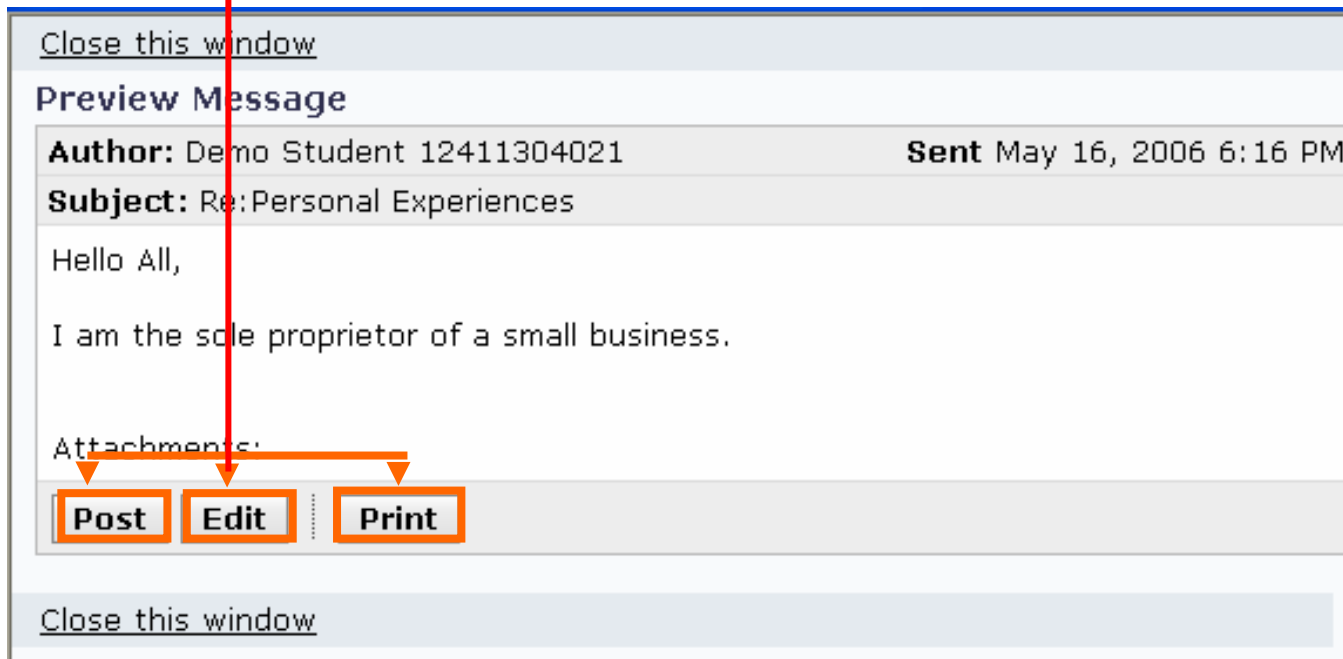
Use HTML | Insert equation: New

Attachments:

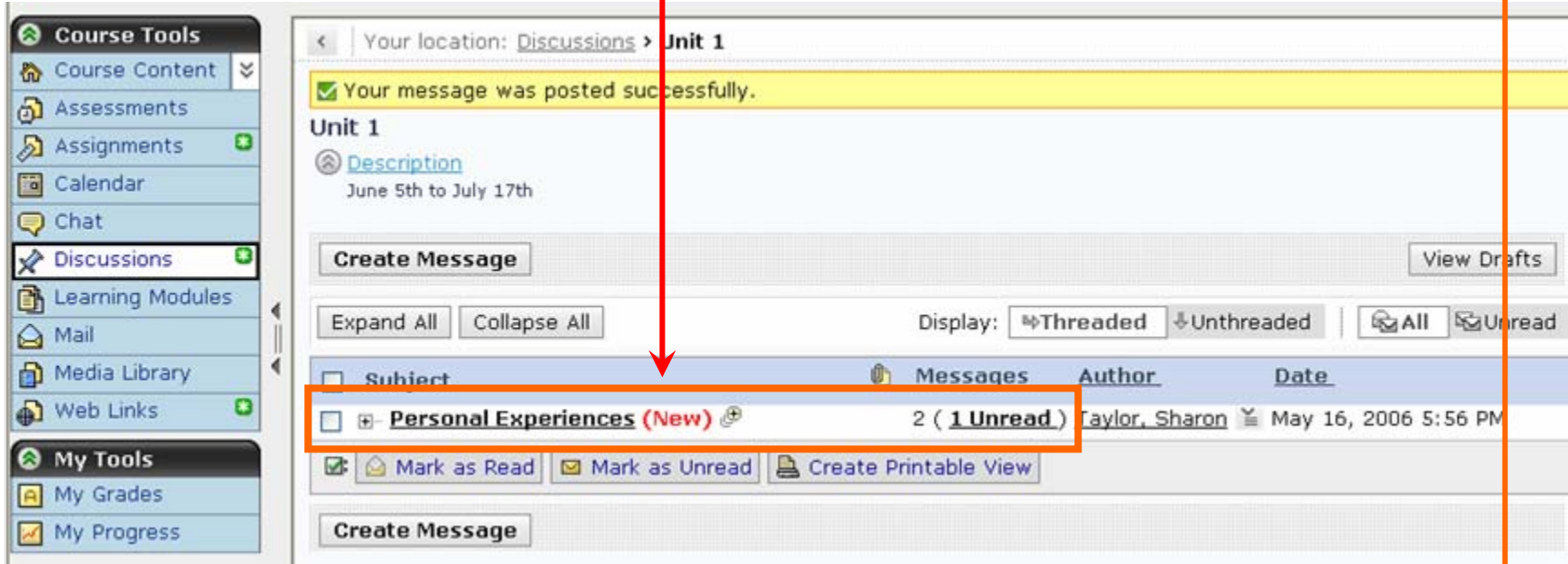
* Required field

Or, you can **Post**, **Cancel**, or **Save as Draft**.

7. From the **Preview Message** view, **Post**, **Edit** or **Print** your message.



8. Your posted message appears as **(New)**, **(Unread)**, and a thread to the original posting.



The screenshot shows the 'Discussions' section of a course. A yellow banner at the top states 'Your message was posted successfully.' Below this, the 'Unit 1' section is visible, including a 'Description' for the period 'June 5th to July 17th'. A 'Create Message' button is present. The message list shows a thread for 'Personal Experiences (New)' with 2 messages, 1 of which is unread. The thread is highlighted with an orange box. A red arrow points from the 'New' label in the thread title to the expanded thread view below.

Messages in the thread

Name	Author	Date
<input type="checkbox"/> Personal Experiences	Taylor, Sharon	May 16, 2006 5:56 PM
<input type="checkbox"/> Re: Personal Experiences	Student 12411304021, Demo	May 16, 2006 6:17 PM

The second row of the table is highlighted with an orange box, and a red arrow points from the thread title in the screenshot above to this row.