

Using the WebCT Discussion Tool

Areas to be covered:

Topics

Reading Postings

Composing Messages

Managing Messages

Topics

Click on a topic name to see its messages.

Topic	Unread	Total	Status
Main	1	2	public, unlocked
Notes	0	0	public, unlocked
Learning Unit 1	0	0	public, unlocked
Group A	0	0	private, unlocked
Group B	1	1	private, unlocked
All	2	3	---

When you first come to the discussion board you will notice several topics listed. Their names could vary depending on what your instructor has chosen. You will only see topics of which the instructor has included you as a member. A topic that all class members are included in will say Public in the Status column. A topic that has selected members will read Private in the Status column

The Status column also tells whether the topic is currently accessible. Your instructor may not allow postings on a topic until it has been covered in class, or may want to stop postings to a topic after a certain period of time. If a topic reads Unlocked in the Status column, you are free to post to it. If it reads Locked, you will be able to open the topic, but not post to it.

It is important to pay attention to the topic when making a post, so that your messages end up on the correct discussion board.

Reading Postings

- Select a topic from the Discussion Board by clicking on the title

Click on a topic name to see its messages.

Topic	Unread	Total	Status
Main	1	2	public, unlocked
Notes	0	0	public, unlocked
Learning Unit 1	0	0	public, unlocked
Group A	0	0	private, unlocked
Group B	1	1	private, unlocked
All	2	3	---

- Select Show All if you wish to see all messages, not just the unread ones.

Discussion Messages: **Group B**

Compose message | Update listing | Search | Mark all as read | Message options

Display: All Unread Threaded Unthreaded | Select topic: Group B | Go

Status	Subject	Author	Date
▶ 1/1	Group assignment 1		

Actions: Apply these actions to the message(s) selected above.

Compile | Mark as read | Mark as unread

- Select Unthreaded if you would like to see the messages by date of posting, instead of by subject.

Discussion Messages: **Group B**

Compose message | Update listing | Search | Mark all as read | Message options

Display: All Unread Threaded Unthreaded | Select topic: Group B | Go

Status	Subject	Author	Date
▶ 1/1	Group assignment 1		

Actions: Apply these actions to the message(s) selected above.

Compile | Mark as read | Mark as unread

- When showing Threaded, only the subject headings display.

Discussion Messages: **Group B**

Compose message | Update listing | Search | Mark all as read | Message options

Display: All Unread Threaded Unthreaded | Select topic: Group B | Go

Status	Subject	Author	Date
▶ 1/1	Group assignment 1		

Actions: Apply these actions to the message(s) selected above.

Compile | Mark as read | Mark as unread

- The status box indicates the number of messages in the subject.
 - 2/5 would indicate 2 unread out of 5 total messages
- Click on the triangle to the left of the subject to see the messages.

- You will notice that the message has a title, name of person posting, and the date and time posted.

Status	Subject	Author	Date
▼ 1/1	 Group assignment 1		
	Group assignment 1	Delta Student (delta.student)	April 28, 2004 10:47 am

- Click on the message title to open the message
- Use Previous Message and Next Message to navigate through postings in a subject.



- Use Previous Thread and Next Thread to navigate between subjects.



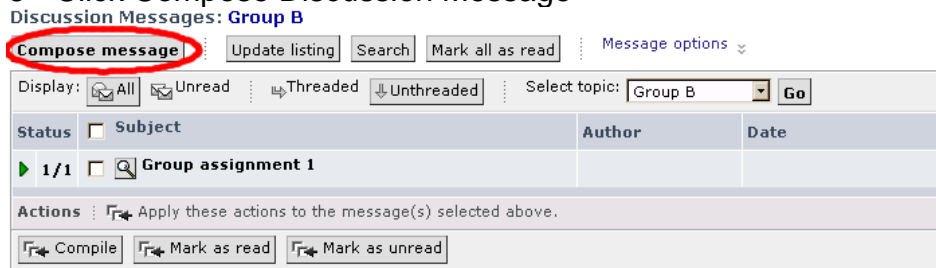
Posting to the Discussion Board

You can post to the discussion board in one of two ways: by composing a new message, or by replying to a message. Composing a new message creates its own subject line. You would want to do this if you want to start a new subject for discussion. If you want your message to come under a subject already in existence, then you need to reply to a message. For example, if your instructor posted a subject **Discussion Question #1**, you would want to reply to the instructor's posting if your message deals directly with his/her question, or you could reply to another student's posting if your message is in response to his/her posting.

You also have the option of replying privately to a message. A normal reply goes to the discussion board for all to read. Reply privately sends the message to the person's email box.

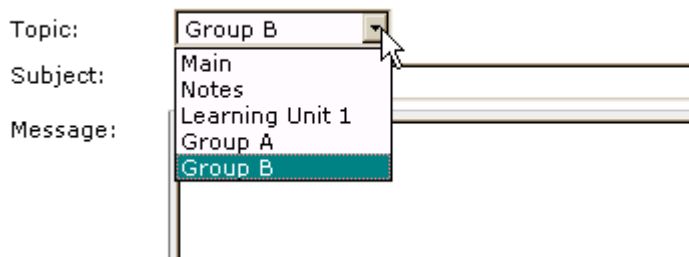
- **Composing a new message**

- Click Compose Discussion Message



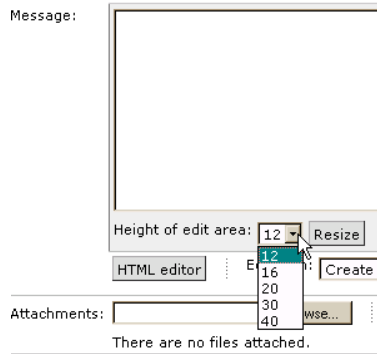
- Select the topic from the drop down box. If you do not do this it will default to whichever board you were in last

Compose Discussion Message



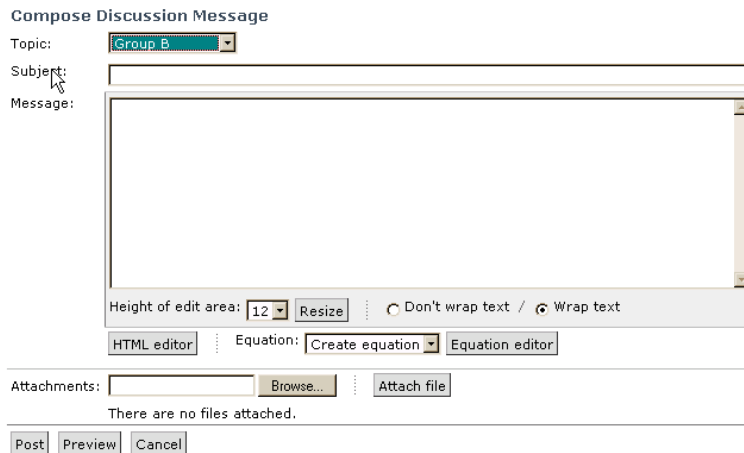
- Type in a subject
- Type your message, or copy and paste from word-processing program.

- Some instructors limit the number of lines allowed in a post.

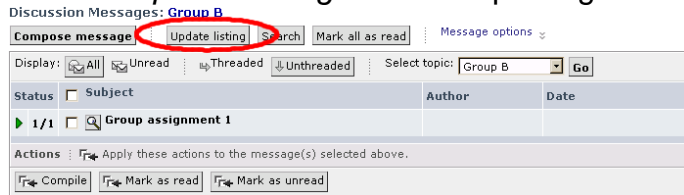


- To resize edit area select number of lines from drop down box next to *Height of Edit area*
- Click on *Resize* button

- Preview the posting by clicking on Preview button. **Messages cannot be edited after posting.**



- Click *Post* button when complete.
- Click on *Update Listing* to see the posting on the Discussion Board.



- **To Reply to a message**

- Open message

Subject: [Group assignment 1](#)

Message no. 5

Author: Delta Student (delta.student)

Date: Wednesday, April 28, 2004 10:47am

I don't get this assignment. Would one of you please

Reply Reply privately Quote Download ... Close

⏪ ⓧ ⓧ ⓧ ⏩

- Click on *Reply* or *Reply Privately* or *Quote*

- Remember that *Reply Privately* sends it to the person's email.
- *Quote* puts the persons original message inside your reply. This can be good if you would like to respond to different parts of their posting.

- You will notice that the subject line is filled in for you.

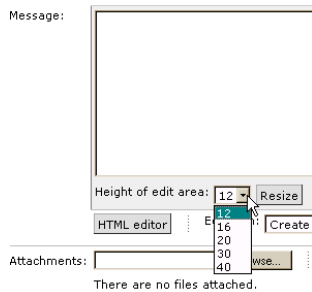
Reply to Message: 5

Topic: Group B

Subject: Re: Group assignment 1

Message:

- Type your message, or copy and paste from word-processing program.
 - Some instructors limit the number of lines allowed in a post.



- To resize edit area select number of lines from drop down box next to *Height of Edit area*
- Click on *Resize* button

- Preview the posting by clicking on *Preview* button. **Messages cannot be edited after posting.**

Compose Discussion Message

Topic:

Subject:

Message:

Height of edit area: Don't wrap text / Wrap text

Equation:

Attachments:

There are no files attached.

- Click Post button when complete.

- Click on Update Listing to see the posting on the Discussion Board.

Discussion Messages: **Group B**

Display: All Unread Threaded Unthreaded Select topic:

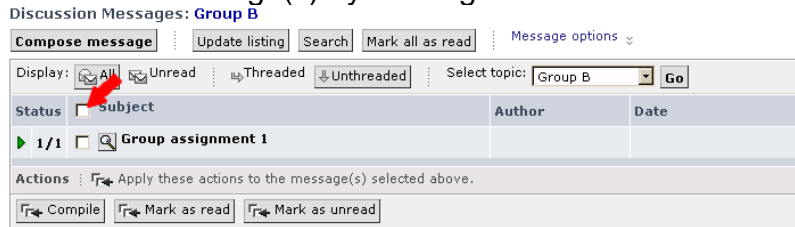
Status	Subject	Author	Date
▶ 1/1	<input type="checkbox"/> Group assignment 1		

Actions:

Managing Messages

- Managing messages

- Select message(s) by clicking in box in front of message



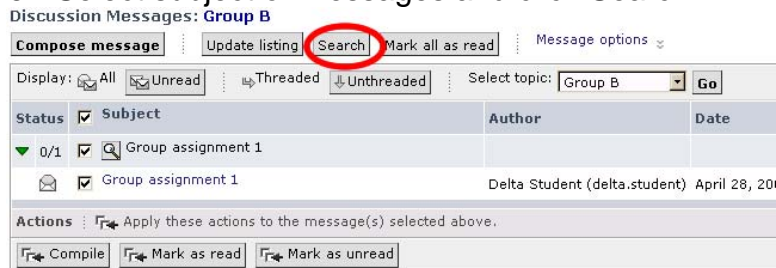
- Select option from message options at bottom of screen. (There is a link at the top of the discussion board to jump you there quickly when the discussion board page fills up)



- Compile brings selected messages into one file for download
- Mark as Read or Mark as Unread allows you to change the status of a message.
- There is no delete message function for students.** Only instructors can delete messages.

- Searching messages

- Select subject or messages and click Search



- Select from each drop down box

Search Topics

Close

Search	Topic	Criteria	Comparison	Value
All	All	None	Contains	

Search

If you select the *Date* criteria, enter the date as mm,dd,yyyy. Include the commas.

- Select from *All* or only *Unread*
 - Select *topic*. You will not be able to search topics you are not a member of.
 - *Criteria* allows you to search by date, name, subject, message or message number
 - *Comparison* gives choices on how to search
 - *Value* must be entered by you, i.e. the date, or name you are looking for
- Click *Search* button.
- **Results will display in the discussion board behind the search window.**

- **Downloading Messages**

- Messages can be downloaded individually or after being compiled
 - Click on Download button at bottom of message or compiled messages

Subject: [Group assignment 1](#)

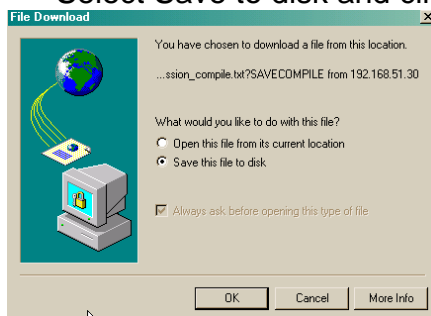
Message no. 5

Author: Delta Student (delta.student)

Date: Wednesday, April 28, 2004 10:47am

I don't get this assignment. Would one of you please

- Select Save to disk and click OK



- Name file and select location on your computer for saving.

