Add the Discussion tool to the course.

Click on the Discussion tool on the home page or organizer page.

The Discussions Tool icon changes when there are new postings.
Creating Discussion Topics

Click on Designer Options

Click on Create topic

Type the name of the new topic

Choose Create

Continue adding topics as needed.

Choose Update
### Managing Topics

**Locking a topic** makes it unavailable for posting. Check the check box in the locked column for unavailable topics.

**Private Topics - A topic can be made private, available only to certain course members, check the checkbox in the private column.**

Choose **Update** when all choices are complete.

**Moving Topics - Check the check box next to the topic you want to move.**

Click the appropriate button to move up or down and select the number of rows to move.

---

<table>
<thead>
<tr>
<th>Topic</th>
<th>Unread</th>
<th>Total</th>
<th>Private</th>
<th>Anonymous</th>
<th>Locked</th>
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<tr>
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<tr>
<td><strong>All</strong></td>
<td>7</td>
<td>13</td>
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</tr>
</tbody>
</table>

Click on a topic name to see its messages.
Managing Members in Private Topics

Click

Manage members

Choose

Select members

Check the check box before members to be included in the discussion.

Choose

Update

Choose

Done

Private Topic: Group 1 Use of Psychotropic Drugs in Elderly

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
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<tbody>
<tr>
<td>Lee Mabry</td>
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<tr>
<td>Jon Doe</td>
<td>doejon</td>
</tr>
<tr>
<td>Eliza Doolittle</td>
<td>doolittle</td>
</tr>
<tr>
<td>Amelia Peabody</td>
<td>peabodya</td>
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</table>

Member Selection: Group 1 Use of Psychotropic Drugs in Elderly

<table>
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<tr>
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Choose

Done

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Select members

Done
Composing Messages

To use the HTML editor to compose a message, choose

HTML editor
WYSIWYG (What You See Is What You Get) View

Select the appropriate tool you want to use to change your text: bold, color, bullets, numbering, etc.

Topic: Select the appropriate topic.

Subject: Type in the subject of the discussion message.

Message: Type the message (You could also copy and paste from a word processed document or hard-code html tags into this screen.)

HTML View - shows html code

To preview the message choose Preview
controls whether you see all the messages or only the unread messages.

Example: displaying All messages (read and unread) and messages are threaded

A threaded message display organizes your messages by subject.

Unthreaded messages display by date.
Unread messages display with closed envelope

Collapsed Discussion
To expand a discussion, choose

Expanded Discussion
You can see the threads in an expanded discussion.
To collapse the discussion again choose

Reading messages
To read a message, click on the message link
Replying to Messages

Click on **Reply** to reply to the message.

Click on **Quote** to reply with the original message quoted in the body of your reply.

Click on **Reply privately** to send a private reply via WebCT mail to the person who posted the message, not to the discussion board.

*See examples next two pages*

Example: Reply
Example: Quote

Reply to and Quote Message: 15

Topic: Chapter 1 Introduction
Subject: Aging in America
Message:
> On message 15 on Thursday, June 5, 2003 3:05pm, Lea Mabry wrote:
> What are the challenges older Americans will face over the next 20 years?

I believe the challenges older Americans will face are ...

Example: Private Reply

Compose Mail Message

Send to: Lea Mabry
Subject: Aging in America
Message:
In message 15 on Thursday, June 5, 2003 3:05pm, Lea Mabry wrote:
> What are the challenges older Americans will face over the next 20 years?

What are the challenges older Americans will face over the next 20 years?
To view the message before posting it to the discussion board, choose

Choose to add the message to the discussion.

Choose to display the new thread immediately.

The new message will be listed as a thread.

Note: the envelope is open for the read message and closed for the unread message.
Deleting messages

To delete a message, check the check box next to the message.

Choose **Delete**

Moving messages

To move a message, check the check box next to the message, select where to move the message, and choose **Go**.

Compiling Messages

Messages can be compiled into one file and downloaded to your computer. Click on the topic link to be compiled.
To compile all the topics, choose **Search**

Search for ALL in Search and Topic

Choose **Search**

Choose **Close**

Place a check in the check box next to the topic(s) you want to compile (check Subject box to select all topics)

Choose **Compile**

---

### Discussions

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<td>13</td>
<td>Update</td>
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### Search Topics

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

---

### Discussion Messages: All

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<thead>
<tr>
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<th>Topic</th>
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<tbody>
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</table>
Choose **Download**

Choose **Save**

Select the place to save the compiled message file.

Choose **Save**

Compiled Messages

Choose **Save**

Message no. 15
Posted by Lea Mabry (WCTL_LeeMabry) on Thursday, June 5, 2003 10:05am
Subject: Aging in America

What are the challenges older Americans will face over the next 20 years?

---

Message no. 16 (Branch from no. 15)
Posted by Lea Mabry (WCTL_LeeMabry) on Thursday, June 5, 2003 11:25pm
Subject: Re: Aging in America

In message 15 on Thursday, June 5, 2003 10:05pm, Lea Mabry writes:
> What are the challenges older Americans will face over the next 20 years?

I believe affordable health care will be a big challenge to seniors over the next 20 years. There have been and will be many advances in health care but the price of treatments and medications continue to rise. What do you think can be done to address this challenge?

---

Message no. 18 (Branch from no. 16)

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Save As

Choose **Save**

File name: discussion Compile
Save as type: Text Document

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Download Complete

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discussion_compile.txt from distance-ed.uams.edu

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