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## Discussion Tool Introduction

In the **Discussion Tool** in WebCT there is an electronic area for posting, displaying and receiving information. Discussion areas are a useful way to make information available to a specific group or community. Discussions can serve as general notice boards, i.e. for **Frequently Asked Questions**, or they can be used to strategically, securely and confidentially link a group of students studying a particular subject.

The Discussion Tool can also be used to:

- encourage people to share ideas and knowledge;
- create interest in events, ideas, or products;
- stimulate motivation to read;
- attach interesting articles and other items of interest; and
- assess student discussions with gradable discussions

In an online course environment, discussions can be used to create an important hub of communication to facilitate debates, collaboration and dialogue. In WebCT, the users are able to post, read and search for information within discussions. The Discussions tool is an asynchronous communication tool. This means that the communication in discussions does not occur at the same time.

Categories: In discussions you can create categories to group similar discussion topics together. E.g. you may have a category called Semester 1 that contains all the discussion topics for the first semester.

## Messages in Discussions

In this section the following message topics will be covered:

- Reading messages
- Expanding and collapsing threads
- Replying to messages
- Forwarding messages
- Creating a message and adding an attachment
- Editing a message
- Changing the number of threads that display

### *Reading Messages in Discussions*

1. Click on the **Discussions** link in the Course Tools menu. The **Discussions** screen displays.



The screenshot shows the 'Discussions' tool interface. On the left is a 'Course Tools' sidebar with options like Course Content, Announcements, Assessments, Assignments, Calendar, Chat, Discussions (highlighted), Learning Modules, Mail, Media Library, SCORM, Search, Local Content, Syllabus, Web Links, and Who's Online. The main area shows 'Your location: Discussions' with two summary boxes: 'All Topics ( 23 Messages / 13 New )' and 'All My Posts ( 5 Messages / 5 New Replies )'. Below are two categories: 'Semester 1 Discussions' and 'Semester 2 Discussions'. Under Semester 1, there are topics: 'Technical queries ( 6 Messages / 4 New )', 'General Discussion ( 2 Messages / 2 New )', and 'Brainstorming follow up ( 0 Messages )'. Under Semester 2, there are topics: 'Creation of Homepage ( 7 Messages / 4 New )' and 'CE6 Discussion ( 7 Messages / 2 New )'.

Figure 4-1

The **Discussions** tool can be divided into categories which help to organise the topics. In each category there are specific topics.

In figure 4-1 the **Discussions** are divided into two categories.

- **Semester 1 Discussions**
- **Semester 2 Discussions**

Beneath each category are different topics. For example, under the Semester 1 Discussions category there are three topics: **Technical queries**, **General Discussion** and **Brainstorming follow up**. The **Discussion** tool can be arranged in many different ways with the use of categories.

To access messages in a discussion topic you need to access the topic.

2. Click on the topic title link to access a topic. The selected topic screen displays as seen in figure 4-2.

The screenshot shows the 'Technical queries' topic page. The sidebar is the same as in Figure 4-1. The main area shows 'Your location: Discussions > Technical queries'. Below the title is a 'Description' box stating 'This topic is for technical queries for WebCT v6'. There are 'Create Message' and 'View Drafts' buttons. Below that are 'Expand All', 'Collapse All', and 'Display:' options (Threaded, Unthreaded). A table lists messages:

Subject	Messages	Author	Date
<a href="#">Technical issues</a>	3 ( 1 Unread )	<a href="#">van der Merwe, Gwenda</a>	August 5, 2005 3:27 AM
<a href="#">SRC Meeting (New)</a>	3 ( 3 Unread )	<a href="#">van der Merwe, Gwenda</a>	September 21, 2005 3:06 PM

At the bottom, there are 'Mark as Read', 'Mark as Unread', and 'Create Printable View' buttons, and another 'Create Message' button.

Figure 4-2



The topic screen displays all the threads in the topic. The **Subject** of the thread is the first column in the table.

In the Technical queries topic in figure 4-2 on the previous page there are two threads: Technical Issues and SRC Meeting.

The **Messages** column displays the amount of messages in that particular thread. In this example there are three messages in each thread.

The table also provides information about the **Author** and the **Date** that this particular thread was created.

3. Click on the subject of the thread to view the message. The **Message** window opens displaying the message. See figure 4-3.

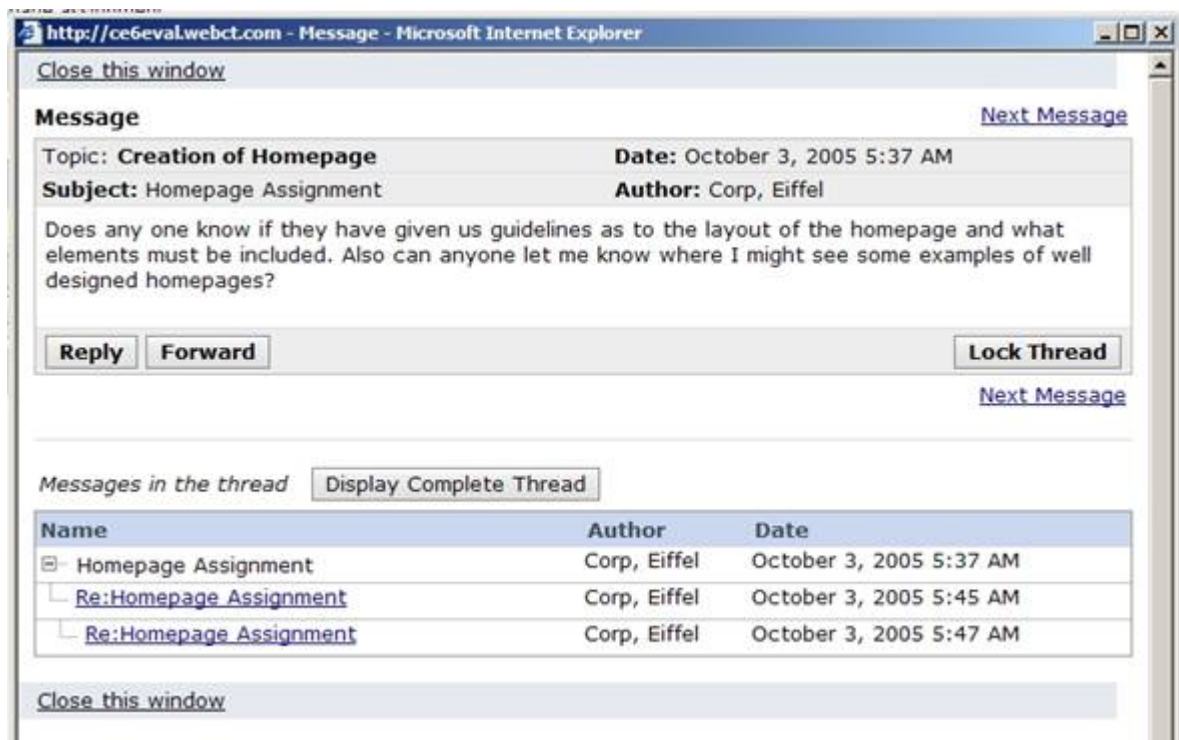



Figure 4-3

The message displays in the top half of the new window. The bottom half of the window contains links to the other messages in the thread. The **Display Complete Thread** button enables you to see the full thread.

4. Click on the **Display Complete Thread** button. The window refreshes and the whole thread displays.
5. Click on the **Close this window** link to close this window once you have finished reading the messages. The screen refreshes and the topic screen displays.

Note: Another way to view a whole thread is to click on the plus button  to the right of the thread subject. This immediately brings up a new window with the full thread displaying.



## Expanding and Collapsing Threads

A thread is an original message and all its responses. In a particular topic you may have many different threads. Users normally created a new thread when a different subject needs to be discussed in a particular topic. In a topic you may expand a thread to access all the messages contained in the thread. You may collapse a thread which hides the messages in the thread.

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic title link to access a topic. The selected topic screen displays as seen in figure 4-4.

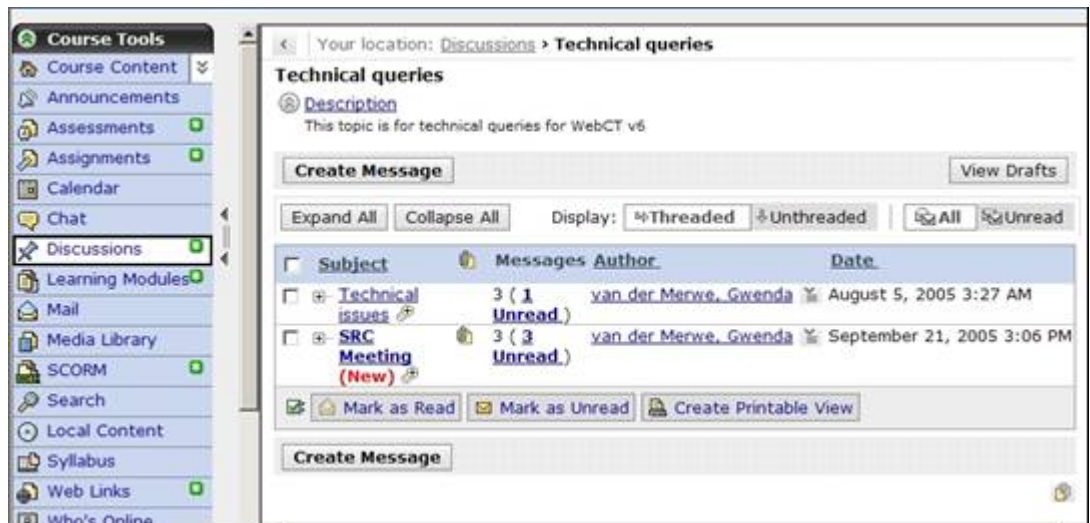


Figure 4-4

In figure 4-4 the topic is called **Technical queries**. The two threads are **Technical issues** and **SRC Meeting**.

3. Click on the **Expand All** button. The screen refreshes and the threads expand showing the messages contained in the thread as seen in figure 4-5 on the following page.



Your location: [Discussions](#) > **Technical queries**

### Technical queries

[Description](#)  
This topic is for technical queries for WebCT v6

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

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

<input type="checkbox"/>	<u>Subject</u>	<u>Messages</u>	<u>Author</u>	<u>Date</u>
<input type="checkbox"/>	<a href="#">Technical issues</a>	3 ( <a href="#">1 Unread</a> )	<a href="#">van der Merwe, Gwenda</a>	August 5, 2005 3:27 AM
<input type="checkbox"/>	<a href="#">Re:Technical issues</a>		<a href="#">Mitchell, Guy</a>	August 5, 2005 3:29 AM
<input type="checkbox"/>	<a href="#">Re:Technical issues (New)</a>		<a href="#">van der Merwe, Andre</a>	November 17, 2005 6:23 AM
<input type="checkbox"/>	<a href="#">SRC Meeting (New)</a>	3 ( <a href="#">3 Unread</a> )	<a href="#">van der Merwe, Gwenda</a>	September 21, 2005 3:06 PM
<input type="checkbox"/>	<a href="#">Re:SRC Meeting (New)</a>		<a href="#">van der Merwe, Gwenda</a>	October 4, 2005 5:01 AM
<input type="checkbox"/>	<a href="#">Re:SRC Meeting (New)</a>		<a href="#">van der Merwe, Andre</a>	November 17, 2005 6:24 AM

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

[Create Message](#)

Figure 4-5

4. Click on the **Collapse All** button. The screen refreshes and all the threads are collapsed. The messages within the thread are hidden and only the thread subject displays.

## *Replying to messages in Discussions*

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic name that you would like to access. The selected topic displays.
3. Click on the subject of the message to view the message. A new window opens. See figure 4-6 on the following page.



[Close this window](#)

**Message** [Next Message](#)

**Topic:** **Creation of Homepage** **Date:** October 3, 2005 5:37 AM  
**Subject:** Homepage Assignment **Author:** [Corp, Eiffel](#)

Does any one know if they have given us guidelines as to the layout of the homepage and what elements must be included. Also can anyone let me know where I might see some examples of well designed homepages?

[Next Message](#)

---

*Messages in the thread*

Name	Author	Date
Homepage Assignment	<a href="#">Corp, Eiffel</a>	October 3, 2005 5:37 AM
<a href="#">Re:Homepage Assignment</a>	<a href="#">Corp, Eiffel</a>	October 3, 2005 5:45 AM
<a href="#">Re:Homepage Assignment</a>	<a href="#">Corp, Eiffel</a>	October 3, 2005 5:47 AM

[Close this window](#)

Figure 4-6

In the **Message** window that opens you have the option of either replying to the message or forwarding the message.

4. Click on the **Reply** button. The window refreshes and the **Reply** screen displays as seen in figure 4-7 on the following page.



http://ce6eval.webct.com - Reply - Microsoft Internet Explorer

**Reply**

\***Subject:** Re:Homepage Assignment

**Message:** HTML Creator:  On /  Off

Please note that there is new information available about this assignment in section one of the learning module.

Use HTML | Insert equation: New

**Attachments:**

\* Required field

**Original Message**

Done Internet

Figure 4-7

5. Place your cursor in the **Subject** text box and type in the subject of your response if required.
6. Type in your response into the **Message** text box.
7. Click on the **Post** button once you have completed the response. The screen refreshes and a message appears at the top of the screen stating that your message was posted successfully. See figure 4-8.

Your location: [Discussions](#) > **Technical queries**

Your message was posted successfully.

**Technical queries**

[Description](#)  
This topic is for technical queries for WebCT v6

Display:  Threaded  Unthreaded

<input type="checkbox"/> Subject	Messages	Author	Date
<input type="checkbox"/> <a href="#">Technical issues</a>	3 ( <b>1 Unread</b> )	<a href="#">van der Merwe, Gwenda</a>	August 5, 2005 3:27 AM
<input type="checkbox"/> <a href="#">Re:Technical issues</a>		<a href="#">Mitchell, Guy</a>	August 5, 2005 3:29 AM
<input type="checkbox"/> <a href="#">Re:Technical issues (New)</a>		<a href="#">van der Merwe, Andre</a>	November 17, 2005 6:23 AM
<input type="checkbox"/> <a href="#">SRC Meeting (New)</a>	4 ( <b>2 Unread</b> )	<a href="#">van der Merwe, Gwenda</a>	September 21, 2005 3:06 PM

Figure 4-8



## Forwarding Messages in Discussions

The forwarding option in Discussions allows you to forward a discussion message to a user's Mail tool within WebCT. With this feature it allows you to send private messages from the discussion board to any user in the course.

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic title that you want to access. The selected topic displays.
3. Click on the **subject** of the message that you would like to access. A new window opens displaying the message as seen in figure 4-9.



Figure 4-9

4. Click on the **Forward** button. The window refreshes and the **Create Message** screen displays as seen in figure 4-10 on the following page.

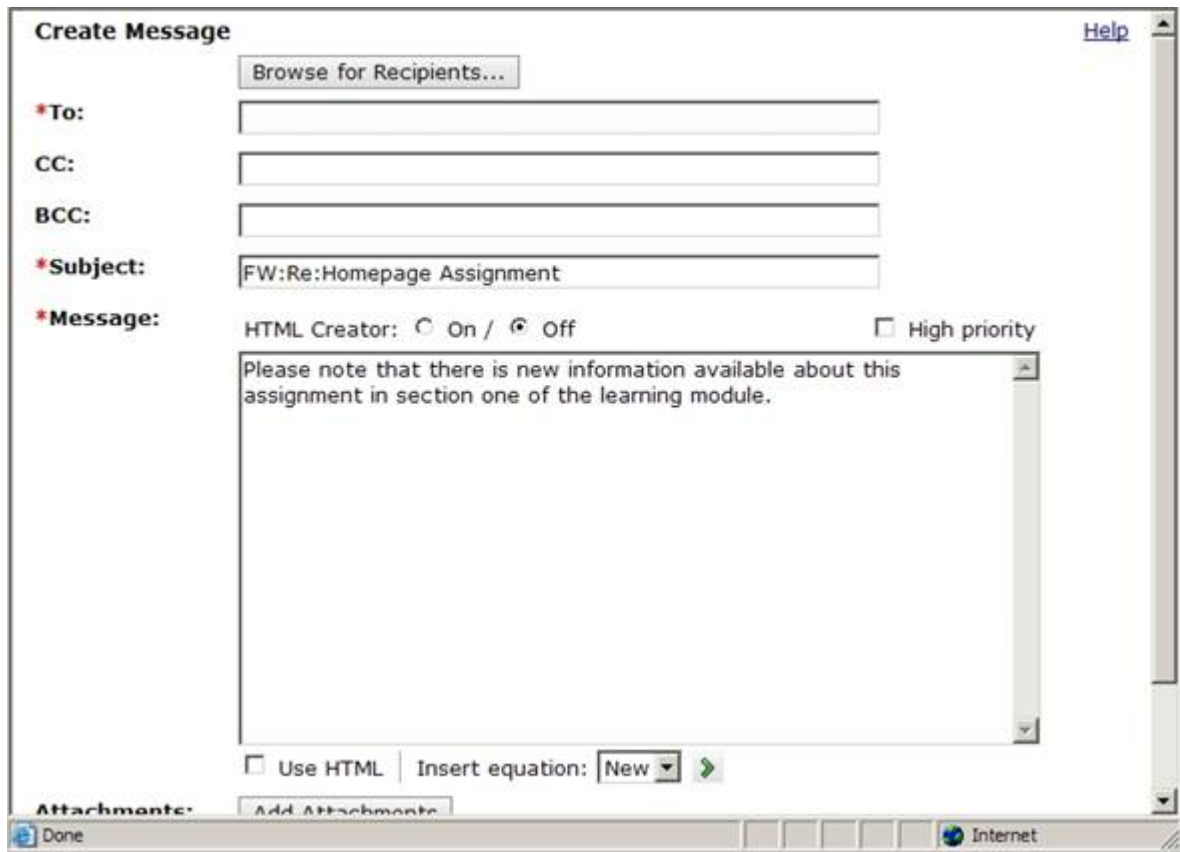


Figure 4-10

5. Click on the **Browse for Recipients** button. The **Select Message Recipients** window opens as seen in figure 4-11.

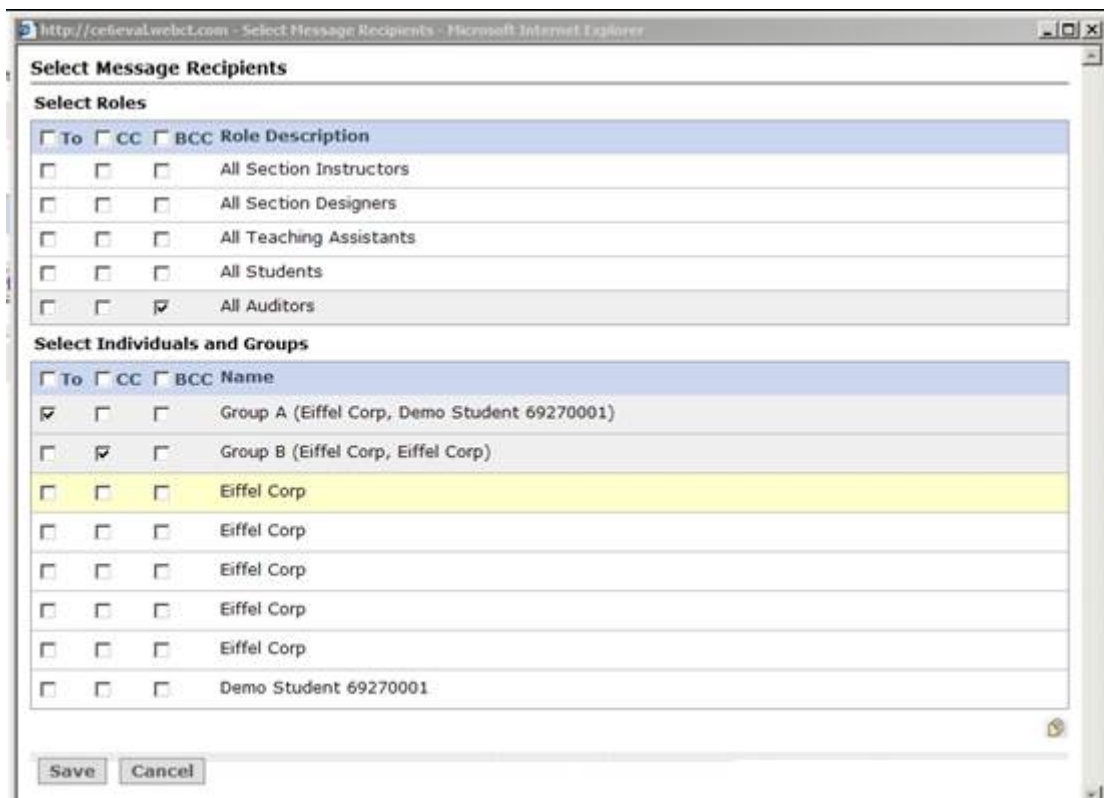


Figure 4-11



From the **Select Message Recipients** screen you may select:

- A specific role
- Particular individuals
- A group

In figure 4-11 on the previous page, Group A is the recipient of the message (**To**); Group B have been carbon copied (**CC**) and all the auditors have been blind carbon copied (**BCC**).

6. Select recipients you would like to forward this message to using the **To**, **CC** and **BCC** check boxes.
7. Click on the **Save** button. **The Create Message** screen refreshes with the recipients added as seen in figure 4-12.

http://ce6evalwebct.com - Create Message - Microsoft Internet Explorer

**Create Message**

Browse for Recipients...

\***To:** Harrald, Selwyn <eiffel\_05>

**CC:**

**BCC:**

\***Subject:** FW:Re:Technical issues

\***Message:** HTML Creator:  On /  Off  High priority

Did you see this Selwyn?

Hi Guy I saw the document in question on the learning module called eLearning , in about the third link.

Use HTML Insert equation: New

**Attachments:** Add Attachments

Send Preview Cancel Save as Draft

\* Required field

Figure 4-12

The recipients are now added. The next part of forwarding this message is typing in a new subject if required and the message.

8. Place your cursor in the **Subject** text box and type in a new subject if required.
9. Place your cursor in the **Message** text box and type in your message.



10. Click on the **Preview** button. The preview displays showing who the message is from and who it is being sent to. See figure 4-13 on the following page.

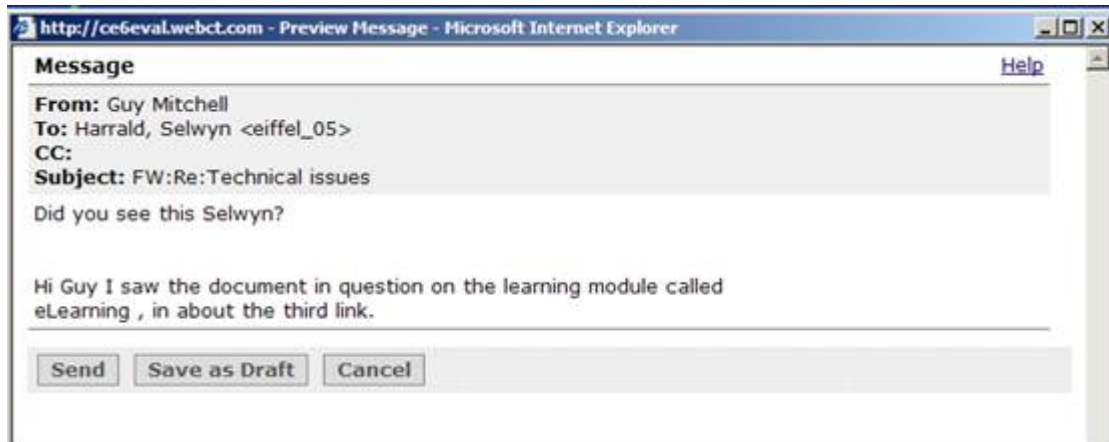


Figure 4-13

11. Click on the **Send** button. The message is sent and the **Message** window displays.
12. Click on the **Close this window** link to close this window. The topic screen displays.

## ***Creating a Message in Discussions and Adding an Attachment***

When you create a new message in a topic you are creating a new thread. It is best to create a new message when the subject you want to discuss is a new subject within a topic. If the message you want to post is linked to a subject that already exists in the topic then it is better to reply to one of the messages in that particular thread.

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic subject you would like to access. The topic screen displays as seen in figure 4-14.

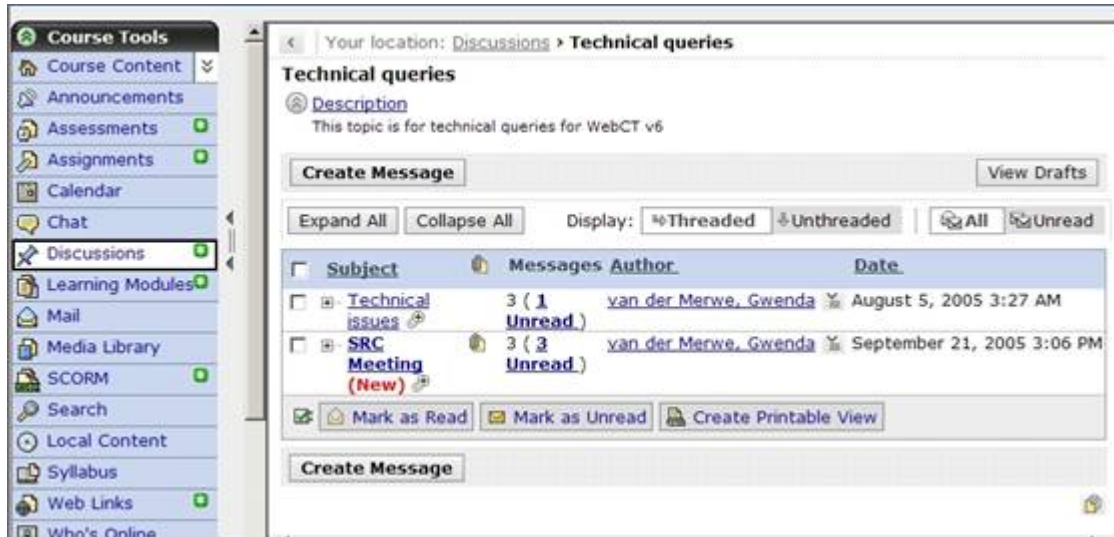


Figure 4-14

3. Click on the **Create Message** button. The **Create Message** window opens as seen in figure 4-15.

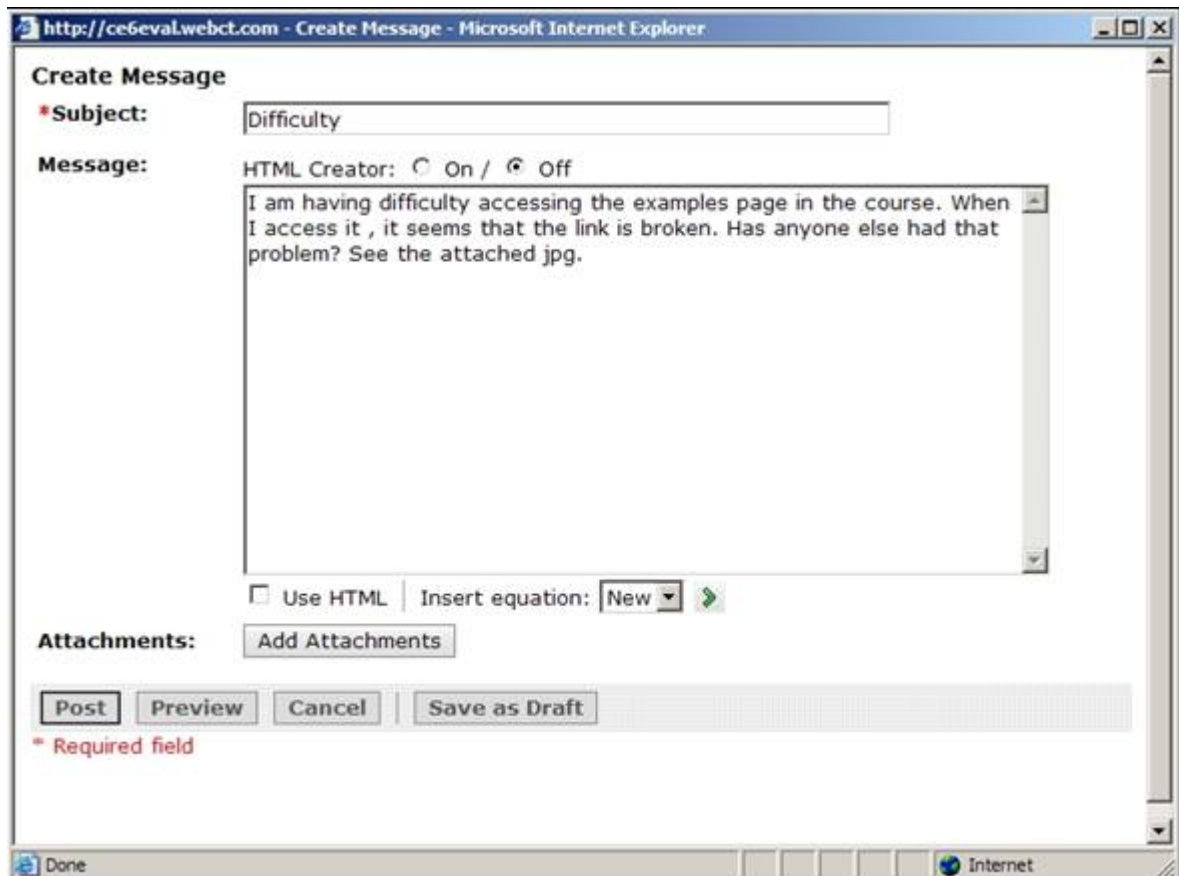


Figure 4-15

4. Place your cursor in the **Subject** text box and type in the subject of your message.
5. Place your cursor in the **Message** text box and type in your message.



Note: If you require specific formatting for the message, access the HTML Creator by selecting the **On** radio button just above the message text box. If you do not require specific formatting you can type in your message as seen in figure 4-15 and continue creating your message. To find out how to use HTML Creator please refer to Chapter 8: The HTML Creator.

6. Click on the **Add Attachments** button. The **Get Files** screen displays as seen in figure 4-16 on the following page.

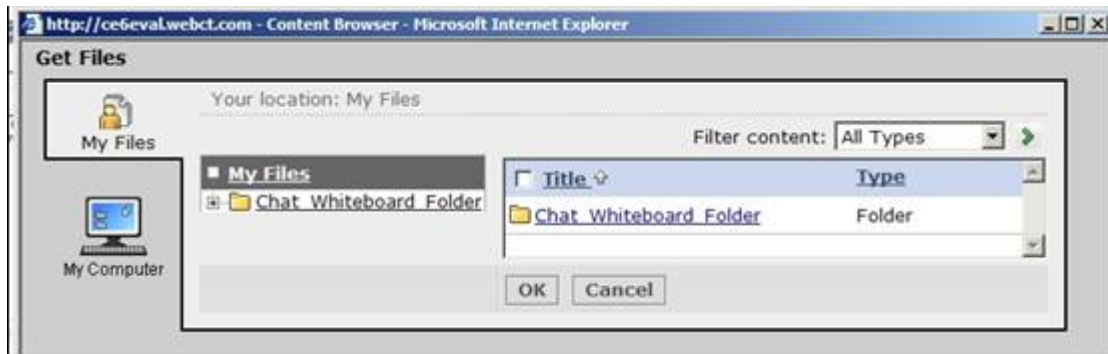


Figure 4-16

7. Click on the **My Computer** icon to access the files on your computer and add an attachment to this message. The **Open** window displays as seen in figure 4-17.

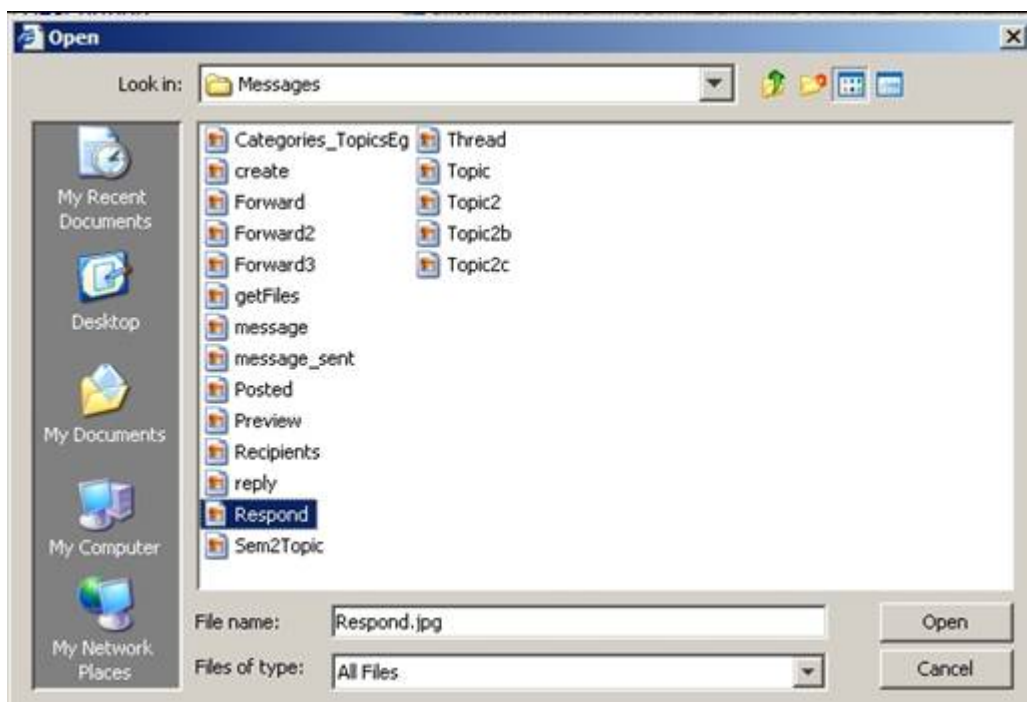


Figure 4-17

8. Click on the file name you would like to add as an attachment to your message. The file name is highlighted.
9. Click on the **Open** button. The **My Computer Applet** window opens at the top of your screen displaying the progress of the upload. See figure 4-18.

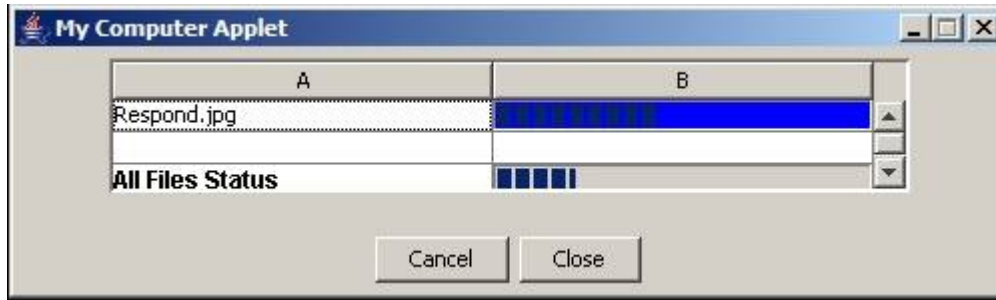


Figure 4-18

Once the upload is completed that window closes automatically and you will see the **Create Message** screen displaying with the attachment added as seen in figure 4-19. In figure 4-19 we have added a file called **Respond.jpg**.



Figure 4-19

Note: To the right of the file Respond.jpg there is a page icon with a red arrow.



If you have added the incorrect attachment, clicking on this icon will delete the attachment.

Note: If at this stage you require to spell check your message you would need to access the HTML Creator. Please refer to Chapter 8: HTML Creator to see how to spell check your message.

10. Click on the **Post** button to post your discussion message. The **Topic** screen refreshes and your message is posted.

## ***Editing a Message in Discussions***

You may only edit discussion messages if the designer has given you permission in the topic to edit your own posts.



1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic heading that you would like to access. The topic screen displays. See figure 4-20 on the following page.

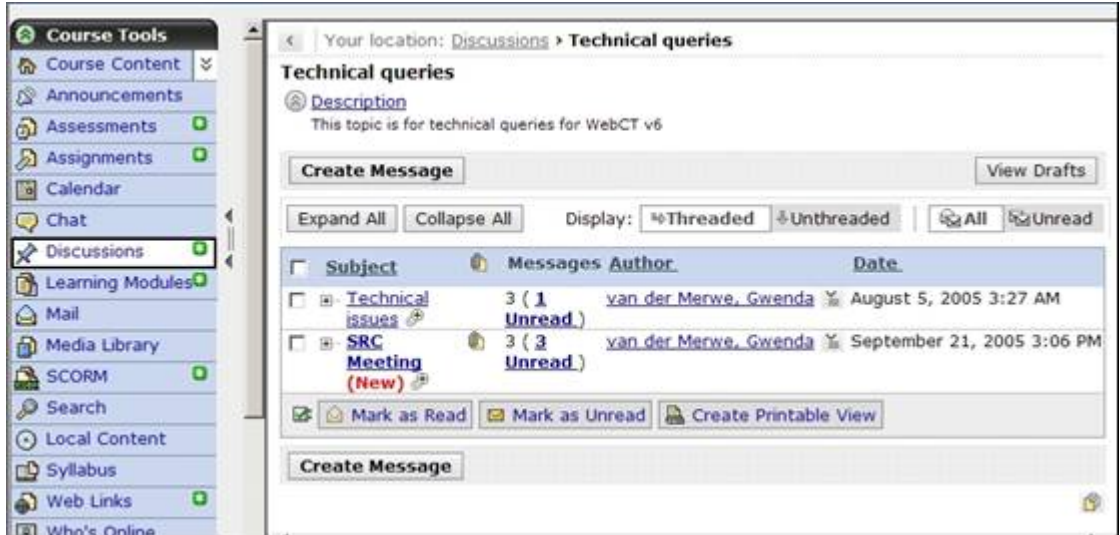


Figure 4-20

3. Click on the message subject that you would like to edit. The **Message** window opens as seen in figure 4-21.

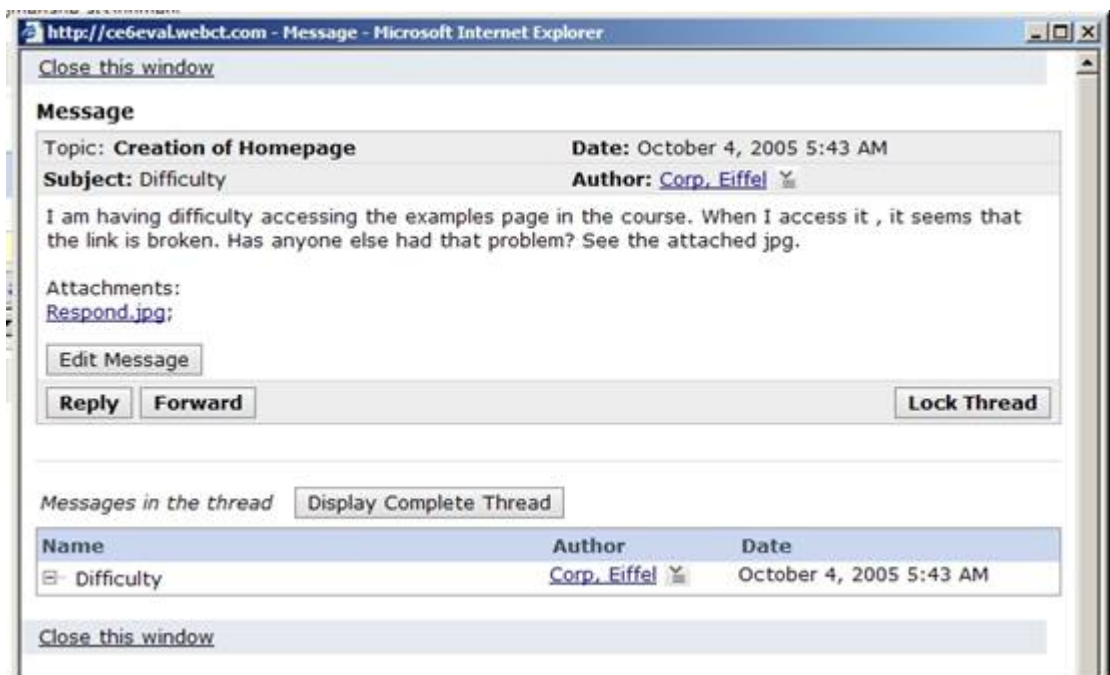


Figure 4-21

4. Click on the **Edit Message** button just below the message. The **Edit Message** screen displays as seen figure 4-22 on the following page.



http://ce6eva.webct.com - Edit Message - Microsoft Internet Explorer

**Edit Message**

\***Subject:** Difficulty

**Message:** HTML Creator:  On /  Off  
I am having difficulty accessing the examples page in the course. When I access it, it seems that the link is broken. Has anyone else had that problem? See the attached jpg.

Use HTML | Insert equation: New

**Attachments:**   
Respond.jpg

\* Required field

Figure 4-22

5. Edit the message where required.
6. Click on the **Post** button. The message is posted and the topic screen displays with a message at the top stating **"Your message was posted successfully"**.

### ***Changing the Number of Threads Displaying on the Screen***


The number of threads displayed on a particular page can be edited by the student. The more messages that appear on a page the longer the page will take to load.

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic name that you would like to access. The topic screen displays as seen in figure 4-23 on the following page.



Figure 4-23

Notice in figure 4-23 in the far right hand corner there is a page icon.

3. Click on the page icon.  The **Edit PAGING** window opens as seen in figure 4-24. The edit paging setting enables you to select how many threads will display on a page in a particular topic.

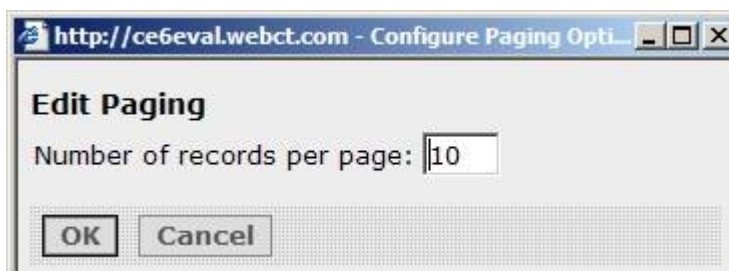


Figure 4-24

4. Type in the number of threads you would like to display in a page in the **Number of records per page** text box.
5. Click on the **OK** button. The **Edit PAGING** window closes and the setting is saved. The screen refreshes displaying the amount of threads set in step 4.

Note: If a topic page has more records there will be a menu found at the bottom of the page as seen in figure 4-25.



Figure 4-25

This menu enables you to access the other pages within this particular topic. You will notice a drop-down menu (with each separate page and all the pages) as well as an icon to go to the next page.



## Options in Discussions

### *Threaded and Unthreaded*

You may view your messages as threaded or as unthreaded in discussions. **Threaded** enables you to see the original message with all the responses to the message. **Unthreaded** messages are listed in a chronological order. That is messages are listed according to the date and time they are posted.

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic subject to access the topic. The topic screen displays.
3. Click on the **Threaded** button to display the messages as threaded. See figure 4-26.

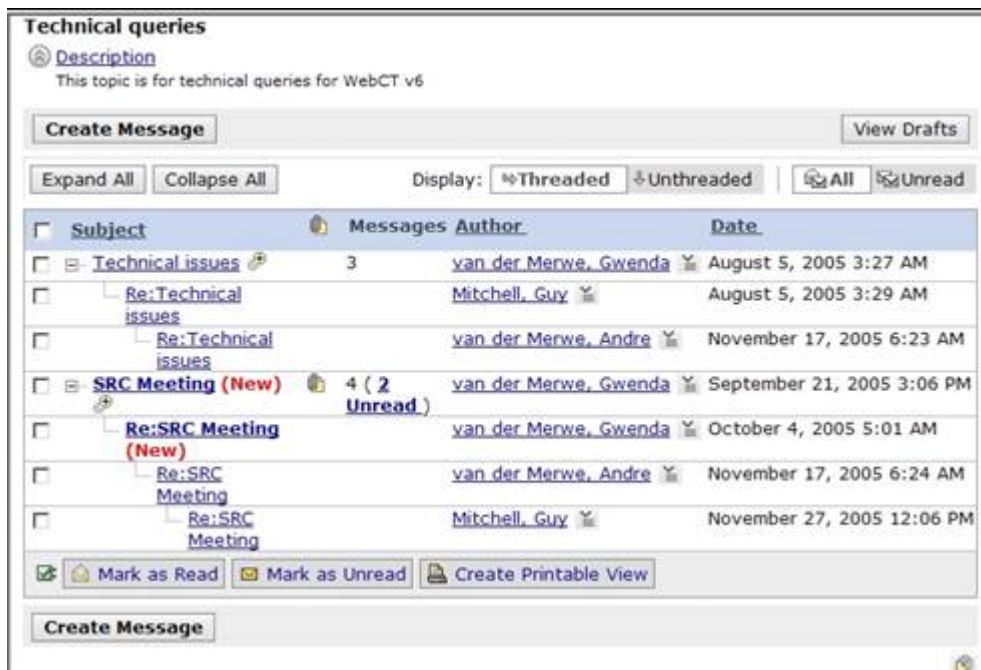


Figure 4-26

Note: If this threaded button is greyed out this means that the topic is already displaying as threaded.

4. Click on the **Unthreaded** button. The screen refreshes and the messages are displayed as unthreaded in chronological order. See figure 4-27 on the following page.

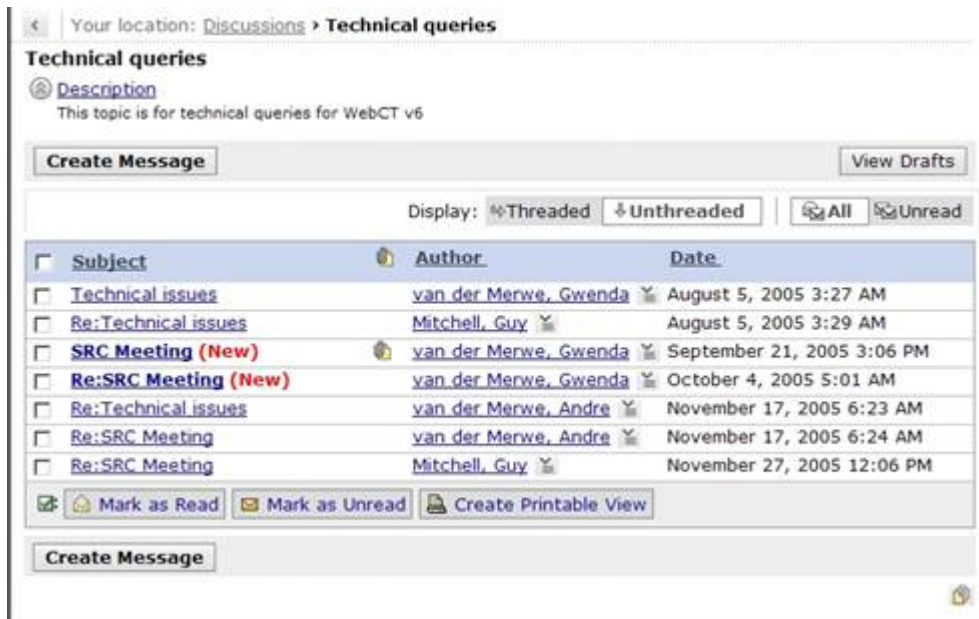


Figure 4-27

## All or Unread

You have two options to view messages in discussions:

- Viewing all the messages in the topic
  - Viewing only the unread messages in the topic.
1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
  2. Click on the topic heading you would like to access. The topic screen displays and by default all the messages in the topic display.
  3. Click on the **Unread** button to access the new discussion messages in this topic. Only the unread or new messages display in the topic as seen in figure 4-28.

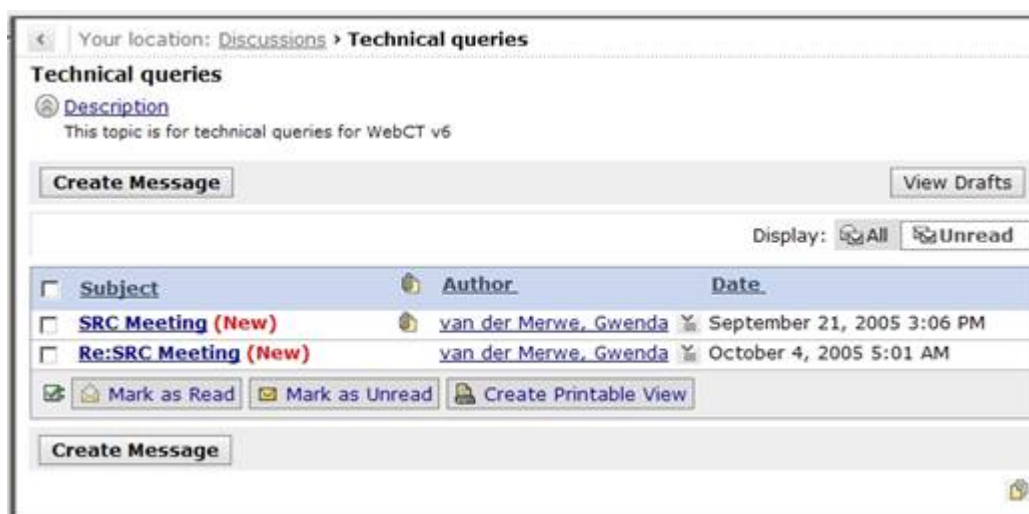


Figure 4-28



4. Click on the **All** button to access all the messages in this topic. Both the read and unread messages display as seen in figure 4-29.

<input type="checkbox"/>	Subject	Messages	Author	Date
<input type="checkbox"/>	<a href="#">Technical issues</a>	3	<a href="#">van der Merwe, Gwenda</a>	August 5, 2005 3:27 AM
<input type="checkbox"/>	<a href="#">SRC Meeting (New)</a>	4 ( 2 Unread )	<a href="#">van der Merwe, Gwenda</a>	September 21, 2005 3:06 PM

Figure 4-29

## Marking messages as read

The **Discussions** screen automatically refreshes and marks messages that you have read as read. You may manually mark messages as read if required.

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic subject to access the topic. The topic screen displays.
3. Click on the **Expand All** button. All the threads are expanded in the topic.
4. Select the message/s that you would like to mark as read by clicking on the check boxes to the left of the message subjects. See figure 4-30 on the following page.

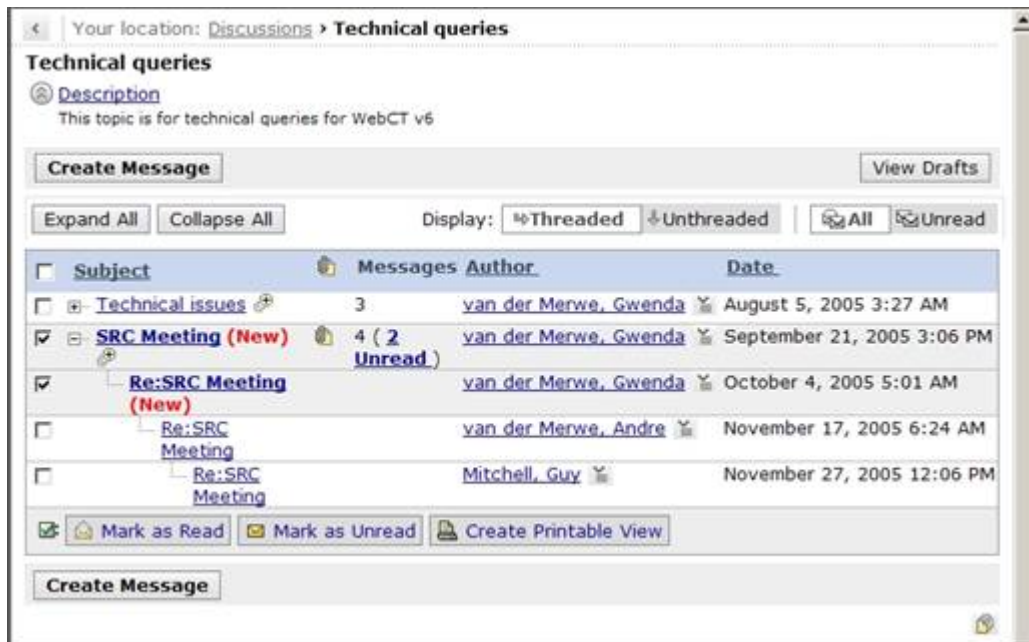


Figure 4-30

5. Click on the **Mark as Read** button. The screen refreshes and the messages are marked as read.

## Marking Messages as Unread

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic subject to access the topic. The topic screen displays.
3. Select the messages that you would like to mark as unread by clicking on the check box to the left of the message subject.
4. Click on the **Mark as Unread** button. The screen refreshes and the selected messages are marked as unread.

Note: Messages that are unread display in bold in the **Discussions** screen.

## Creating a Printable View

You may create a Printable View of your discussion messages and save them as a file on your computer or print them. This is useful when you want to read your discussion messages while you are offline. You may select a whole thread and save it on your local computer and access it later. You only need to be online to post your replies to any of those messages you have read.

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic name to access the topic. The topic screen displays.



3. Select the messages that you would like a printable view of, by clicking on the check boxes to the left of the message subjects. See figure 4-31.



Figure 4-31

4. Click on the **Create Printable View** button. The **Compiled Messages** window opens as seen in figure 4-32.



Figure 4-32

You have two options in the **Compiled Messages** window. You can either **print** the messages or you can **save** these messages **as a file**.

Note: To print the messages you would select the **Print** button. The print window will open and you will follow the usual prompts to print.



5. Click on the **Save as File** button to save these discussion messages as a file on your computer. If the messages contain attachments, a window will appear stating: **These messages contain attachments do you want to save the attachments also?** If none of the messages contain attachments the **File Download** window displays as seen in figure 4-33. (Skip step 6-7 and continue with step 8.)

6. Click on the **Cancel** button if you would like to save the messages but not the attachments. The **File Download** window displays as seen in figure 4-33.

Or

7. Click on the **OK** button if you want to save the messages as well as the attachments. The **File Download** window displays as seen in figure 4-33.

Note: If you are using a browser other than **Internet Explore** follow the prompts to save the file. If you are using Internet Explore follow the steps below.



Figure 4-33

8. Click on the **Save** button. The **Save As** window displays.
9. From the **Save As** window navigate to the location on your computer you would like to save the file.
10. Click on the **Save** button. The **Download complete** screen will display as seen in figure 4-34 on the following page.
11. Click on the **Close** button.

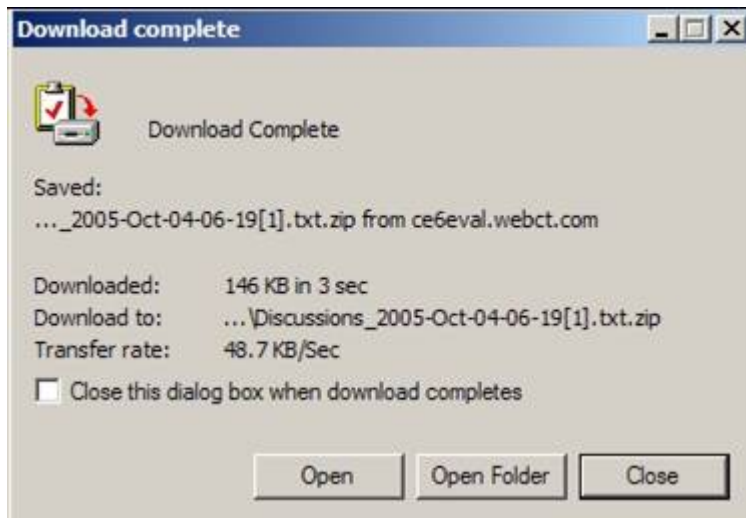


Figure 4-34

You may choose to open the file, open the folder or close the window. The file will now be accessible on your computer from the location that you saved it in.

## Accessing all my Posts

You have the option to access all your posts in the Discussion tool using the **All My Posts** option.

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays. See figure 4-35.

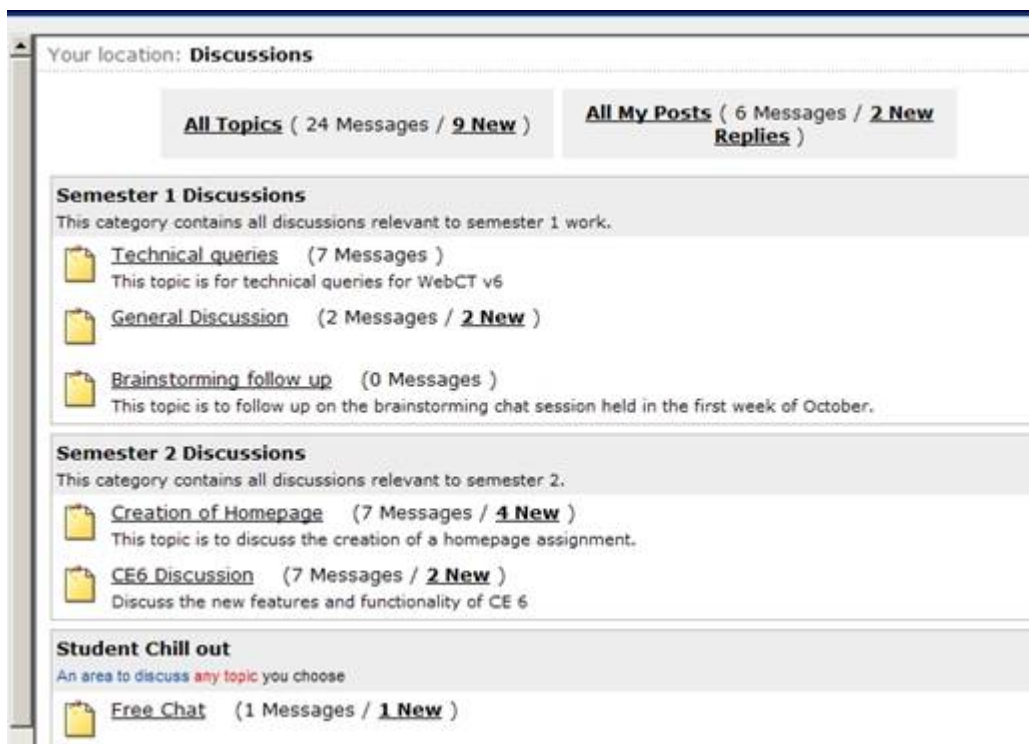


Figure 4-35

2. Click on the **All My Posts** link seen at the top of the screen. The **All My Posts** screen displays as seen in figure 4-36 on the following page.



Your location: [Discussions](#) > **All My Posts**

**All My Posts**

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

<input type="checkbox"/> <u>Subject</u>	<u>Reply</u>	<u>Topics</u>	<u>Date</u>
<input type="checkbox"/> <a href="#">Technical issues</a>	1	Technical queries	August 5, 2005 3:27 AM
<input type="checkbox"/> <a href="#">SRC Meeting</a>	1	Technical queries	September 21, 2005 3:06 PM
<input type="checkbox"/> <a href="#">Re:SRC Meeting</a>	0	Technical queries	October 4, 2005 5:01 AM
<input type="checkbox"/> <a href="#">Re:Homepage Assignment</a>	0	Creation of Homepage	October 4, 2005 5:14 AM
<input type="checkbox"/> <a href="#">Feedback</a>	0	Free Chat	October 3, 2005 7:21 AM
<input type="checkbox"/> <a href="#">Feedback</a>	0	General Discussion	October 3, 2005 7:21 AM
<input type="checkbox"/> <a href="#">Feedback</a>	0	Creation of	October 3, 2005 7:21 AM

Figure 4-36

In the **All My Posts** screen you have the option to create a printable view of all your posts. You can also create messages from this screen or just view the different posts that you have posted in discussions.

## Viewing all Topics

Using the **All Topics** option you may access all topics in the discussion tool from one screen.

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays as seen in figure 4-35 on page 4-25.
2. Click on the **All Topics** link found at the top of the screen. The **All Topics** screen displays as seen in figure 4-37 on the following page.



Your location: [Discussions](#) > **All Topics**

**All Topics**

[Create Message](#)

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

<input type="checkbox"/>	<u>Subject</u>	<u>Messages</u>	<u>Topics</u>	<u>Author</u>	<u>Date</u>
<input type="checkbox"/>	<a href="#">Technical issues</a>	2 ( <a href="#">1 Unread</a> )	Technical queries	<a href="#">Corp, Eiffel</a>	August 5, 2005 3:27 AM
<input type="checkbox"/>	<a href="#">SRC Meeting</a>	2 ( <a href="#">1 Unread</a> )	Technical queries	<a href="#">Corp, Eiffel</a>	September 21, 2005 3:06 PM
<input type="checkbox"/>	<a href="#">Homepage Assignment</a>	4	Creation of Homepage	<a href="#">Corp, Eiffel</a>	October 3, 2005 5:37 AM
<input type="checkbox"/>	<a href="#">Feedback</a>		Free Chat	<a href="#">Corp, Eiffel</a>	October 3, 2005 7:21 AM
<input type="checkbox"/>	<a href="#">Feedback</a>		General Discussion	<a href="#">Corp, Eiffel</a>	October 3, 2005 7:21 AM
<input type="checkbox"/>	<a href="#">Feedback</a>		Creation of Homepage	<a href="#">Corp, Eiffel</a>	October 3, 2005 7:21 AM
<input type="checkbox"/>	<a href="#">Difficulty</a>		Creation	<a href="#">Corp, Eiffel</a>	October 4, 2005 5:43 AM

Figure 4-37

In the **All Topics** screen you may view all messages in discussions because it displays all messages in all topics. You may view these messages in either the threaded or unthreaded mode. You may also create a printable view from this screen. This will enable you to save a file with all the messages in Discussions.

Note: If you access the **All Topics** option and select the unread messages view, you can access all new messages in Discussions. If you create a printable view of the new messages and save it to your computer you can read all the new messages offline.

### ***Creating a Message and Saving it as a Draft***

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic subject you would like to access. The topic screen displays.
3. Click on the **Create Message** button. The **Create Message** screen displays as seen in figure 4-38 on the following page.
4. Select the topic you want to post this message to from the **Topic** drop-down menu.

Note: The only time you will need to select a topic is if you are creating a message from the All Topics screen. If you are creating a message from within a topic, skip step 4.



http://ce6evalwebct.com - Create Message - Microsoft Internet Explorer

**Create Message**

\*Topic: Brainstorming follow up

\*Subject: Query

Message: HTML Creator:  On /  Off

Does any one know where I can access the movie files we need to watch ?

Use HTML | Insert equation: New >

Attachments: Add Attachments

Post Preview Cancel Save as Draft

\* Required field

Figure 4-38

5. Place your cursor in the **Subject** text box and type in the message subject.
6. Place your cursor in the **Message** text box and type in the message.
7. Click on the **Save as Draft** button. The **Create Message** window closes and the message is saved as a draft.

### ***Accessing a Draft Message and Posting it***

1. Click on the **Discussions** link in the left hand Course Tools menu. The **Discussions** screen displays.
2. Click on the topic subject name you would like to access. The topic screen displays as seen in figure 4-39.

Your location: Discussions > All My Posts

All My Posts

Create Message View Drafts

<input type="checkbox"/> Subject	Reply	Topics	Date
<input type="checkbox"/> Re: Technical issues	1	Technical queries	August 5, 2005 3:29 AM
<input type="checkbox"/> Re: SRC Meeting	0	Technical queries	November 27, 2005 12:06 PM
<input type="checkbox"/> Homepage Assignment	2	Creation of Homepage	October 3, 2005 5:37 AM

Figure 4-39



3. Click on the **View Drafts** button. A **View Drafts** window opens as seen in figure 4-40.

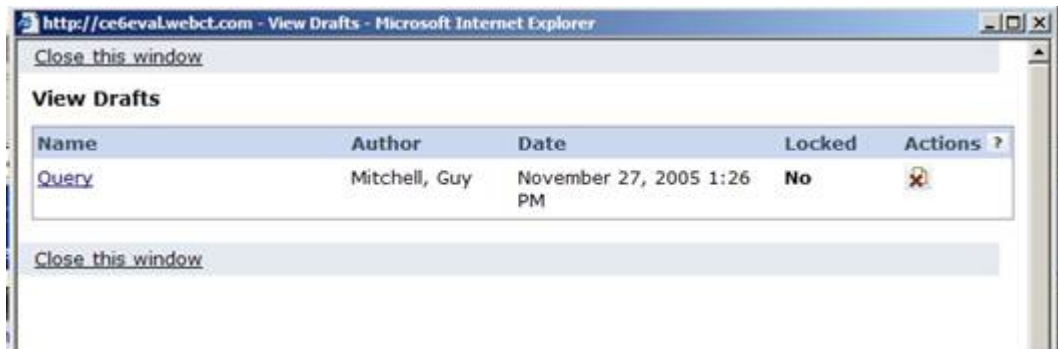


Figure 4-40

4. Click on the name of the draft that you would like to access found beneath the **Name** column. In Figure 4-40 you would click on the “Query” link. The **Draft Message** screen displays as seen in figure 4-41.

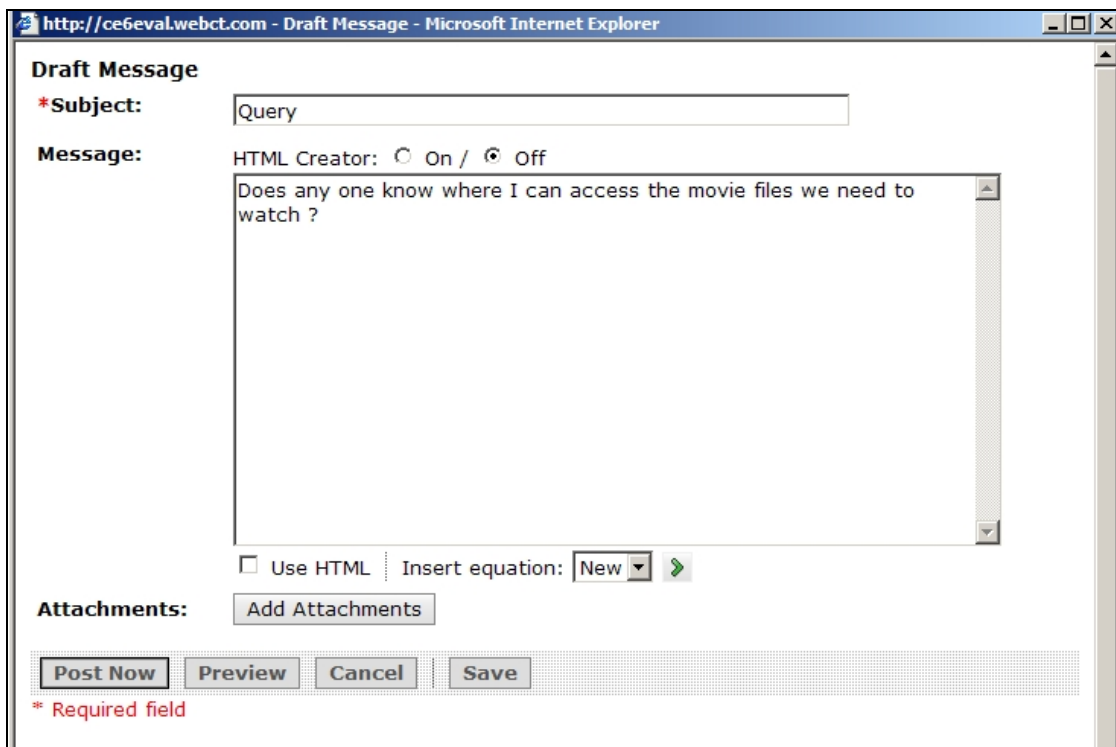


Figure 4-41

5. Edit the required fields in the draft message.
6. Click on the **Post Now** button to post the message. The screen refreshes displaying the topic discussion screen with a messages stating: “**Your message was posted successfully**” at the top of the screen.



## Searching for Discussion Messages

In WebCT you would use the Search Tool to search for discussion messages in the Discussion Tool. You may only use the Search tool if it has been added to the course by the designer.

1. Click on the **Search** link in the left hand Course Tools menu. The **Advance Search** screen displays as seen in figure 4-42.

Your location: **Advanced Search**

Your search for **page** in **01** returned no results.

**Advanced Search**

**Note:** These advanced search options can be used to expand or narrow your search results.

New search  
 Search within these results

**\*Search for**  
page

**Search area**

Title  Author  
 Subject  Full text

**Search tool**  
Discussion

**Date**

Any date  
 Specify date range

Beginning  
October 4, 2005

Ending  
October 4, 2005

**Search Results**  
Sort results by: Relevance

Search

\*Required field

Figure 4-42

2. Select the radio button to the left of **New search** to begin a new search.
3. Type the word you are searching for into the **Search for** text box.
4. Select the check box to the left of the **Search area** you require to search in. In figure 4-42 the **Title** and **Subject** areas have been selected.

Note: If you select the **Full text** option, it does not search in the title, author or subject areas.

5. Click on the **Search tool** drop-down menu and select from the drop-down menu what tool you would like to search in. See figure 4-43 on the following page.



The screenshot shows a search interface with two main sections. The first section, titled "Search area", contains four checkboxes: "Title" (checked), "Author" (unchecked), "Subject" (checked), and "Full text" (unchecked). The second section, titled "Search tool", features a dropdown menu currently set to "Discussion". A list of options is displayed below the dropdown, including "All searchable tools", "Assessment Questions", "Assignment", "Discussion" (highlighted), "File", "Mail Message", "Media Library Entry", and "SCORM Module". To the right of this list is a date field with a dropdown menu set to "2005".

Figure 4-43

6. Click on the **Any date** radio button beneath the **Date** heading if you would like to search within any date.
- Or
7. Selecting the **Specify date range** radio button if you would like to search within a specific date range.
8. Select the **month, day** and **year** from the **Beginning** date drop-down menus.
9. Select the **month, day** and **year** from the **Ending** date drop-down menus.
10. Select how you would like your search results sorted from the **Sort results by** drop-down menu. See figure 4-44.

The screenshot shows the "Date" section of the search interface. It has two radio buttons: "Any date" (unchecked) and "Specify date range" (checked). Below the "Specify date range" option are two rows of date pickers. The first row is labeled "Beginning" and the second "Ending". Each row contains three dropdown menus for month, day, and year, all set to "October", "4", and "2005" respectively. Below the date pickers is the "Search Results" section, which includes a "Sort results by:" label and a dropdown menu currently set to "Relevance". A list of options is shown below the dropdown: "Relevance" (highlighted), "Title", "Author", "Tool", and "Date". A "Search" button is located to the left of the dropdown menu. A small asterisk icon and the text "\*Required field" are visible at the bottom left of the "Search Results" section.

Figure 4-44



The sorting choices (**Relevance**, **Title**, **Author**, **Tool** and **Date**) are explained in the table below.

Item	Description
<b>Relevance</b>	To sort results beginning with records containing the most occurrences of your search terms.
<b>Title</b>	To sort results alphabetically by record title.
<b>Author</b>	To sort results alphabetically by authors name.
<b>Tool</b>	To sort results alphabetically by the tool.
<b>Date</b>	To sort results by beginning with the most recent records.

11. Click on the **Search** button. The screen refreshes and the results of the search are displayed as seen in figure 4-45.

The screenshot shows an 'Advanced Search' interface. At the top, it says 'Your location: Advanced Search' and 'Your search for homepage in 01 returned 5 result(s)'. Below this is a table of search results. The table has two columns: 'Title' and 'Relevance'. There are four results listed, each with a title, a date, a subject, an author, and a description. To the right of the results is a sidebar with search controls. It includes a 'Sort results by:' dropdown set to 'Relevance', a 'Note' about advanced search options, radio buttons for 'New search' and 'Search within these results', a 'Search for' text box containing 'homepage', 'Search area' checkboxes for 'Title', 'Author', 'Subject', and 'Full text', a 'Search tool' dropdown set to 'Discussion', 'Date' options for 'Any date' or 'Specify date range' with 'Beginning' and 'Ending' date pickers, and a 'Search Results' section with a 'Sort results by:' dropdown set to 'Relevance' and a 'Search' button. A '\*Required field' note is at the bottom.

Title	Relevance
1 <a href="#">Creation of Homepage.</a> (Discussion topic) <b>Date</b> Wed Sep 21 14:48:01 EDT 2005 <b>Subject</b> N/A <b>Author</b> Eiffel Corp <b>Description</b> This topic is to discuss the creation of a homepage assignment.	15
2 <a href="#">Homepage Assignment.</a> (Discussion message) <b>Date</b> Mon Oct 03 05:37:38 EDT 2005 <b>Subject</b> Homepage Assignment <b>Author</b> Eiffel Corp <b>Description</b> Does any one know if they have given us guidelines as to the layout of the homepage and what elements must be included. Also can anyone let me know where I might see some examples of well designed homepages?	15
3 <a href="#">Re:Homepage Assignment.</a> (Discussion message) <b>Date</b> Mon Oct 03 05:45:18 EDT 2005 <b>Subject</b> Re:Homepage Assignment <b>Author</b> Eiffel Corp <b>Description</b> In the course content, under the heading Examples you may view some examples of different homepages. the layout required is in the rubenic they handed to us in the last face to face session. If you need a copy, let me know. Do you know if we are able to choose absolutely any theme?	15
4 <a href="#">Re:Homepage Assignment.</a> (Discussion message) <b>Date</b> Mon Oct 03 05:47:55 EDT 2005 <b>Subject</b> Re:Homepage Assignment	15

Figure 4-45

12. To view the topic in discussions, click the hyperlinked title of the topic. The topic screen will display.

Note: The search that you did will remain in the Search tool until you start a new search. You may also search within the results to refine your search.