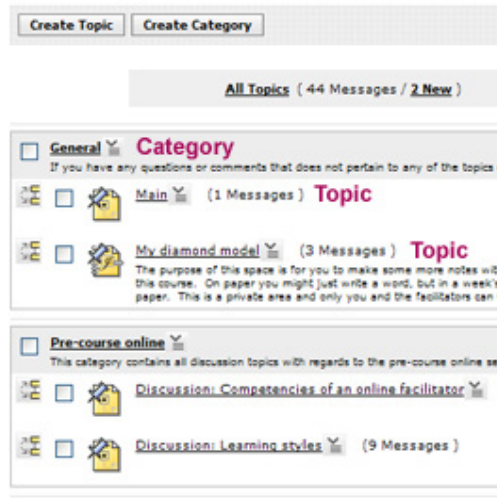


When do you create a new message and when do you reply to a message?

Within the discussions tool, you have a Category, Topic and then Messages.



The **Category** is like a folder (on Windows Explorer) or a space where you can organise all the conversations about a specific item together. In the Facilitation of e-Learning course, I have used the time-line that we follow, to create some structure.

The **Topic** is created within a Category and there can be more than one Topic in a Category. The Topic is like another sub-folder (on Windows Explorer). The Topic is there to focus the Discussion that will take place. In order to view the messages that was written within a Topic, you have to click on the Topic name.

<input type="checkbox"/> Subject	Messages
<input type="checkbox"/> Submission time: technology vs knowledge issues (New)	2 Subject1
<input type="checkbox"/> Re:Submission time: technology vs knowledge issues	Reply to subject 1
<input type="checkbox"/> Competencies of an on-line facilitator (New)	3 (1 Unre) Subject2
<input type="checkbox"/> Discussion: Competencies of an online facilitator	2 Subject3
<input type="checkbox"/> Competency: Facilitating an online-discussion (New)	7 (1 Unre)
<input type="checkbox"/> Competancies survey (New)	7 (1 Unre)
<input type="checkbox"/> Are there any other competencies?	6

Messages are like files (on Windows Explorer) within a sub-folder (Topic). When you Create a message, you are actually starting a new Subject to be discussed. All new subjects are indicated with the +/- sign in front. When you reply to a message, it is like you are adding your thoughts to this file. Therefore, it is easier to follow the conversation when everyone replies to a specific subject.

When you want to start a new conversation on a different subject, but still on the same Topic, then rather Create a new message.