Instructions for UAS Online Discussion Forum

To enter the Discussion Board, click on Discussion Board link at the top of the Course Web site or in the Communication Toolbox. Select the discussion to join by clicking on the name of the discussion.

To read a message, click on the title of the message.

To start a new thread (usually a new idea related to the topic of the discussion), click on the Add New Thread button in the upper left of the discussion window. Note: New threads are posted flush with the left margin to show that it is a new thought. Replies are shown as indented.

- Enter a subject for your message.
- Tab to enter the message.
- Click Preview to see how your message will look or click on Submit to post the message in the discussion.

To reply to a message, click on the title of the message to open it and then click on reply to send a reply. Note that your reply will be indented in the list of messages to show that it is a reply.

To send an email to the person who posted the message, click on the name of the sender.

Tips: You can collapse or expand the list of messages with the tools at the upper right of the discussion board window. If you collapse the discussion, only the first message in each thread will show. Expanding the discussion will show all messages in the discussions.

To read the messages in one consecutive list, click on the Show Options Tab in the upper right corner. Click on Select All option, and then click on Collect option. A window will appear with the text of all messages in one continual list. This can be a much easier way to read a long thread.