

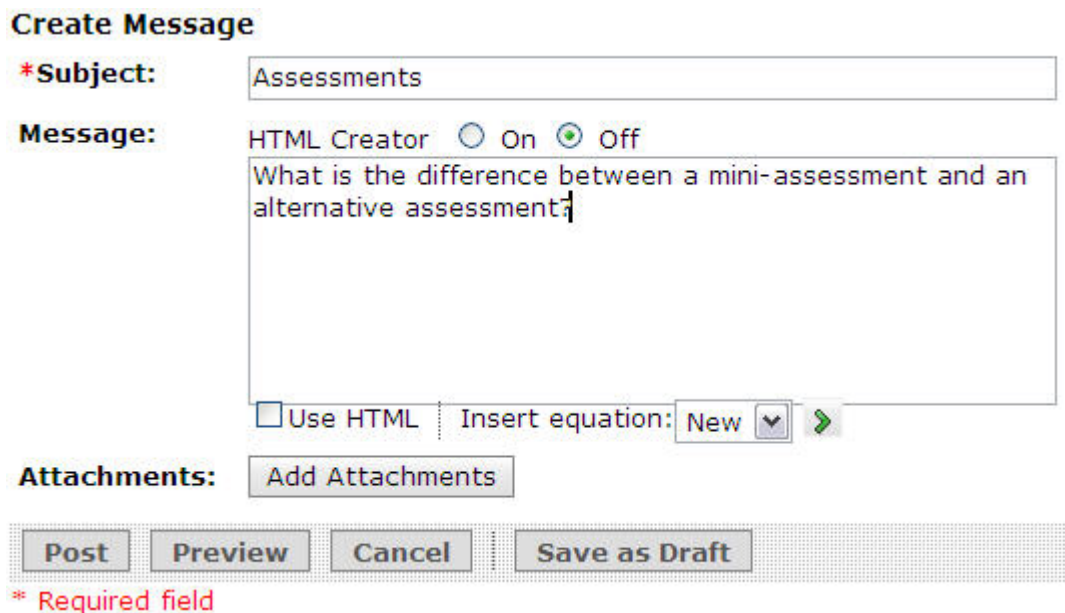
Posting Messages on the Discussion Board

To post a message in a topic on the Discussion Board, select the topic name. If there are no messages, you will see the following screen:



The screenshot shows a topic page with a "Create Message" button at the top. Below the button is a message box that says "There are currently no messages in this view." At the bottom of the page is another "Create Message" button.

To create a message in a topic, click Create Message.



The "Create Message" form includes the following elements:

- Subject:** A text box containing "Assessments".
- Message:** A text area containing "HTML Creator On Off" and "What is the difference between a mini-assessment and an alternative assessment?".
- Use HTML:** A checkbox that is currently unchecked.
- Insert equation:** A dropdown menu set to "New" with a green arrow button to its right.
- Attachments:** A button labeled "Add Attachments".
- Buttons:** A row of buttons: "Post", "Preview", "Cancel", and "Save as Draft".

* Required field

You need to include a subject to add a message. If you want to include links or any formatting, you can use the **HTML Creator** by clicking the On radio button. You can also include your own HTML coding. If you include your own HTML coding, make sure you click the **Use HTML** checkbox. You can also include an image and an attachment with your post. When you are finished creating your message, click **Post**.

[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"/>	Assessments		Student 1917461011, Demo	June 7, 2006 10:33 PM

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

[Create Message](#)

When you look at a topic with a message, you will see the screen like the previous figure. You will see the message subject and who wrote it. You will also see the time and date when the message was posted. If you are the instructor, you can also delete any posts.