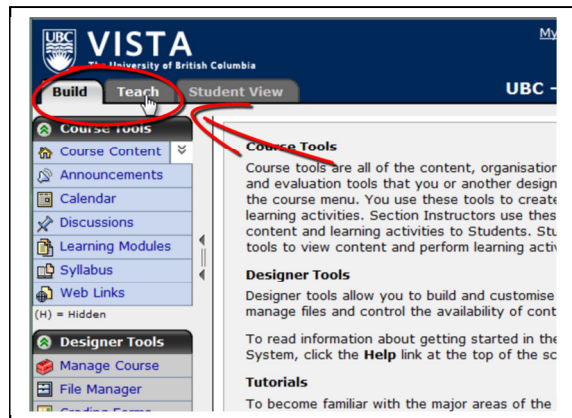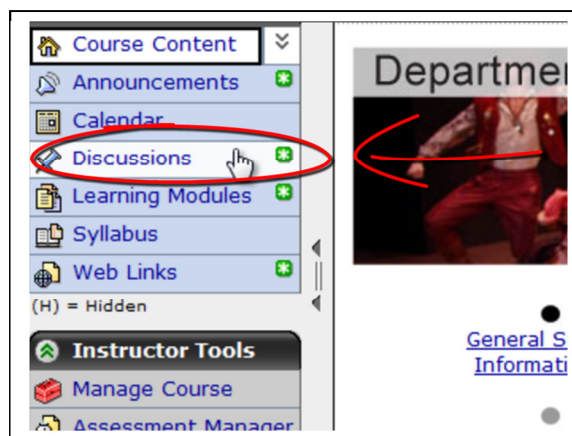# USING THE DISCUSSION BOARD
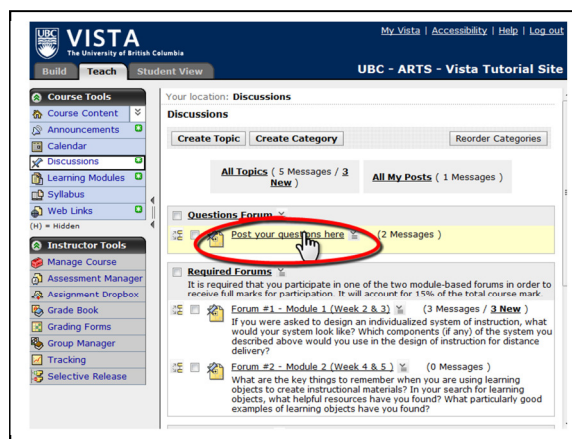## *Removing a Message as an Instructor or TA*

1. Switch to the Teach or Build tab
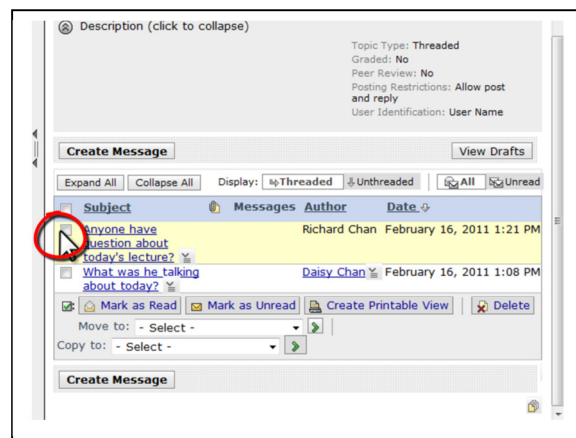   *(In this example, I will be using the Teach view)*

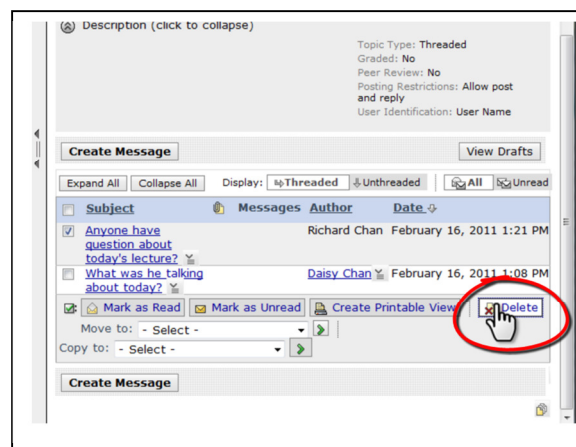2. Click the "Discussions" link in the Course Tools menu

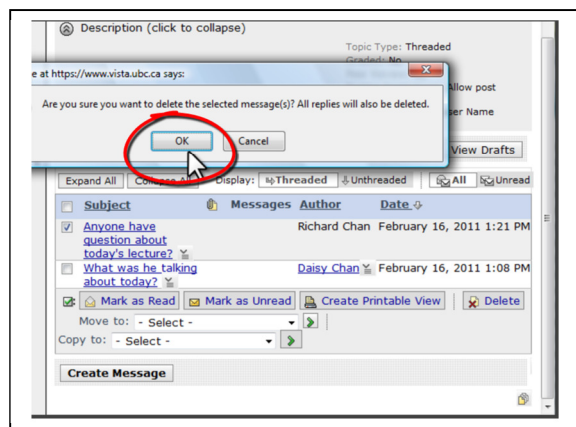3. Click to go into the "Topic".

4. Check-off any messages you wish to remove.

5. Click Delete.

6. A pop-up window will appear to confirm the deletion. Click "Yes"

☺ Make sure to check the discussion board to ensure the changes has been made.