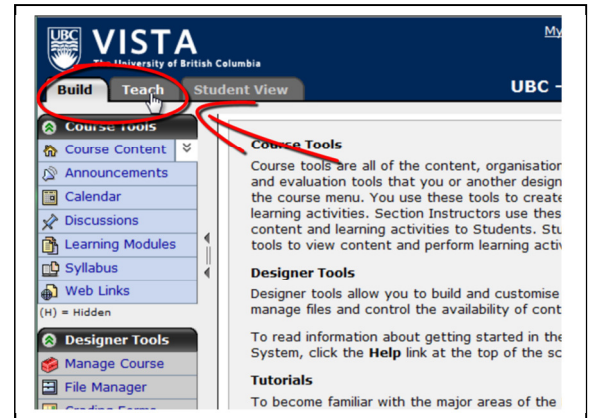


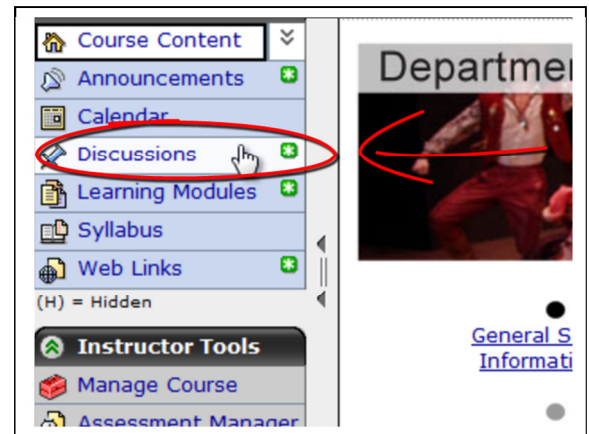
USING THE DISCUSSION BOARD

Moving Discussion Topics as an Instructor or TA

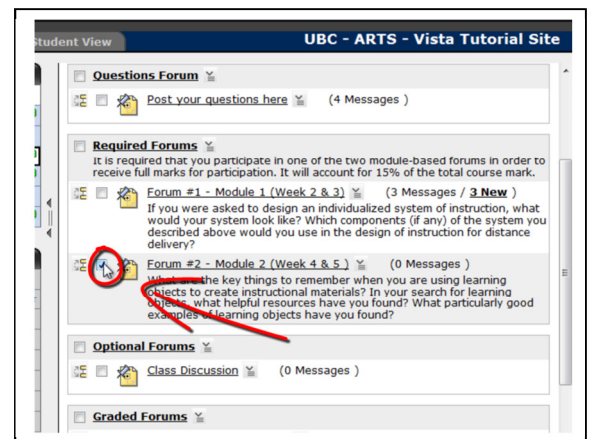
1. Switch to the Teach or Build tab
(In this example, I will be using the Teach view)



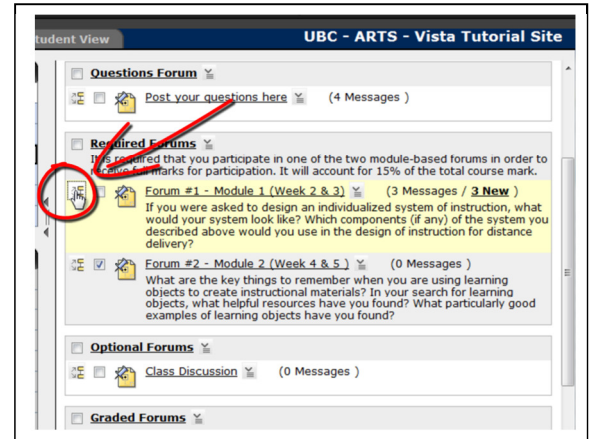
2. Click the "Discussions" link in the Course Tools menu



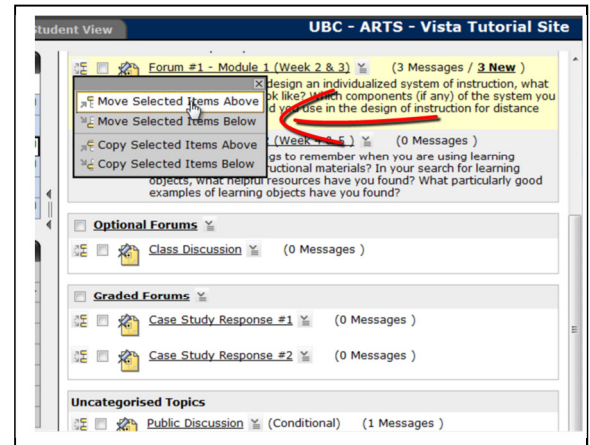
3. Check-off the a topic that you wish to move.



- Next, click on the “move above or below” icon as shown in the screenshot.

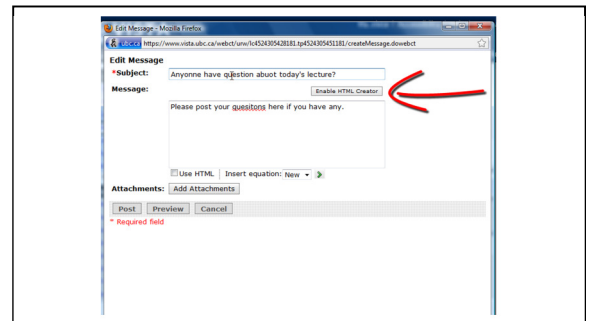


- A pop-up window will appear. Click to choose if you want to move the selected item above or below.



- Make any changes required in the subject and/or message area.

Click “Enable HTML Creator” if you would like to use the WYSIWYG editor. This editor allows you to change font colour, add images, links, and much more.



- Now check to make sure the item has been moved.

