Discussion Tool Assignment

1. **Create a message on the 1st Year Medicine & Dentistry discussion board and introduce yourself to your other classmates.**

2. **Reply to one of the messages in the discussion board.**

Instructions:

1) Composing (posting) an original discussion message

If you wish to create an original message, click on the "Create Message" button. Be aware that creating a new message starts a new thread.

2) Replying to a message

If you wish to reply to a message, click on the "Reply" button.

Type your message into the "Message" textbox. If you wish to send just the message in the box, click on the "Post" button. If you wish to attach something to the message you can find it on your computer by clicking "Browse" and then "Attach file".

If you don't click "Attach file" before "Post" it will not be attached.

3) Display "All" vs. "Unread"

Toggle between "All" and "Unread." You can select to view all of the messages, or to view only the unread messages. An unread message will show an icon that looks like a closed envelope, while a message that has already been read will show an open envelope.

4) "Threaded" vs. "Unthreaded"

Toggle between "Threaded" and "Unthreaded." The unthreaded view shows all of the messages in chronological order according to the date. Click the message that you want to read by clicking on the linked subject line.