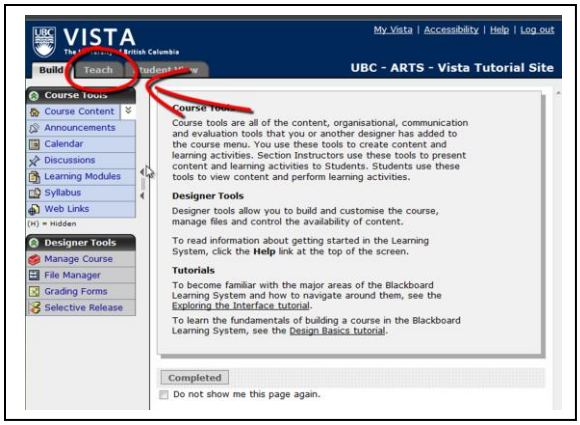
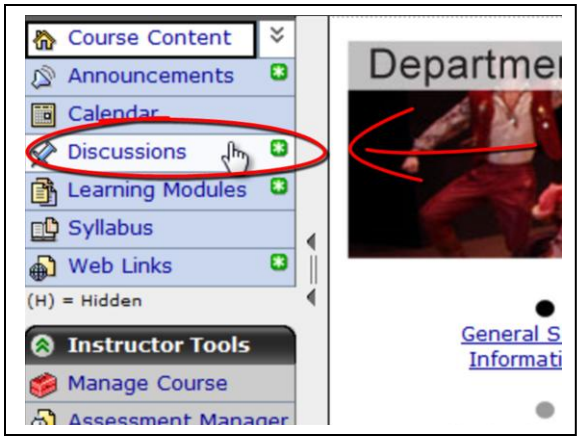
USING THE DISCUSSION BOARD

Editing a Message as an Instructor or TA

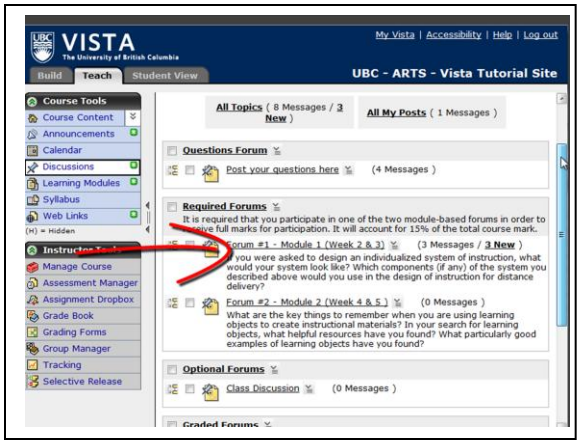
1. Switch to the Teach or Build tab
   (In this example, I will be using the Teach view)



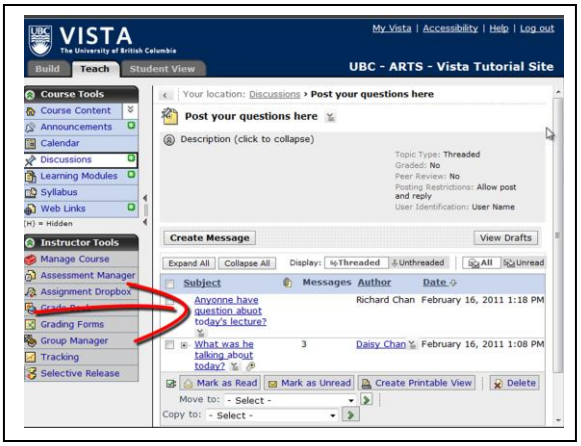
2. Click the “Discussions” link in the Course Tools menu



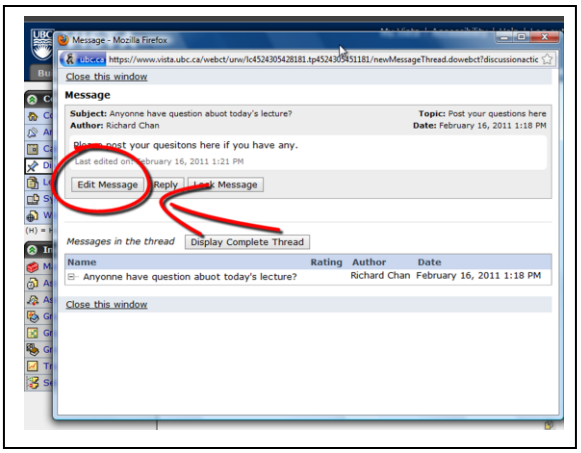
3. Click on a topic that you wish to make changes to.



4. Click on the message that requires corrections to be made.

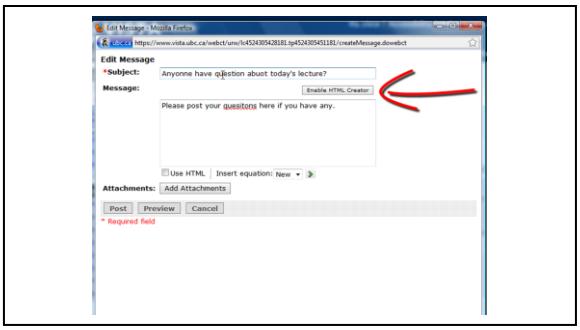


5. A pop-up window will appear. Click on "Edit Message."

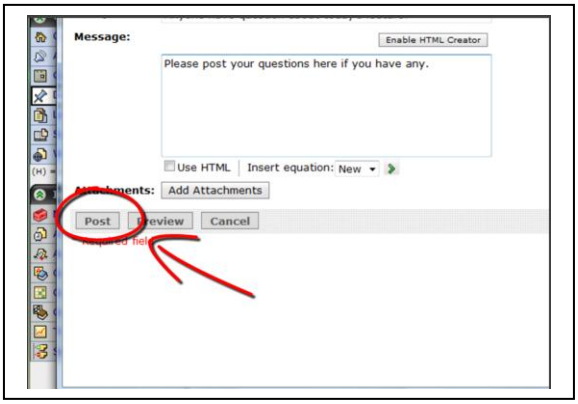


6. Make any changes required in the subject and/or message area.

   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.



7. Click "Post" when you have finished making the changes.



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