

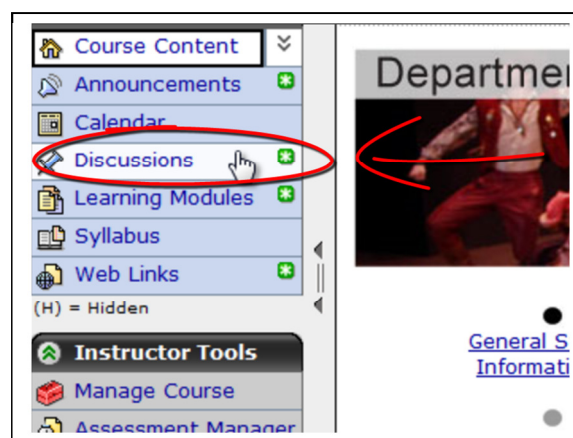
USING THE DISCUSSION BOARD

Editing a Message as an Instructor or TA

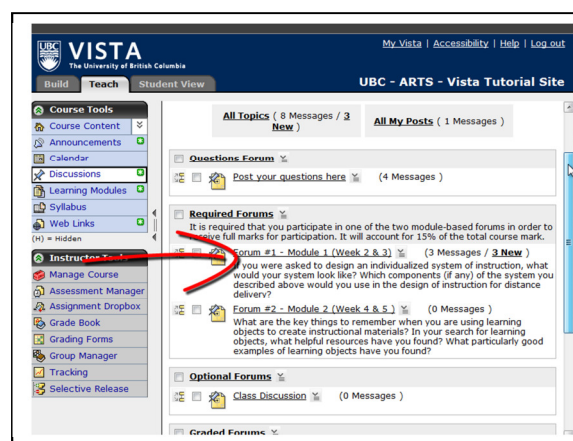
1. Switch to the Teach or Build tab
(In this example, I will be using the Teach view)



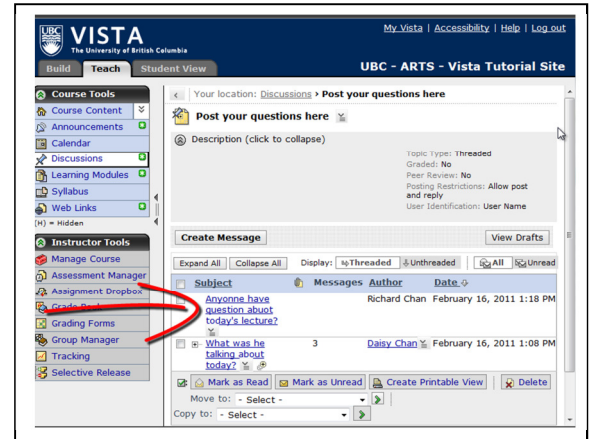
2. Click the “Discussions” link in the Course Tools menu



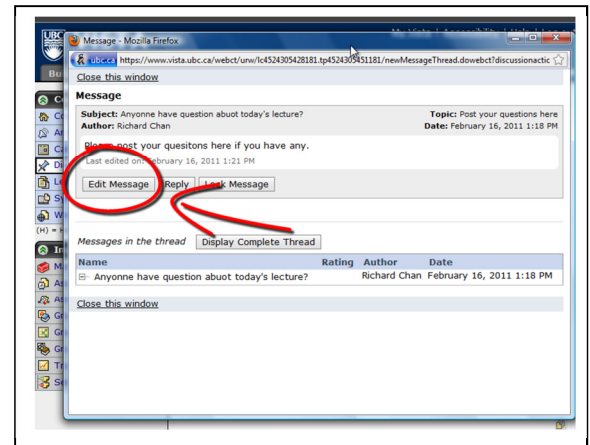
3. Click on a topic that you wish to make changes to.



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

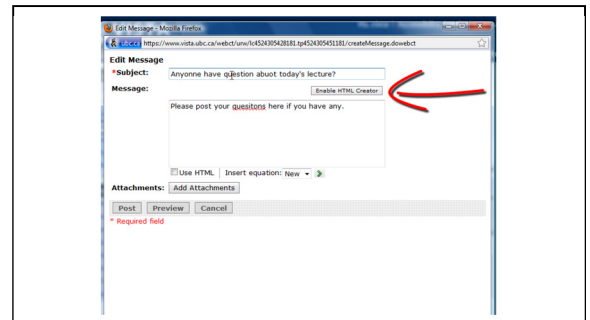


- A pop-up window will appear. Click on “Edit Message.”

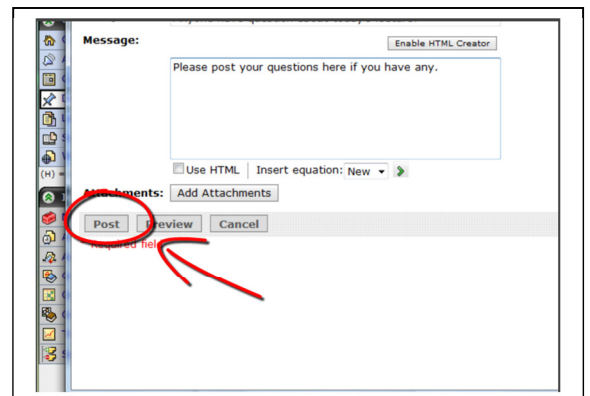


- Make any changes required in the subject and/or message area.

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.



- Click “Post” when you have finished making the changes.



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