

Posting Messages on the Discussion Board

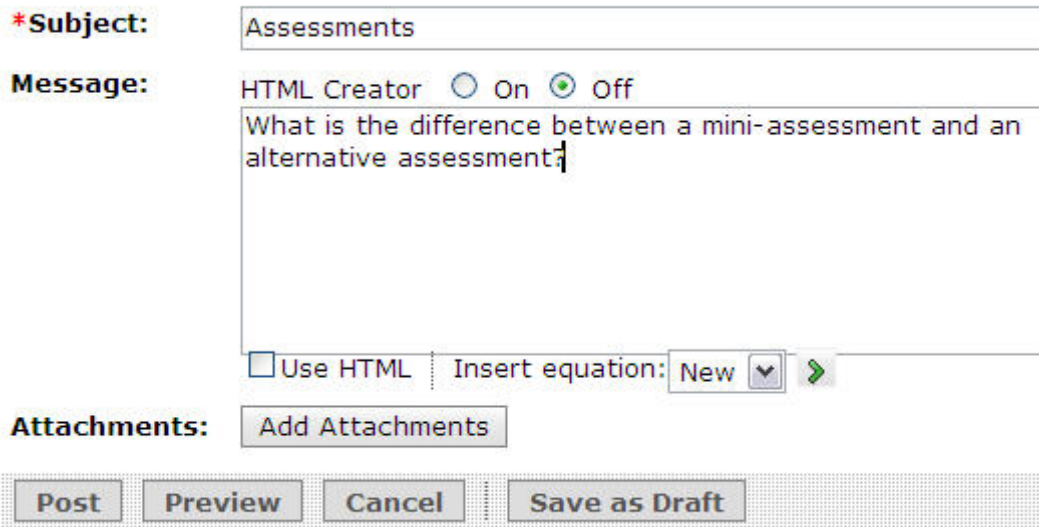
To post a message in a topic on the Discussion Board, select the topic name. If there are no messages, you will see the following screen:



The screenshot shows a rectangular box with a dotted border. At the top, there is a button labeled "Create Message". Below the button, the text reads "There are currently no messages in this view." At the bottom of the box, there is another button labeled "Create Message".

To create a message in a topic, click **Create Message**.

Create Message



The screenshot shows the "Create Message" form. It includes the following elements:


- *Subject:** A text input field containing the word "Assessments".
- Message:** A large text area containing the text "What is the difference between a mini-assessment and an alternative assessment?".
- HTML Creator:** Two radio buttons labeled "On" and "Off". The "Off" radio button is selected.
- Use HTML:** A checkbox that is currently unchecked.
- Insert equation:** A dropdown menu set to "New" with a green arrow button to its right.
- Attachments:** A button labeled "Add Attachments".
- Buttons:** A row of four buttons: "Post", "Preview", "Cancel", and "Save as Draft".

* Required field

You need to include a subject to add a message. If you want to include links or any formatting, you can use the **HTML Creator** by clicking the **On** radio button. You can also include your own HTML coding. If you include your own HTML coding, make sure you click the **Use HTML** checkbox. You can also include an image and an attachment with your post. When you are finished creating your message, click **Post**.

[Create Message](#) [View Drafts](#)

[Expand All](#) [Collapse All](#) Display: [Threaded](#) [Unthreaded](#) [All](#) [Unread](#)

<input type="checkbox"/>	<u>Subject</u>	 <u>Messages</u>	<u>Author</u>	<u>Date</u>
<input type="checkbox"/>	Assessments		Student 1917461011, Demo	June 7, 2006 10:33 PM

[Mark as Read](#) [Mark as Unread](#) [Create Printable View](#)

[Create Message](#)

When you look at a topic with a message, you will see the screen like the previous figure. You will see the message subject and who wrote it. You will also see the time and date when the message was posted. If you are the instructor, you can also delete any posts.