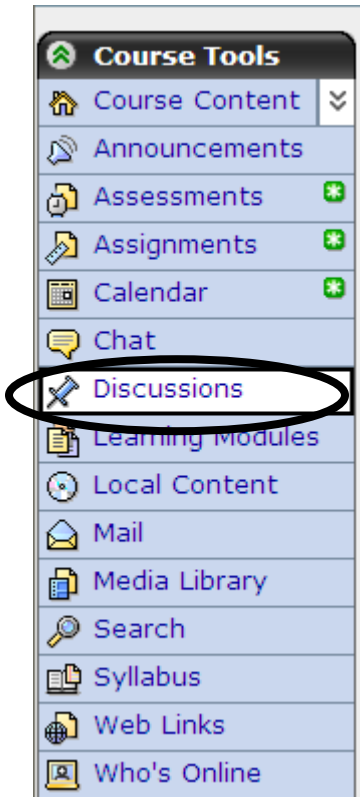


Discussions

To Create a Topic for Discussion

STEP ONE

Select Discussions located under Course Tools



STEP TWO



From All Topics, select Create Message

< Your location [Discussions](#) > [All Topics](#)

All Topics

Create Message

Expand All Collapse All Display: Threaded Unthreaded All Unre

<input type="checkbox"/>	 <u>Messages</u> <u>Topics</u> <u>Author</u> <u>Date</u>
<input type="checkbox"/>	<u>Subject</u>
<input type="checkbox"/>	<u>Chapter One Test</u> Chapter <u>McLeod, Elaine</u> September 27, 2007 10:56 AM One
<input type="checkbox"/>	<u>HTML</u> HTML <u>McLeod, Elaine</u> September 27, 2007 12:01 PM
<input type="checkbox"/>	<u>HTML Benefits</u> HTML <u>mcleod, steve</u> September 27, 2007 12:43 PM
<input checked="" type="checkbox"/>	 Create Printable View

Create Message

STEP THREE

In the screen below:

- From drop down menu, select topic category you are responding to
- Type in subject of message
 - Click ON if you want to use various formatting options (example shows HTML Creator on)
- Type message
- Click Post

NOTE: Fields with a red asterick * are required fields by WebCT and must have data provided.

Create Message

***Topic:**

***Subject:**

Message: HTML Creator On Off

Use HTML Insert equation:

Attachments:

* Required field

Snapshot of successful posting below

< Your location: [Discussions](#) > **All Topics**

Your message was posted successfully.

All Topics

Create Message

Display: Threaded Unthreaded All Unread

<input type="checkbox"/>	<u>Subject</u>	<u>Topics</u>	<u>Author</u>	<u>Date</u>
<input type="checkbox"/>	Chapter One Test	Chapter	McLeod, Elaine	September 27, 2007 10:56 AM One
<input type="checkbox"/>	HTML	HTML	McLeod, Elaine	September 27, 2007 12:01 PM
<input type="checkbox"/>	HTML Benefits	HTML	mcleod, steve	September 27, 2007 12:43 PM Benefits
<input type="checkbox"/>	Quiz # 1	Chapter	mcleod, steve	October 18, 2007 8:43 AM One

[Create Printable View](#)