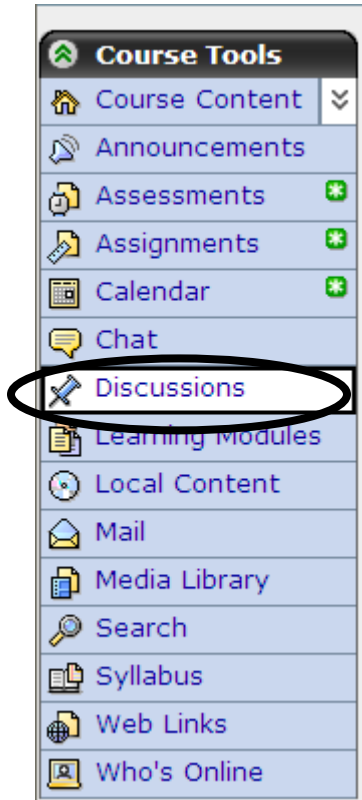


Discussions

Replying to Discussions

STEP ONE

Select Discussions located under Course Tools



STEP TWO

Select message to reply to from topic within Discussions

< Your location **Discussions > Chapter One**

Chapter One

[Description](#)
HTML creator allows you to use multiple formatting options.

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

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

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

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

[Create Message](#)

For this example, the message titled Quiz # 1 was selected
Snapshot below of chosen message

[Close this window](#)

Message

Topic: Chapter One **Date:** October 18, 2007 8:43 AM
Subject: Quiz # 1 **Author:** [mcleod, steve](#)

Does anyone want to get together and study for the first quiz?

[Edit Message](#)

[Reply](#) [Forward](#)

Messages in the thread [Display Complete Thread](#)

Name	Author	Date
Quiz # 1	mcleod, steve	October 18, 2007 8:43 AM

[Close this window](#)

STEP THREE

Click Reply button

- Type message
 - Click ON if you want to use various formatting options (example shows HTML Creator on)
- Click Post

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

Reply

*Subject:

Message: HTML Creator On Off

Use HTML | Insert equation:

Attachments:

Required field

Original Message

Subject:Quiz # 1 | Posted by: **mcleod, steve** | Date: **October 18, 2007 8:43 AM**

Does anyone want to get together and study for the first quiz?

Snapshot below of successful posting

< Your location: [Discussions](#) > **Chapter One**

✔ Your message was posted successfully.

Chapter One

[Description](#)
HTML creator allows you to use multiple formatting options.

Display:

<input type="checkbox"/>	Subject	Messages	Author	Date
<input type="checkbox"/>	Chapter One Test		McLeod, Elaine	September 27, 2007 10:56 AM
<input type="checkbox"/>	Quiz # 1	2	mcleod, steve	October 18, 2007 8:43 AM