

## Adding a Discussion

1. Click on "Add Page or Tool"

2. Click on "Discussions"

### Add Page or Tool

Select a page or tool to add to your course.

Use a wizard when available

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	<b>Content Utilities</b>	Student Tips		
	Search			
	Compile			
	Resume Course			
CD-ROM				

3. Enter the title for your discussion and where you would like it to appear and click "Add".

---

**Add Discussions**

1. Enter a title for this item:

2. Decide where to show the link to this item.

On the *Course Menu*, visible on all pages. Link will appear as text.

On an *Organizer Page*:

Link shows item title

Link shows icon (select below)

Use default icons

Use custom icons:

Choose regular icon:

Choose icon to announce new messages:

3. Add this item to your course.

---

4. This puts a placeholder on the organizer page for you. Click on the discussion item to edit it or create a topic.

Homepage > **BFW Training Materials**

an e-Pack ... in WebCT

[Video] Viewing BFW content in an e-Pack...

[Video] How to add organizer page (folder), page (file), or link (URL) ...

[Video] How to view the gradebook...

[Video] How to add a discussion ...

PDF Files

Training Discussion

To add text to this area of your page, click **Add lower textblock.**

**Actions**

- Indicates a the main frame
- Use Organ...

**Options: Links**

- Add page or t
- Edit
- Delete
- Hide
- Reveal
- Specify se
- Move bad
- Move forw
- Move to o
- Move to C
- Copy to C

**Options: Textbl**

- Add upper te:
- Add lower tex
- Edit

5. To add a topic, click "Create topic"

The screenshot shows a discussion board interface. On the left, there is a table of topics. On the right, there is a sidebar with various action options. An arrow points to the 'Create topic' button in the sidebar.

<input type="checkbox"/>	Topic	Unread	Total	Private	Anonymo
<input type="checkbox"/>	Main	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Notes	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	What do you think of class?	1	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	1	1	Update	

**Actions**  
 indicates a selection is required from the main frame.  
 indicates multiple selections are allowed.

**Use Discussions Wizard**

**Options**  
  
 Rename topic:    
 Delete topic  
Delete all messages from the selected topic.  
 Delete messages

**Organize**  
 Move item up by:    
 Move item down by:

6. Enter your topic and click "Create"

The screenshot shows the 'Create Topic' form. The 'Topic name' field contains the text 'topics'. An arrow points to the 'Create' button.

**Create Topic**  
Topic name:

7. Click on your topic to add a message to that topic.

The screenshot shows the discussion board interface. An arrow points to the 'topics' topic in the table.

<input type="checkbox"/>	Topic	Unread	Total	Private	Anonymo
<input type="checkbox"/>	Main	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Notes	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	What do you think of class?	1	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	topics	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	1	1	Update	

8. Click "Compose Message" to add a message.

The screenshot shows the 'Psychology, 7e by Myers: SADY04' discussion page. An arrow points to the 'Compose message' button.

**Psychology, 7e by Myers: SADY04**  
 **Designer Options**

Homepage > BFW Training Materials > Training Discussion > **topics**

**Discussion Messages: topics**

Display:  All  Unread  Threaded  Unthreaded  
Select topic:

No unread messages were found.

9. Enter your message title and text and click "Post".

**Compose Discussion Message**

Topic:

Subject:

Message: 

Message text

Height of edit area:       Don't wrap text /  Wrap text

   Equation:

---

Attachments:     

There are no files attached.