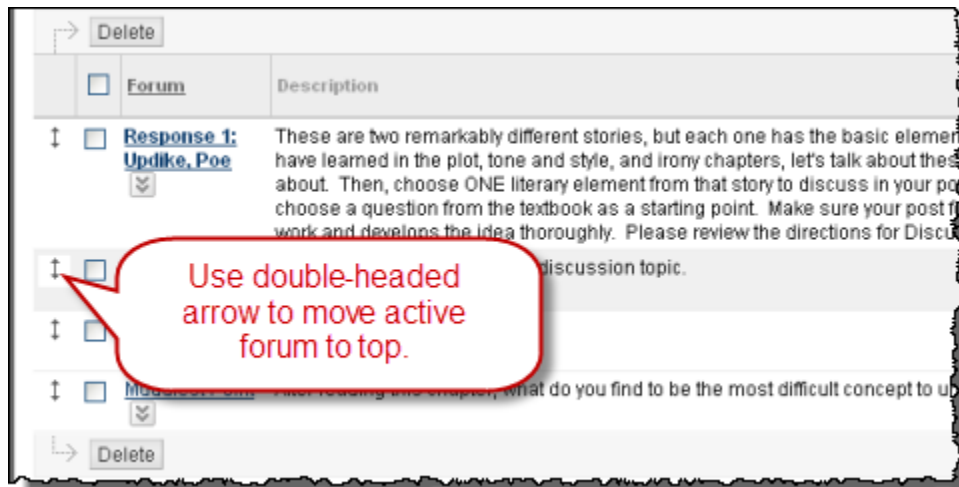


Quick Guide to Managing Discussions

This guide provides some basic information on managing the discussion board page, the thread interface, and the forum interface.

The Discussion Board Page: Moving the Forum

When you view the discussions board, you will see each forum that you have created. It is a good practice to **move the active forum(s) to the top** so that students do not have to scroll to find the forum associated with the current chapter or week. Use the double headed arrow beside the forum name to drag and drop to the top of the page.



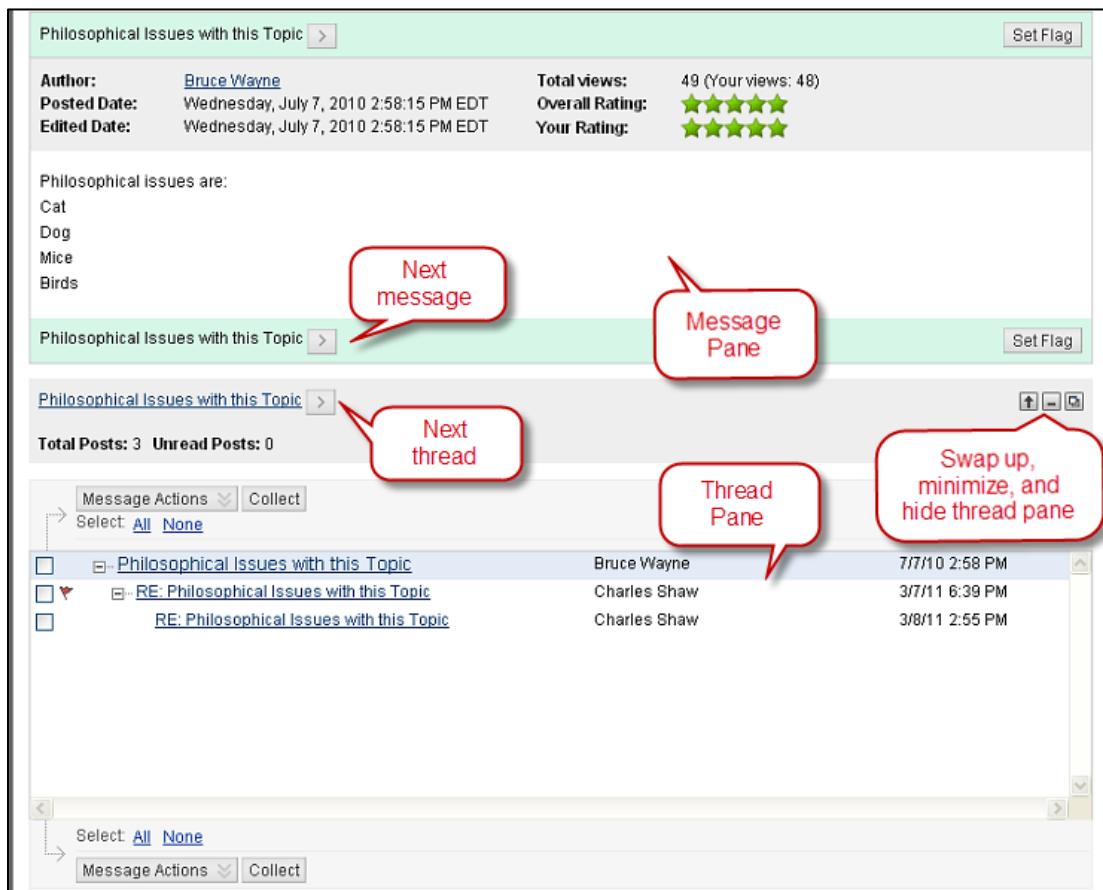
Using the Thread Interface

When viewing a thread, the first message in the thread will be displayed at the top of the screen. Links to other messages in the thread will be displayed on a lower pane.

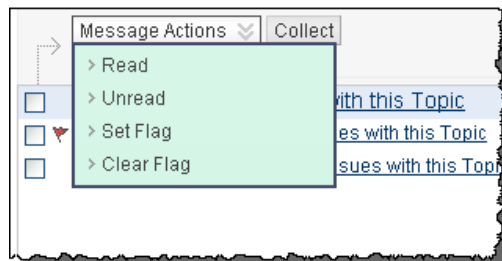
Use the series of buttons at the top of the thread pane if you want to hide, minimize, or move the thread pane.

The **Next Message** arrow at the bottom of the message pane displays the next message in the thread.

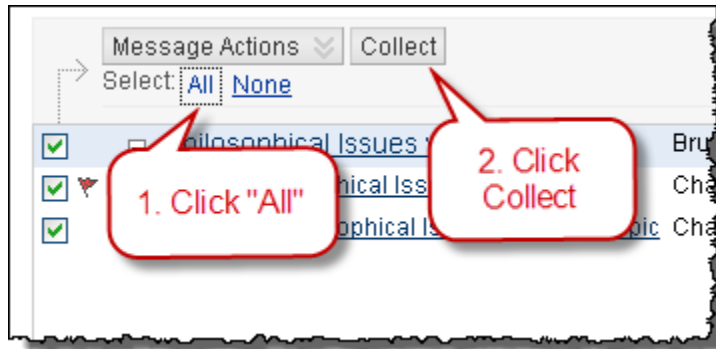
The **Next Thread** message at the top of the thread pane moves to the next thread in the forum.



The **Message Actions** button allows you to mark a message as read or unread and to set or remove a flag to remind you to review a message.

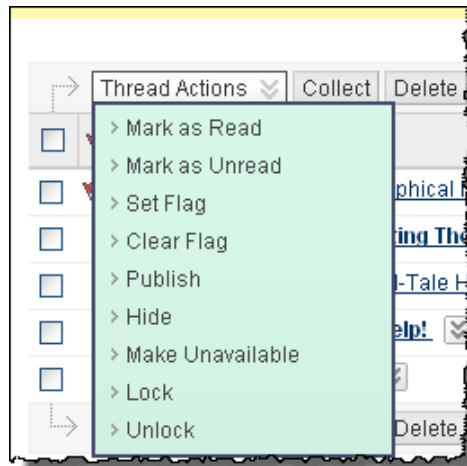


A convenient way to view all messages in the thread at one time is to click **"Select All"** and then click on **Collect**. On the **Collection page**, you can view all messages, reply to a post, mark a message as read or unread, and print the thread.

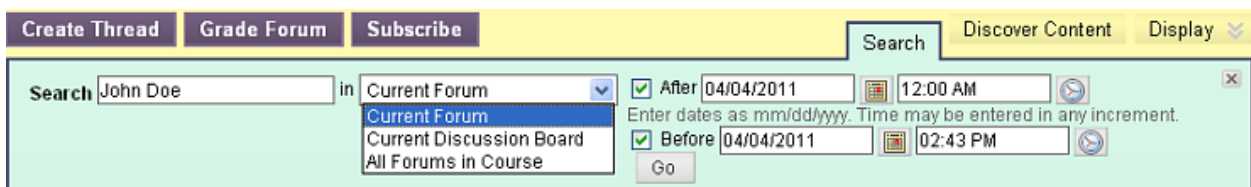


Using the Forum Interface

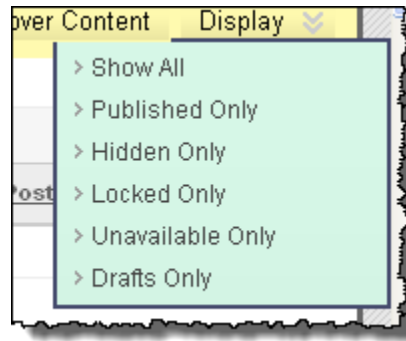
The forum interface has options similar to the thread interface. For example, you can **Collect** all threads to a single page for viewing and printing. Using the **Thread Actions** menu, you can mark a thread as read or unread, set flags, hide threads, and **even lock a thread** so that students cannot post additional replies. *Remember: When you perform these tasks on a thread, every post within the thread is affected.*



The **Search** option allows you to search within the forum or to search all discussions based on key words or the name of student. You can also restrict your search by date.

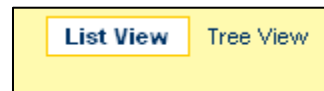


The **Display** option filters the current view of the forum based on the status of messages.



Forum View

The forum view is controlled by the Tree View and List View buttons at the top right corner of the forum interface.



The **List View** is the default view. It displays a *list of the threads* in the forum along with information on each thread.

The **Tree View** provides a more basic view that displays less information about each thread. However, the tree view allows you to expand and collapse all threads or individual threads. Discussion management tasks are done at the message level rather than the thread level.