

Designing with the EWP Shell

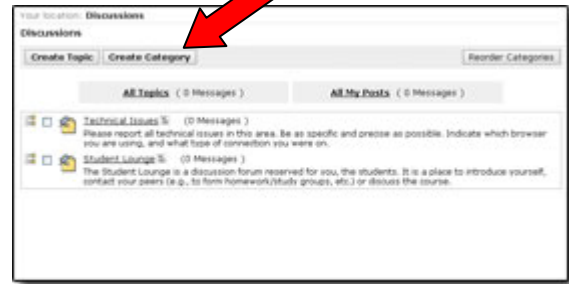
How To Clicksheet 2007

Discussions Tool – General Use

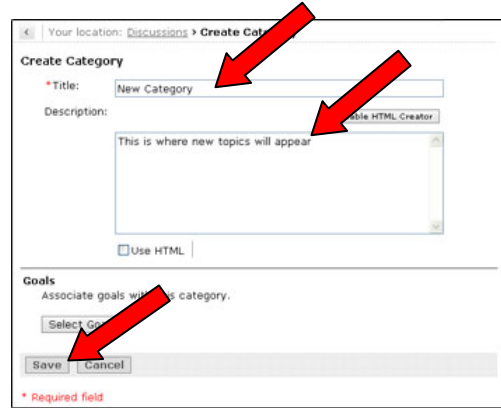
1.) From the **Build** tab access the **Discussions** Tool.

Creating a Category

2.) Click **Create Category**.



3.) Type in a **Title** for the category.



4.) Type in a **Description** if you would like one.

5.) Click **Save**.

Creating a Topic

6.) Click **Create Topic**



7.) Select the **Threaded Topic** for the type of topic

Note: There are 3 different types of topics. “Threaded” is the most commonly used and covered in these directions. For more information on these types consult the Blackboard help documents by clicking Help in the upper right corner of the browser window.



8.) Click **Next**.

9.) Type in a Title for the topic.

10.) Type in a Description if desired.

11.) You may also select a category for the topic to be listed by selecting it from the drop down.

12.) Scroll the window down, and click **Save**.

NOTE: You will see many more options here, usually the defaults will be fine. Some options include the ability to have anonymous posting and grading of posts. To learn more about these and other options access the Blackboard help located in the upper right corner of your browser window.

Posting a Message

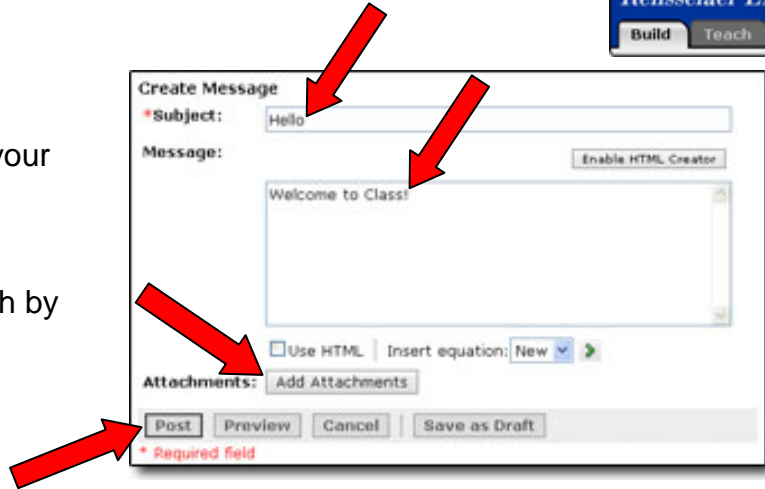
13.) Click the name of the **Topic** you which to post to.

14.) Click **Create Message**.

15.) Type in a **Subject** and the content of your **Message**.

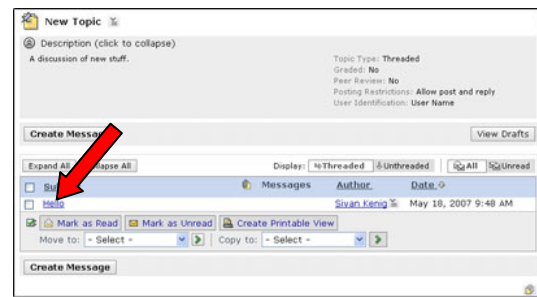
16.) You may add an attachment if you wish by clicking **Add Attachments**

17.) When finished click **Post**.

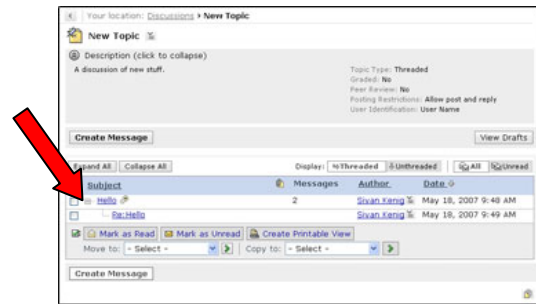


Reading Messages

18.) In the topic you would like to view, simply **Click the Title** of the message you would like to read



19.) To view threads in a topic, click the '+' to the left of the thread to expand it. The message next to the '+' is the original message and those indented below are the replies.



Replying to a Message

20.) If you would like to Reply, **Click Reply**.



21.) Type in your **Message** and click **Post** to submit your reply.

