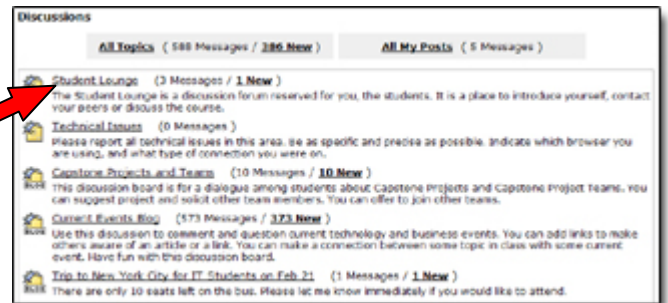


# Learning with the RPI LMS

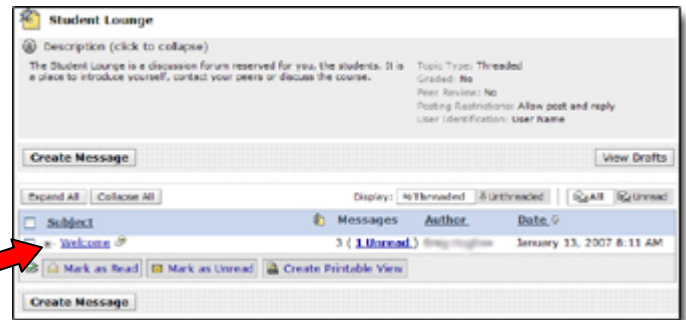
## How To Clicksheet 2007

### Discussions – General Use

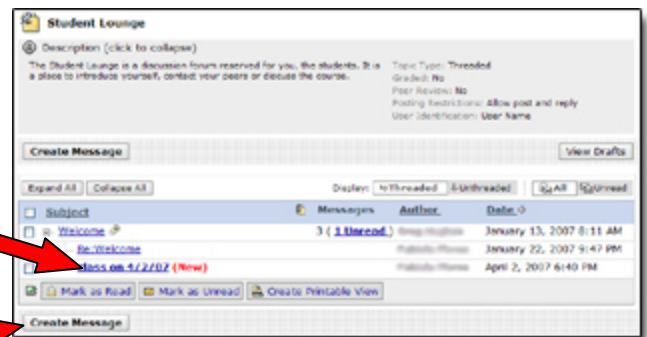
- 1.) Ensure that you are on the **Student View** tab
- 2.) Click on **Discussions**
- 3.) Click on the **Topic** you wish to view or post to.



- 14.) 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.



- 4.) New messages are in bold and have **(New)** written next to them.



### Posting a New Message

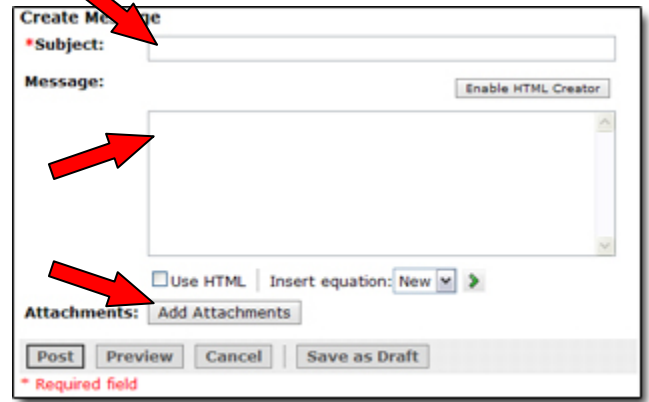
- 5.) To post a new message, click **Create Message**

6.) Type in a **Subject** for you message

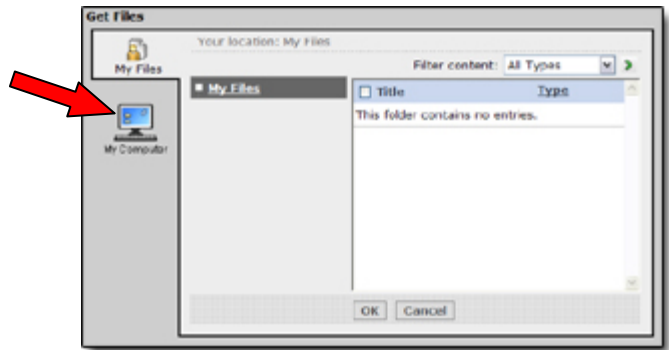
7.) Type in your **Message**

### Adding an Attachment

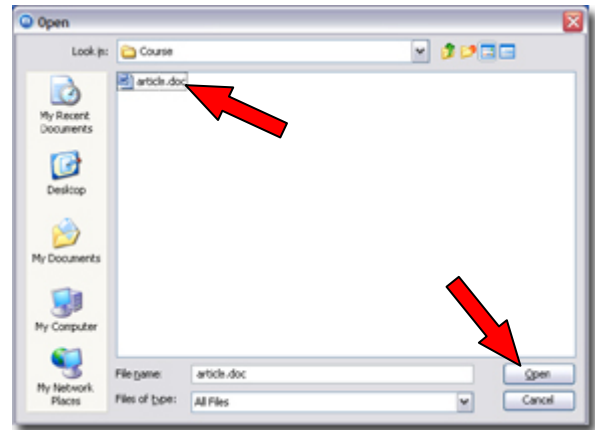
8.) Click **Add Attachments**



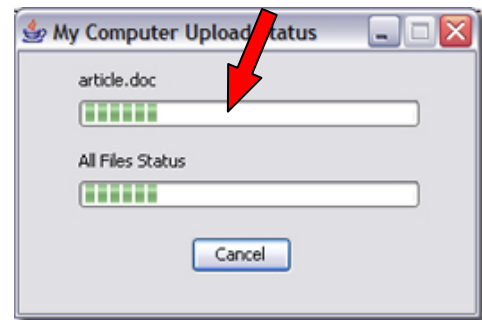
9.) Click **My Computer**



10.) **Select** the file you wish to attach and click **Open**.



11.) Wait for the file to upload, this window will close automatically.



12.) Click **Post**

You have successfully posted a message!

**Create Message**

\*Subject: Cool Article

Message: Hey Read the attached Article!

Attachments: article.doc

Buttons: Post, Preview, Cancel, Save as Draft

\* Required field

### Reading a Message

13.) Click on the **Subject** of the message you wish to read.

**Student Lounge**

Description (click to collapse): The Student Lounge is a discussion forum reserved for you, the students. It is a place to introduce yourself, contact your peers or discuss the course.

Subject	Messages	Author	Date
Welcome	3 ( 1 Thread )	Class Member	January 13, 2007 8:11 AM
Welcome		Roberto Flores	January 22, 2007 9:47 PM
class on 4/2/07 (New)		Roberto Flores	April 2, 2007 6:40 PM

Buttons: Mark as Read, Mark as Unread, Create Printable View

14.) You may read the message in the pop up window.

**Message**

Subject: class on 4/2/07

Author: Roberto Flores

Topic: Student Lounge

Date: April 2, 2007 6:40 PM

Message Body: Professor, I keep trying to connect to the class through eliminate, but the 36VA message keeps telling me that the conference has been locked. I've tried this several times, but cannot connect through eliminate, thus i can't participate. I am listening to the lecture though. Please let me know if there is something else I should be doing in order to connect to the class in the future. Thanks

Buttons: Reply, Previous Message

Messages in the thread: Display Complete Thread

Name	Author	Date
Welcome	Class Member	January 13, 2007 8:11 AM
Re:Welcome	Roberto Flores	January 22, 2007 9:47 PM
class on 4/2/07	Roberto Flores	April 2, 2007 6:40 PM

15.) Click **Reply**

16.) Type in a **Message**

17.) **Add Attachments**, if you wish

18.) Click **Post**

You have successfully posted a reply!

**Reply**

\*Subject: Re:class on 4/2/07

Message:

Attachments: Add Attachments

Buttons: Post, Preview, Cancel, Save as Draft

\* Required field