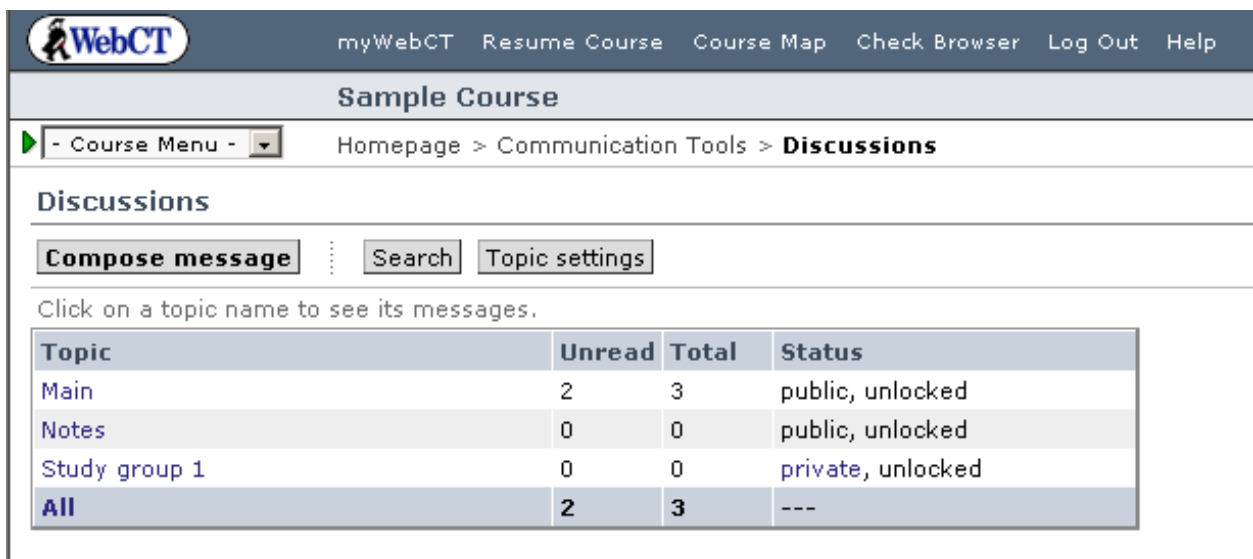


WebCT Student Tutorial: The Discussions Tool

Class discussions are held using WebCT's bulletin or discussion board. Discussions on these boards are asynchronous, which means that students do not need be logged in at the same time.

The Main bulletin board is where most of the discussions take place and it is accessible by all students in the course. In addition, your instructor may choose to create private topics for small group work.



Topic	Unread	Total	Status
Main	2	3	public, unlocked
Notes	0	0	public, unlocked
Study group 1	0	0	private, unlocked
All	2	3	---

This slide shows a sample of what you will see when you select the discussions tool. In this example, there are two public topics and one private topic. Click on a topic to see a list of the postings in that discussion.

Let's click on "Main" to go to the main discussion board.

myWebCT Resume Course Course Map Check Browser Log Out Help

Sample Course

Course Menu - Homepage > Communication Tools > Discussions > **Main**

Discussion Messages: **Main**

Compose message Update listing Search Mark all as read Message options

Display: All Unread Threaded Unthreaded Select topic: Main Go

Status	Subject	Author	Date
▼ 1/2	Welcome to the sample cou...		
	Welcome to the sample cou...	Linda Maeno	December 18, 2003 3:58pm
	Re: Welcome to the sample...	Test Account for Linda Maeno	December 19, 2003 9:53am
▼ 1/1	first assignment		
	first assignment	Linda Maeno	December 18, 2003 4:00pm

Actions: Apply these actions to the message(s) selected above.

Compile Mark as read Mark as unread

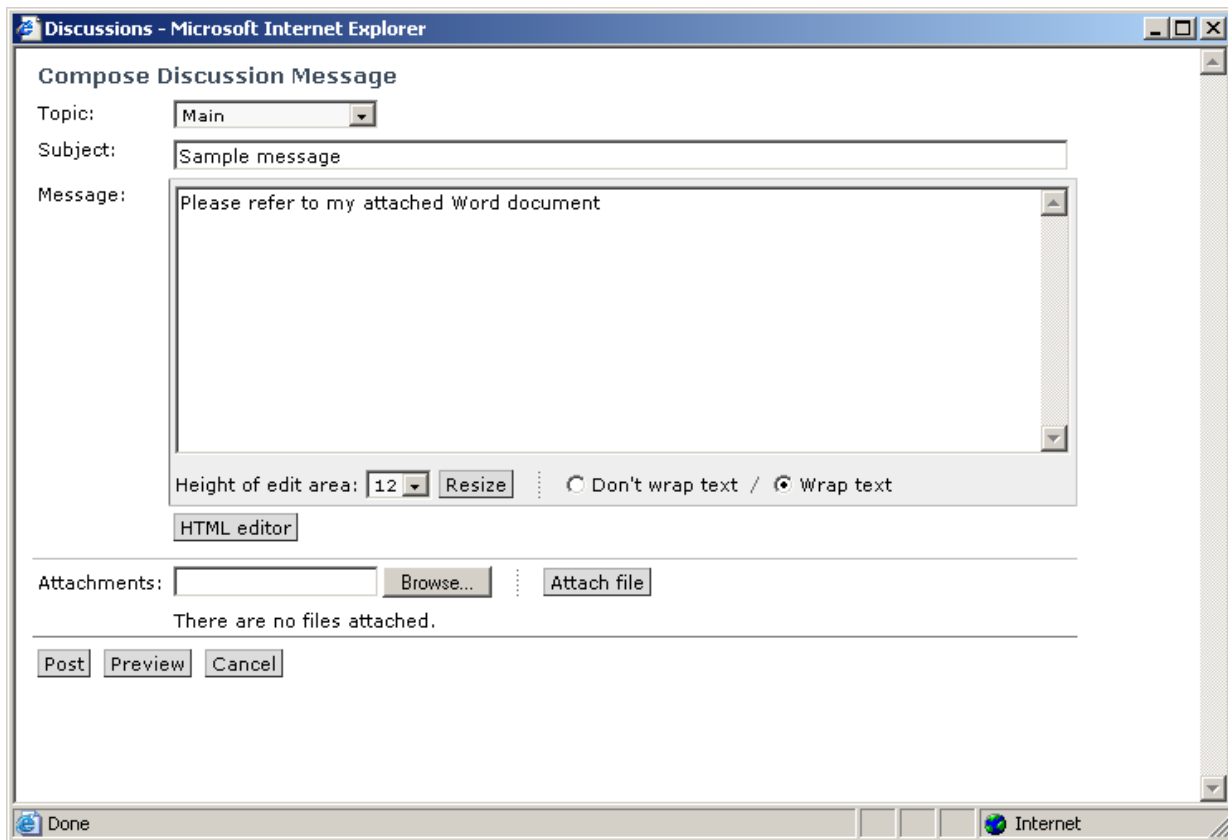
Here are the postings on the main discussion board. The initial posting is in bold and has a green arrow to the left of it. Click on the arrow to see the postings related to the initial posting. In this case, Linda posted a message called "Welcome to the sample course". There was one reply from the test account. The reply is indented to indicate that it is in response to the initial posting.

Linda also posted a message called "first assignment". Notice that there is a paper clip icon next to the message title. This indicates that the message has an attachment. You can send and receive attachments on the discussion board.

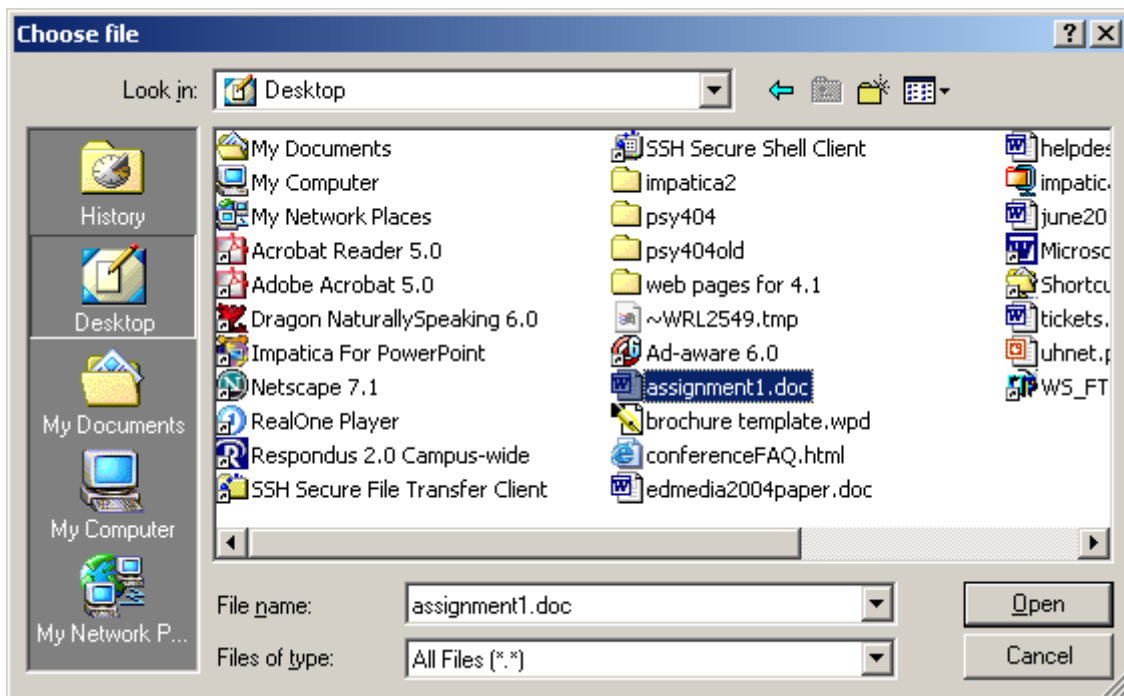
Sending Attachments

Here are the steps for sending attachments via the discussion board:

1. Click on "Compose Message" to begin a new message
2. Type in a subject and your message
3. Click on "Browse" and look for the file you want to attach
If you don't see your file, you may have to change "Files of type" to "All Files"
4. When you locate your attachment file, click on it to Highlight it, then click on "Open"
5. The file name should appear in the "Attachments" box.
6. Click on "Attach file"
7. Click on "Post"



This is the Window that appears when you click on “Compose Message”. After typing in the subject and the message, you would click on the Browse button to look for the file you want to attach.



Look for your attachment in the directory you saved it in. If you don't see it, you may have to use the pull-down menu to change "Files of type" to "All files". Click on the attachment filename to select it, then click on "Open".

Discussions - Microsoft Internet Explorer

Compose Discussion Message

Topic:

Subject:

Message:

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

Attachments:

☐ assignment1.doc

Internet

You can then click on "Attach file" and "Post" to post your message on the discussion board.

The screenshot shows the myWebCT interface. At the top is a navigation bar with links: myWebCT, Resume Course, Course Map, Check Browser, Log Out, and Help. Below this is a header for 'Sample Course'. A breadcrumb trail reads: Homepage > Communication Tools > Discussions > Main. The main section is titled 'Discussion Messages: Main'. It includes buttons for 'Compose message', 'Update listing', 'Search', 'Mark all as read', and 'Message options'. Below these are display filters: 'Display: All Unread Threaded Unthreaded' and a 'Select topic: Main Go' dropdown. A table lists messages:

Status	Subject	Author	Date
▶ 1/2	☐ Welcome to the sample cou...		
▶ 1/1	☐ first assignment		
▼ 1/1	☐ Sample message		
	Sample message	Linda Maeno	December 30, 2003 9:56am

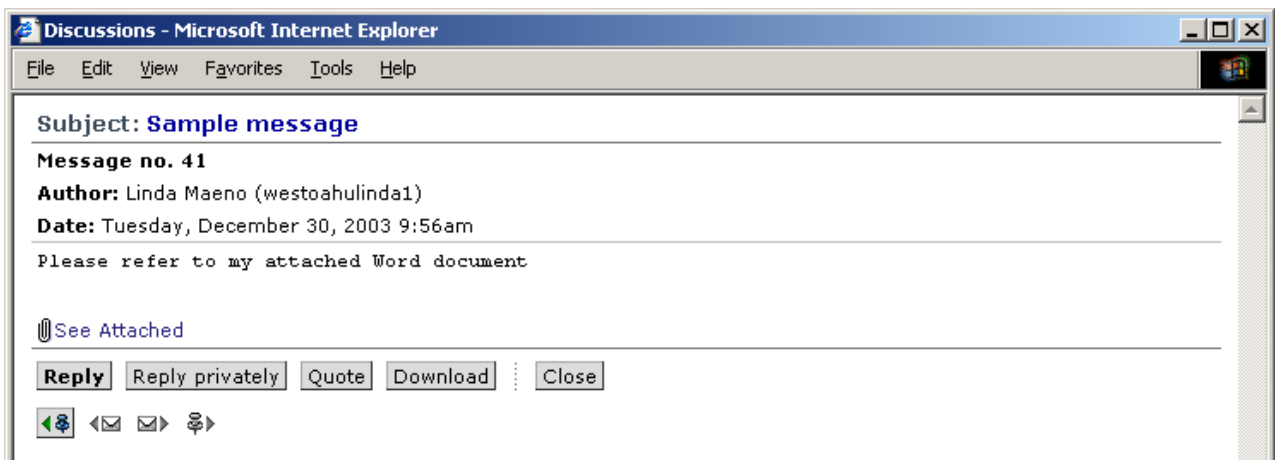
Below the table is an 'Actions' section with a dropdown menu and three buttons: 'Compile', 'Mark as read', and 'Mark as unread'.

Click on “Update Listing” to see your new posting on the discussion board. As you can see, Sample message has been posted to the discussion board. There is a paper clip icon next to the message, signifying that the message has an attachment

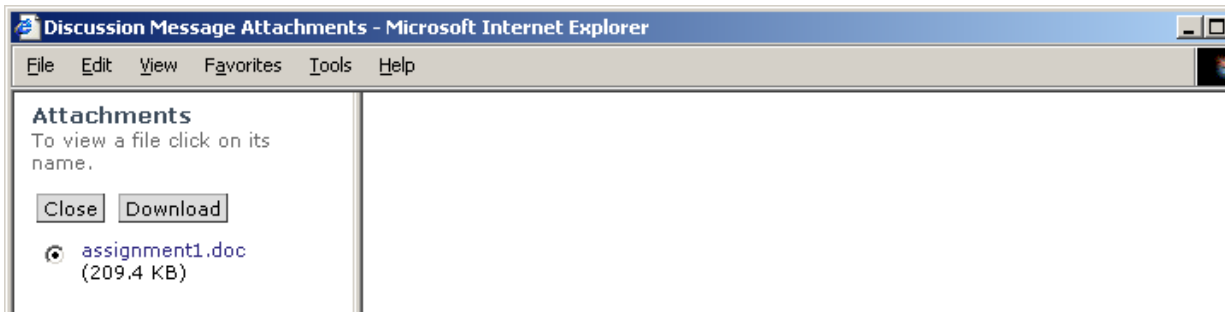
Retrieving Attachments

Here are the steps for retrieving attachments from the discussion board:

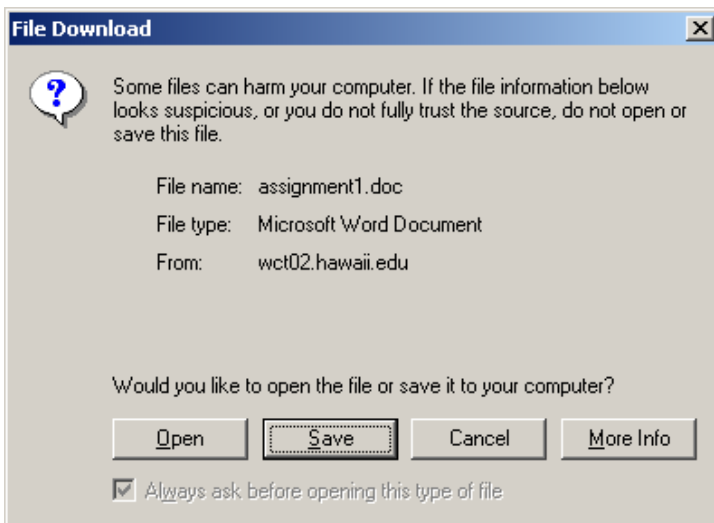
1. Click on the message subject to read it
2. Click on the paper clip to access the attachment
3. Click in the radio button (small circle to left of file) to select the attachment
4. Click on the “Download” button
5. Specify the file destination and click on “Save”
6. Open the attachment with the appropriate program



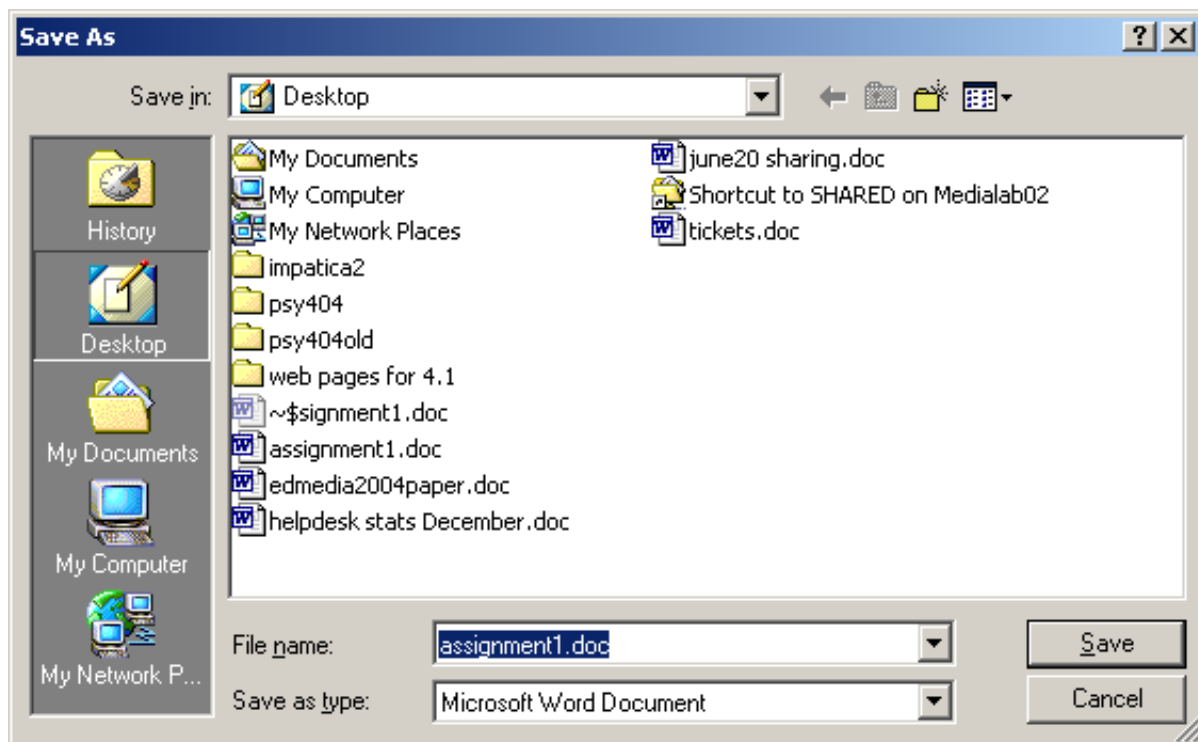
Here is what you see when you click on a message with an attachment
After reading the message, click on the paper clip to view the attachment.



Select the attachment by clicking in the radio button to the left of the file name.
Then click on download.



The File Download window will be displayed.
Click on "Save" to save the attachment.



Specify where you want to save the attachment. In this example, the attachment will be saved on the desktop.

Click on “Save”.

You can then open the attachment with the appropriate program on your computer.

Need Help?

For more in-depth information on how to use WebCT tools and features, refer to the WebCT Student Orientation created by Information Technology Services:

<http://www.hawaii.edu/talent/webctstudentorientation/index.html>

If you have any questions about online courses, contact the Student Services Office at (808) 454-4700 or toll-free at 1-(866) 299-8656.

For WebCT technical support, contact Linda Maeno or Stacey Sawa:

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(808) 454-4706