

How To:

Use the Discussions Tool

Discussions work just like a face to face class discussion. You will be asked to post your comments about a particular topic to share with the class, and then to respond to the postings of others. Make sure you keep the conversation going.

Step 1: Select the Discussion link on the Nav Bar under 'My Class' and find the topic specifically labelled for the assignment you are working on.

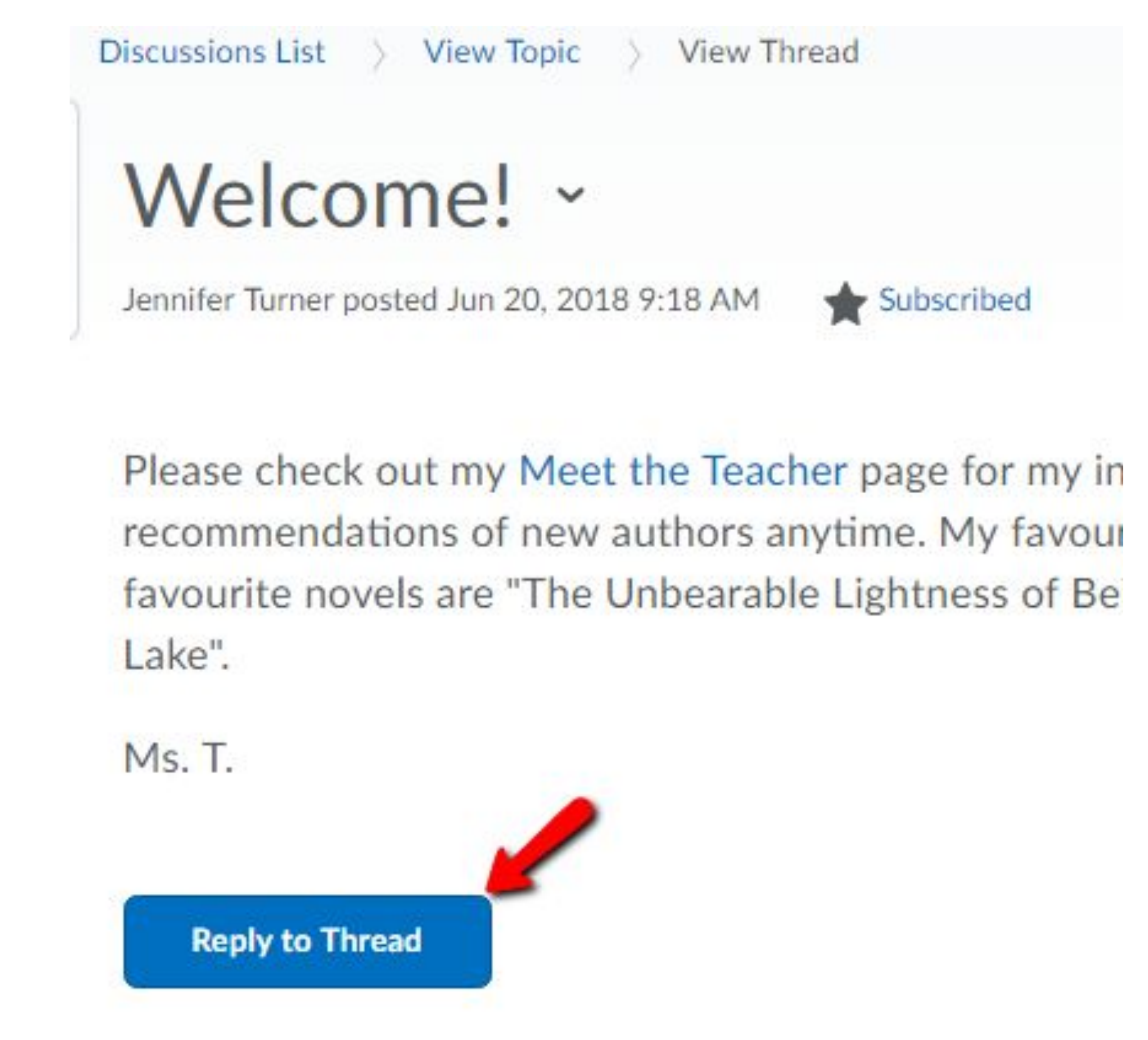
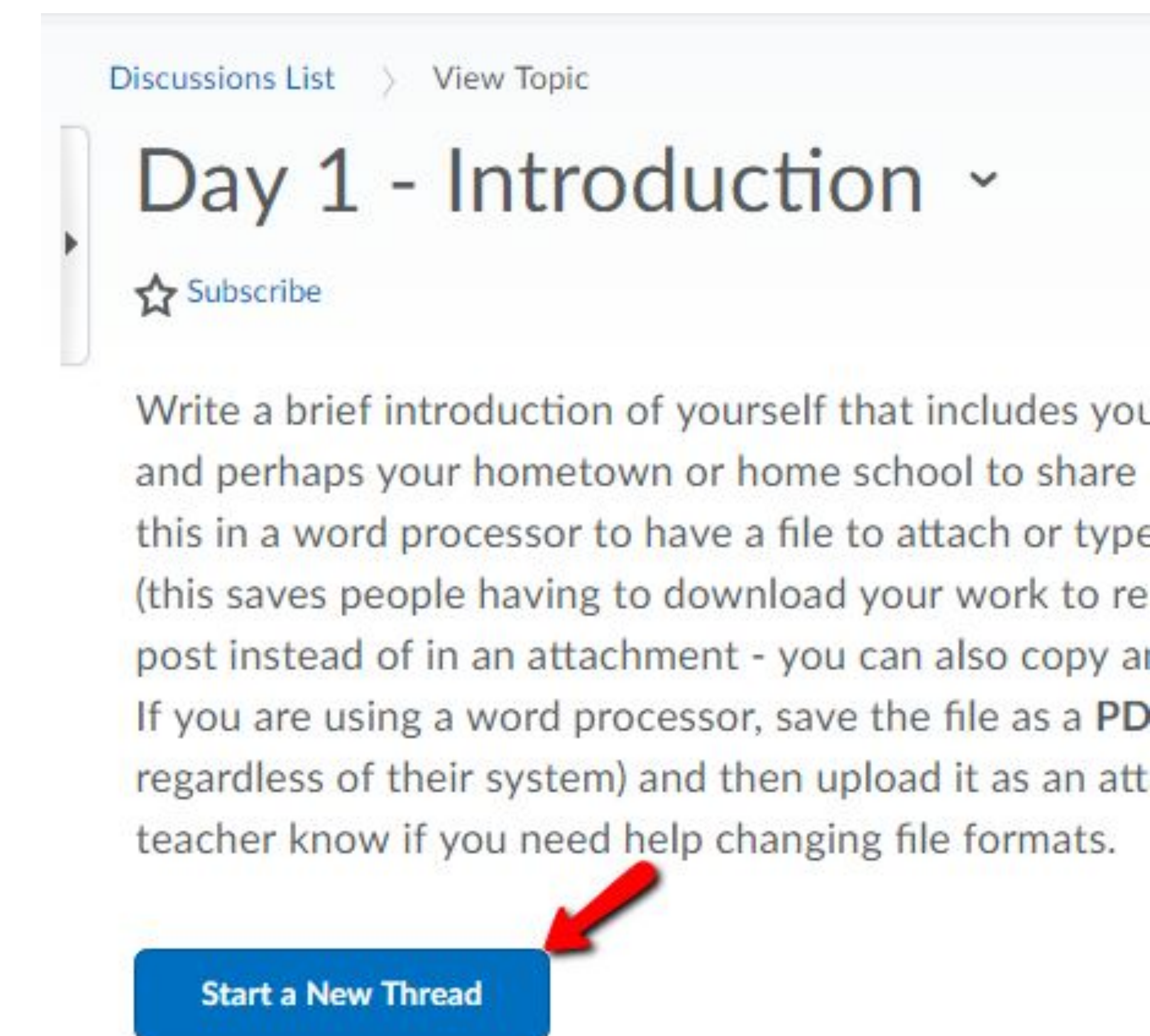
Step 2: Select **Start a New Thread**.

Step 3: Write your post (or copy and paste it from a document) and/or attach your document by:

- clicking on the Add a File button, and dragging & dropping or uploading your document from your computer. Saving the file as a PDF is the best format, OR
- typing into a word processor and then using copy and paste from the document into the thread editor, OR
- writing straight into the discussion thread editor.

Step 4: To respond to a classmate, click the link to their posting, and then choose **Reply to Thread**.

Don't forget to select **Post** in the bottom left hand corner when you are ready to submit your work.



Add Some Bling to Your Posts

Want to bring your discussion posts to the next level? You can add to your written ideas with a variety of multimedia.

Include an image, video clip, or active link to to an article/blog to make your post more engaging. These options are located in the 'wiziwig editor' which is the tool bar along the top of the discussion post.

Your posts do not always have to be typed. You could contribute to a discussion using an audio or video recording. Click on 'add attachments' and use the record button to get to audio and video options.

