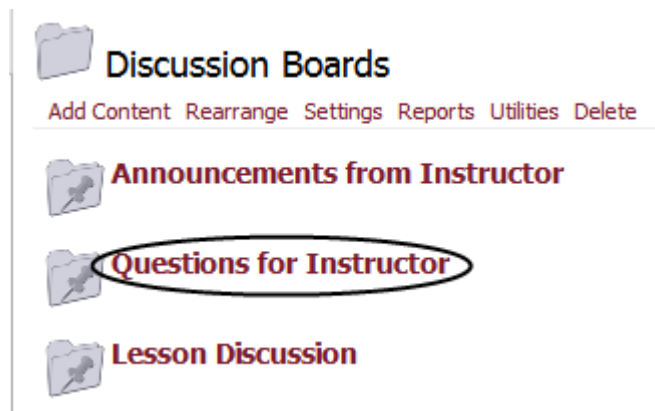


Posting In Discussion Forums

The Discussion Board is a function of the course space where participants may post messages for everyone else in the class to read and post responses.


1. To post a message in this area, select **Discussion Boards** in the **Map** menu.
2. Choose the forum for which you want to make your post (e.g., **Questions for Instructor**).



3. The next screen shows a list of threads that have been posted to the **Questions for Instructor** forum.

[+] Post Title	Flag	Score	Author	Date Posted ▼	Replies	Rating
[-] test 02	▼	--	Cillay, Dave	3/2/2009	1	☆☆☆☆☆
test	▼	--	Cillay, Dave	3/2/2009	0	☆☆☆☆☆
testing	▼	--	Admin01, ANGEL	3/2/2009	0	☆☆☆☆☆
[-] Bombing the first exam	▼	--	Mayburry, Jason	3/2/2009	1	☆☆☆☆☆
RE: Bombing the first exam	▼	--	Mayburry, Jason	3/2/2009	0	☆☆☆☆☆

***Note:** Click the plus or minus signs to expand or collapse thread items.

4. Now, you must decide which type of message you would like to post.
 - i To create a new post (thread) from scratch, select the forum you want to post to and then select the  button located on the left underneath the forum title.
 - ii This will load the **New Post** page where you fill in the subject of your posting and your message.

***Note: It is recommended that you compose your posting in a word processor before posting it to Angel.** This will allow you to have your post saved in an additional format outside of Angel. You may also attach a document to your post by selecting the **Add a File** link (located above the Save button).


- iii When you are done, select  to post the message.

***Note: “Save” not only saves your post, but it also submits it to the discussion board.** If you are not ready to post your reply to the discussion board, then please be sure to use the **Save as draft** feature located in **Advanced message options** (above the **Save** button).





--OR--

- i To create a reply to an existing thread, select the name of the thread to which you wish to post in the listing for the forum (see example below).

***Note:** This is also how you read postings in a threaded discussion.

[+] Post Title	Flag	Score	Author	Date Posted ▼	Replies	Rating
 Testing	▼		design, cdpe	2/25/2009	1	☆☆☆☆☆

- ii On the screen that follows is a display of the thread as a whole, and the specific messages in the thread.

[+] Post Title	Flag	Score	Author	Date Posted ▼	Replies	Rating
 test 02	▼	--	Cillay, Dave	3/2/2009	1	☆☆☆☆☆
 RE: test 02	▼	--	Cillay, Dave	3/2/2009	0	☆☆☆☆☆
 test	▼	--	Cillay, Dave	3/2/2009	0	☆☆☆☆☆
 testing	▼	--	Admin01, ANGEL	3/2/2009	0	☆☆☆☆☆
 Bombing the first exam	▼	--	Mayburry, Jason	3/2/2009	1	☆☆☆☆☆
 RE: Bombing the first exam	▼	--	Mayburry, Jason	3/2/2009	0	☆☆☆☆☆

- iii To respond to a particular posting, click on its title and the post will come up.
- iv Click on the [Reply](#) link. If you wish to include all or part of the original message in your reply, then select the [Quote original message](#) button.
- v Now you may change the subject line and/or enter the body of your message.
- vi Select **Save** to post the message.

--OR--

You can first select the plus sign next to the **Advanced message options** link located above the Save button. This will allow you to choose one of the options below.

Attachments ([add a file](#))

Advanced message options

<input type="checkbox"/> Send replies to course mail	<input type="checkbox"/> Sticky post
<input type="checkbox"/> Post as private message	<input type="checkbox"/> Do not allow replies
<input type="checkbox"/> Save as draft	
<input type="checkbox"/> Hide post as draft until:	March 10 2009 AM 9 : 50
<input type="checkbox"/> Hide post as draft after:	March 10 2009 AM 9 : 50

- **Send replies to course mail** allows you to have replies sent to your e-mail inbox within Angel, as well as posting to the discussion board.
- **Post as private** will send the post to the person you are replying to. The post will show up in your discussion board as well as the discussion board for the person you have replied to. The rest of the class will not see the post. You will also notice that the subject line has the word **Private** in parenthesis.

***Note: Instructors will receive copies of all discussions marked "Post as private message."**
- **Save as draft** allows you to save a post as a draft rather than posting it right away.
- **Sticky post** will allow your post to remain at the top of the list for a given thread. This feature is only available to instructors.

- **Do not allow replies** keeps users from replying to a particular post. This feature is only available to instructors.
- The **Hide post as draft until** and **Hide post as draft after** options allow a post to only be displayed during a certain period of time. This feature is only available to instructors.