DISCUSSION TOOL

1. Click on the Discussion link on the course menu.

2. When Discussion Board window launches click on Create Forum to create your discussion room.

3. Label your discussion forum (Note: you can provide a brief discussion of what types of discussion will be held in your forum).
4. In Forum Settings select radio button for “Do not allow subscriptions” option and click Submit.
5. Click on your discussion forum title (i.e. *Psy 3 Readings Discussion*) when you return to the *Discuss Forum* window.

6. Click on the *Create Thread* to create your first discussion.
7. Enter the topic for your discussion in the Subject window and begin typing the body of your discussion in the Message window (Note: The discussion content editor has word processing features. You can also attach files to your discussion from Browse My Computer or Browse Content Collections if content recently uploaded).

8. Once you have created your discussion thread click Submit to post it to student.

9. Upon clicking on the Discussion link that appears on the course menu students will go into the Discussion Forum where they will see a list of discussion forums. Students will click on the discussion forum title to preview discussion that are made available in the forum.

10. Upon entering the discussion forum students will click on the discussion title to preview threaded messages.
11. Students can click *Reply* to reply to discussion thread, write up their comments and click Submit to post their feedback.