

## Posting Messages on the Discussion Board

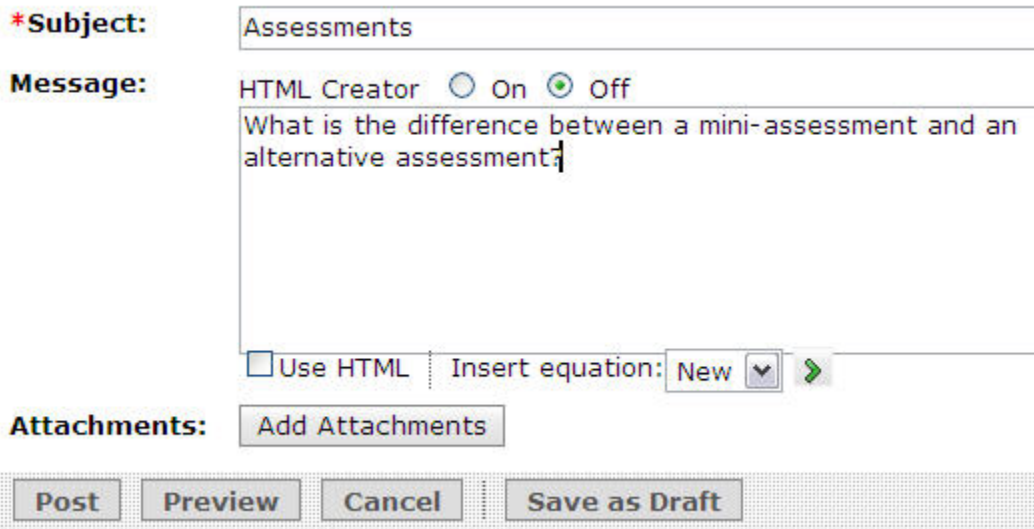
To post a message in a topic on the Discussion Board, select the topic name. If there are no messages, you will see the following screen:



The screenshot shows a discussion board interface. At the top, there is a button labeled "Create Message". Below it, a message box contains the text "There are currently no messages in this view." At the bottom, there is another button labeled "Create Message".

To create a message in a topic, click **Create Message**.

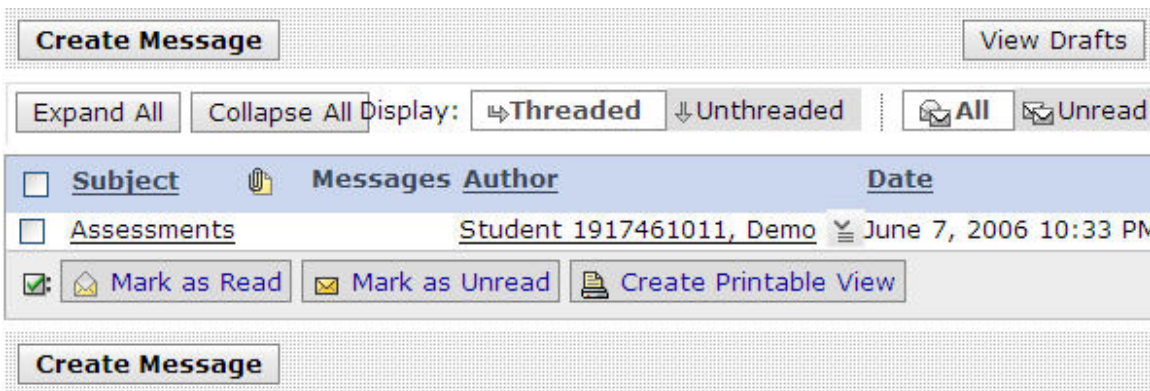
### Create Message



The screenshot shows the "Create Message" form. It has a label "\*Subject:" followed by a text input field containing "Assessments". Below that is a "Message:" label followed by a text area containing "HTML Creator  On  Off" and "What is the difference between a mini-assessment and an alternative assessment?". Below the text area are two checkboxes: "Use HTML" (unchecked) and "Insert equation:" (checked), followed by a dropdown menu set to "New" and a green arrow button. At the bottom left is an "Attachments:" label with an "Add Attachments" button. At the bottom are four buttons: "Post", "Preview", "Cancel", and "Save as Draft".

\* Required field

You need to include a subject to add a message. If you want to include links or any formatting, you can use the **HTML Creator** by clicking the **On** radio button. You can also include your own HTML coding. If you include your own HTML coding, make sure you click the **Use HTML** checkbox. You can also include an image and an attachment with your post. When you are finished creating your message, click **Post**.



The screenshot shows a discussion board interface with one message. At the top, there is a button labeled "Create Message" and a button labeled "View Drafts". Below that are buttons for "Expand All", "Collapse All", and "Display:" followed by "Threaded" and "Unthreaded" options. There are also "All" and "Unread" buttons. Below that is a table with columns: "Subject", "Messages", "Author", and "Date". The table has one row with the following data: "Assessments", "Student 1917461011, Demo", and "June 7, 2006 10:33 PM". Below the table are buttons for "Mark as Read", "Mark as Unread", and "Create Printable View". At the bottom, there is a button labeled "Create Message".

When you look at a topic with a message, you will see the screen like the previous figure. You will see the message subject and who wrote it. You will also see the time and date when the message was posted.