

Managing Bulletin Board Discussions

Messages Can Be Lost!: A Tip to Avoid Losing Your Message Before it is Posted:

It is important to remember that if you navigate away from your reply before posting it, it will be lost. If you open another discussion message, it will replace your reply window and the message will be lost. If you are typing a lengthy reply, we suggest that you type the message first in a program such as Microsoft Word, copy/paste it into the message text box.

In Manage Topics you can:

1. Add a new topic
 - Under options on the right of the screen select Add New Topic
 - Type the Discussion name in the box
 - Hit Go
2. Rename a topic
 - Check the box next to the name of the topic you wish to rename
 - Select Rename Topic
 - Type in the new name
 - Hit Go
3. Delete a topic
 - Check the box next to the name of the topic you wish to delete
 - Select Delete topic
 - Hit Go
4. Manage members in the discussion
 - Select the discussion board
 - Select Manage Members
 - Hit Go
 - Hit Select Students
 - Select the students you wish to participate in the discussion
 - Hit Update
5. Change the order of discussion boards
 - Select the discussion topic you wish to move
 - Select either Move Up OR Move Down and select the number of lines you want the topic moved
 - Hit Go
6. Change the settings of the discussion
 - Check the setting boxes you desire for each discussion
 - Private- only students selected as a member of the discussion board can see the postings
 - Anonymous- gives students the option to post to the board anonymously
 - Locked- prevents students from posting any messages in the board

7. Searching Bulletin Board postings

- To find all the bulletin board postings by a specific student
 - Click the Search button
 - Select your search parameters
 - From the *Search* drop-down list, select to search *All* messages or only *Unread* messages.
 - From the *Topic* drop-down list, select the topic to search.
 - From the *Criteria* drop-down list, select from the following filters:
 - From the *Comparison* drop-down list, select how the information entered in the *Value* text box will be compared with the search *Criteria*.
 - In the *Value* text box, enter the words or numbers you want to search. If you have selected the *Date* filter, enter the date in the format mm,dd,yyyy. Include the commas.
 - Click **Search**, and then click **Close the window**. The *Discussion Messages* screen appears listing all messages that satisfy your search requirements.