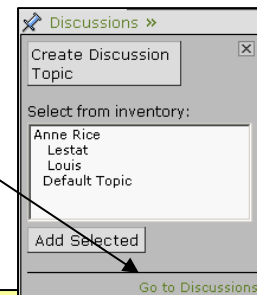


Creating a Discussion in Vista

1. Once you have logged on, locate the Discussion Tool and click **Go to Discussions**.
2. You can create categories that are optional areas in which similar discussion topics are grouped.



The main 'Discussions' interface has a yellow background. At the top, it says 'Students can access all available components below because the tool has been added to the Course Toolbar.' There are buttons for 'Create Topic', 'Create Category', and 'Reorder Categories'. Below this is a table of categories and topics.

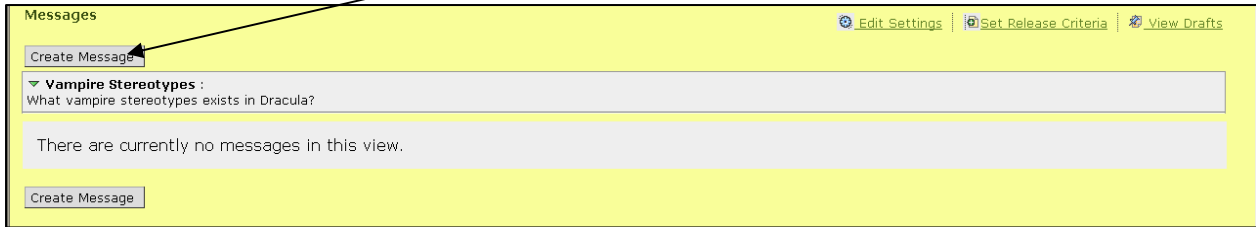
Category	Title	Messages	Available	options ?
Anne Rice Discussions concerning Anne Rice's novels	Lestat	2 Messages	Yes	[Icons]
	Louis	3 Messages	Yes	[Icons]
Dracula	Vampire Stereotypes	0 Messages	Yes	[Icons]

Annotations: A box labeled 'Categories' points to the category names. A box labeled 'Topics' points to the individual topic entries within a category.

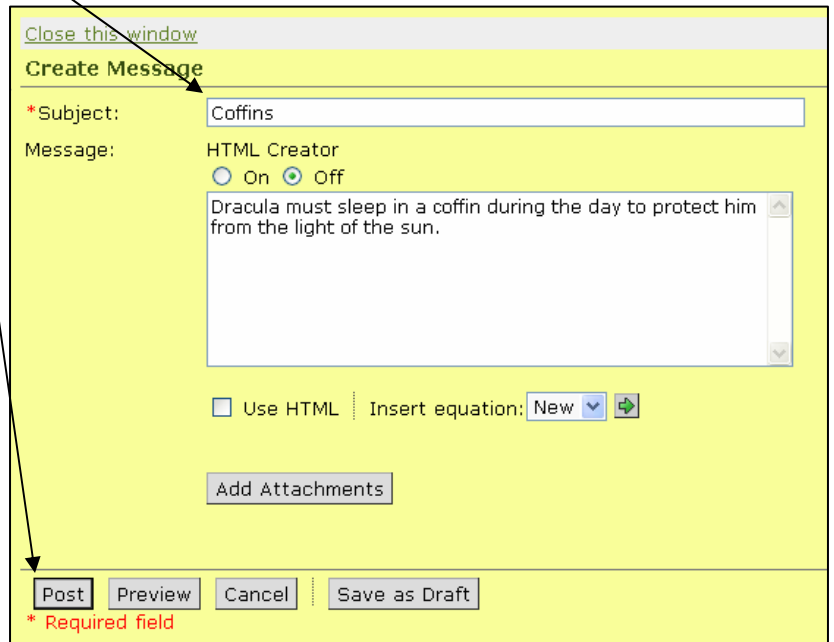
3. Create a new topic or select a topic from the list of topics.
 - a. Click the **Create Topic** button.
 - b. Enter a title.
 - c. Enter the discussion description.
 - d. Check **Topic is Graggable** if you want the topic to be graded. If so, check **Numeric** or **Alphanumeric**.
 - e. Check **Editable** posts if you want students to be able to edit their messages after posting them.
 - f. Check **Locked** if you want the topic to be read only.
 - g. Choose whether or not to place topics in a category. You can choose a category or create one.
 - h. Click **Save** when done.

The 'Create Discussion Topic' form in WebCT Vista. It includes fields for 'Title' (Vampire Stereotypes) and 'Description' (What vampire stereotypes exists in Dracula?). There are checkboxes for 'Topic is gradable', 'Editable posts', 'Locked', and 'Anonymous'. Under 'More Options', there is a 'Category' dropdown menu set to 'Dracula'.

4. To create a message, click on **Create Message**.



5. In the Create Message window, type the Subject of your message (required) and the Message text.
6. When you are finished with your message, click **Post**.

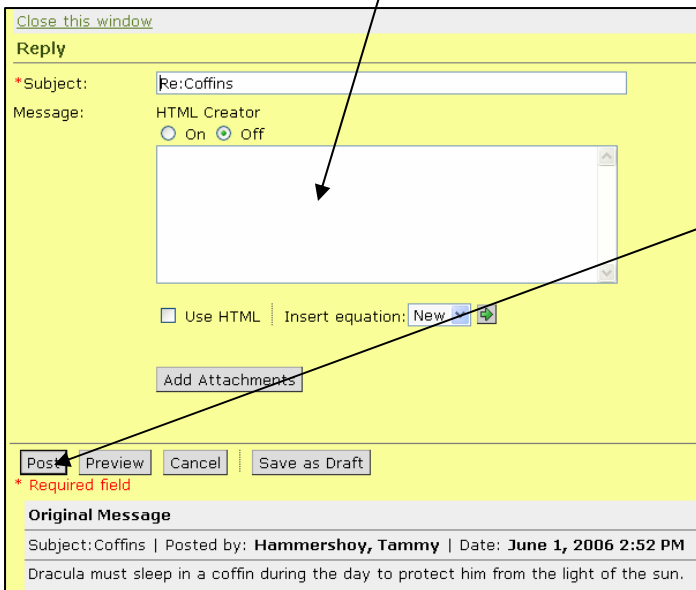
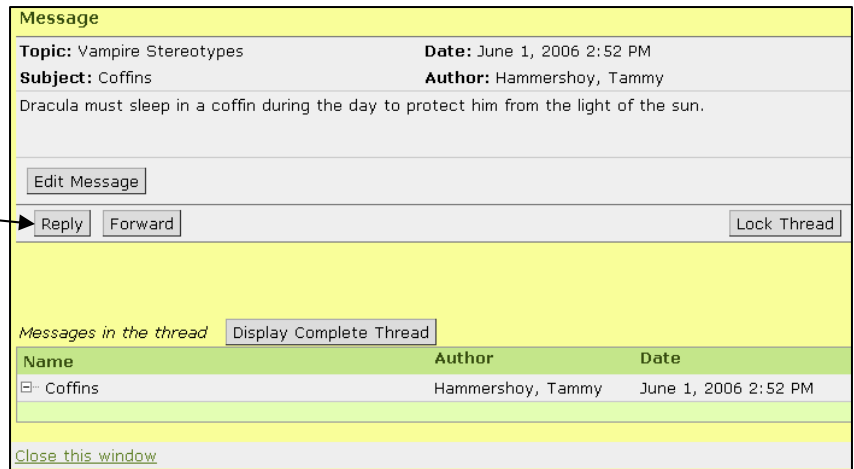


Replying to a Discussion Message

1. On the messages page, you can read a message by clicking on it.



2. The message will come up in its own window.
3. Click **Reply** if you would like to reply to this message.
4. A new window will appear that contains the original subject you are replying to and a space for you to enter your response. Type your response in the message box.



5. You can add attachments to the message by clicking the Add Attachments button and browsing for the file.
6. Click on **Post** when you are finished.

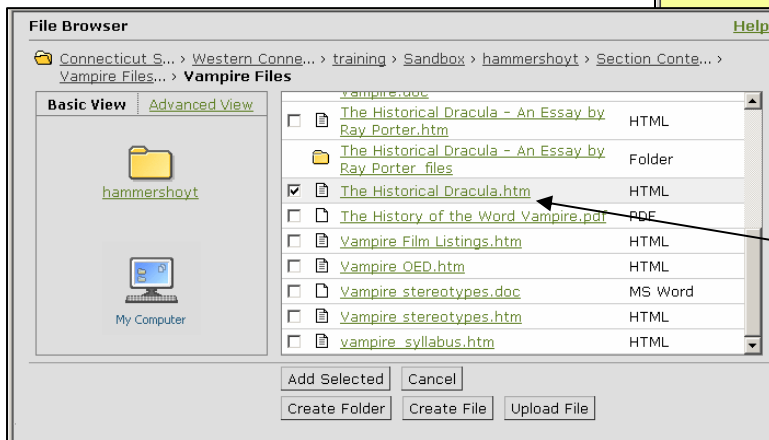
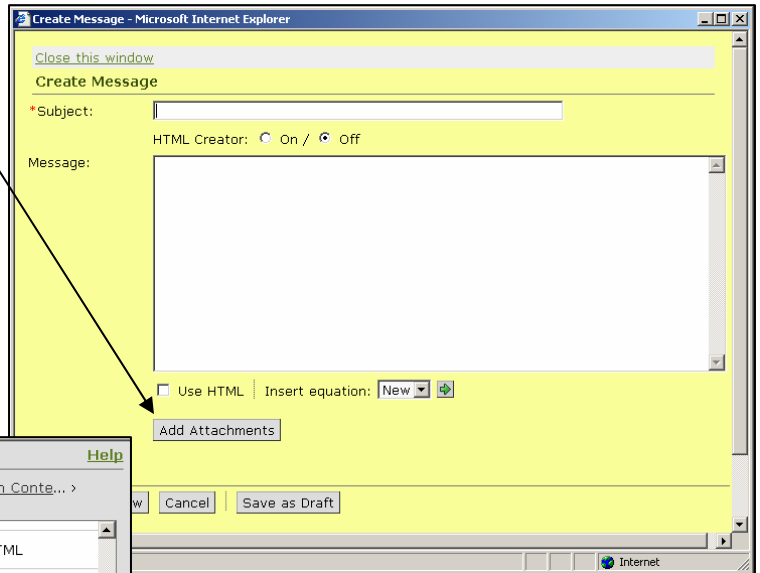
Note: At the bottom of the Reply window, details of the original message are included: posted by, date, time, and original message.

Creating a Discussion Message with an Attachment

1. If you are creating a message with an attachment, click on **Create Message** on the Messages page. The Create Message window will appear.

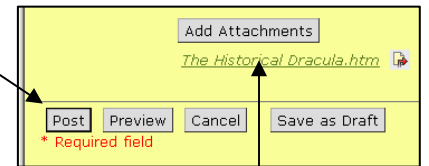
2. Enter a Subject and your Message.

3. Click on **Add Attachments**.



4. The File Browser will appear. If the document has already been uploaded to your course and is located in the file list, you may choose it and click **Add Selected**.

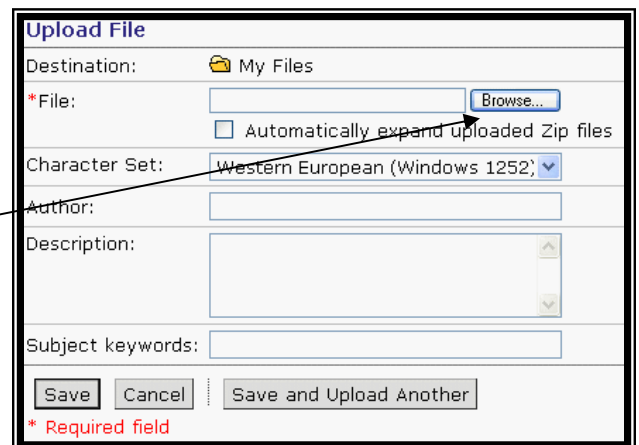
5. Click **Post**.

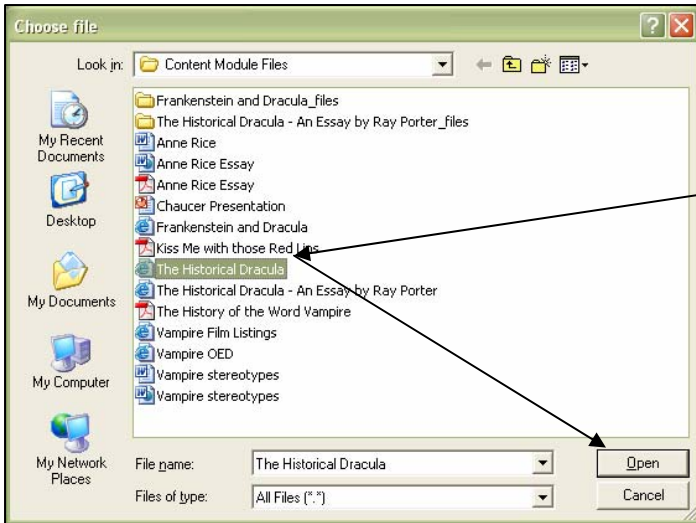


6. At this point you are finished. The document will appear in the Create Message box beneath the Add Attachments button.

7. If the document is not listed, click **Upload File** at the bottom of the File Browser window.

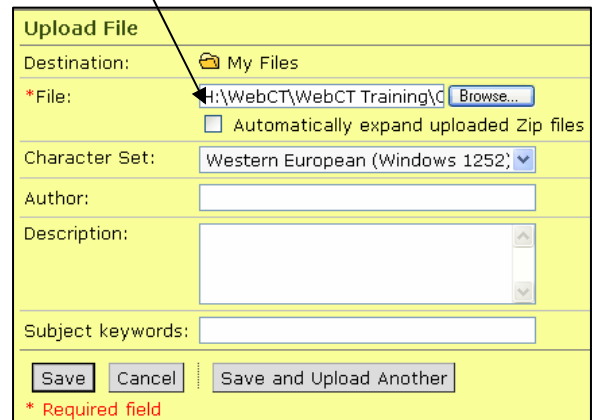
8. In the Upload File window, click on Browse. This will open up the file browser on your computer.





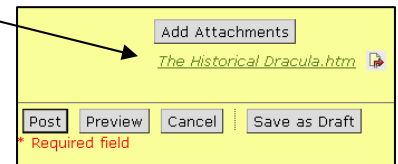
9. Select the document from the Choose file window and click **Open**.

10. The file will appear in the File name box in the Upload File window. Click **Save**.



11. The file will now be listed in the File Browser. Choose it and click **Add Selected**.

12. The document will appear in the Create Message box beneath the Add Attachments button.



13. When you are finished adding Attachments, click the **Post** button in the Create Message window.