

Creating and Replying to Discussions in Vista

- Once you have logged into your course, click the Discussions tool in your toolbar.



Students can access all available components below because the tool has been added to the Course Toolbar.

Create Topic Create Category Reorder Categories

All Topics	6 Messages
All My Posts	1 Messages

Move	Title	Messages	Available	options ?
	Anne Rice Discussions concerning Anne Rice's novels			
<input type="checkbox"/>	Lestat	2 Messages	Yes	
<input type="checkbox"/>	Louis	3 Messages	Yes	
	Dracula			
<input type="checkbox"/>	Vampire Stereotypes	1 Messages	Yes	
	Uncategorized Topics			
<input type="checkbox"/>	Default Topic	0 Messages	Yes	

Create Topic Create Category

- Select the discussion to which you want to reply.

Messages Edit Settings Set Release Criteria Grade Discussions View Drafts Edit Paging

Create Message

Vampire Stereotypes
What vampire stereotypes exists in Dracula?

Expand All Collapse All Display: Threaded Unthreaded All Unread

Subject	Messages	Author	Date	options ?
<input type="checkbox"/> Coffins		Hammershoy, Tammy	June 1, 2006 2:52 PM	

Delete Mark as Read Mark as Unread Create Printable View

Move to: Copy to:

Create Message

- You can create a new message or reply to a discussion previously posted.

Create a New Message

- To create a new message, click the **Create Message** button.
- Enter your subject and your message (discussion).
- Click the **Post** button.

http://vista.csus.ct.edu - Create Message - Microsoft Internet Explorer

Close this window

Create Message

* Subject:

Message:

HTML Creator
 On Off

Use HTML Insert equation: New

Add Attachments

Post Preview Cancel Save as Draft

* Required field

http://vista.csus.ct.edu - Message - Microsoft Internet Explorer

Close this window

Message

Topic: Vampire Stereotypes Date: June 1, 2006 2:52 PM

Subject: Coffins Author: Hammershoy, Tammy

Dracula must sleep in a coffin during the day to protect him from the light of the sun.

Reply Forward

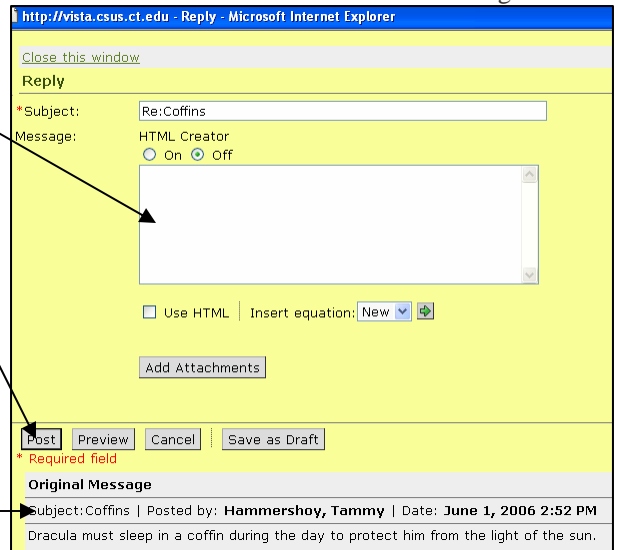
Messages in the thread Display Complete Thread

Name	Author	Date
<input type="checkbox"/> Coffins	Hammershoy, Tammy	June 1, 2006 2:52 PM

Reply to a Message

- To reply to a message, click the subject.
- Click the **Reply** button.

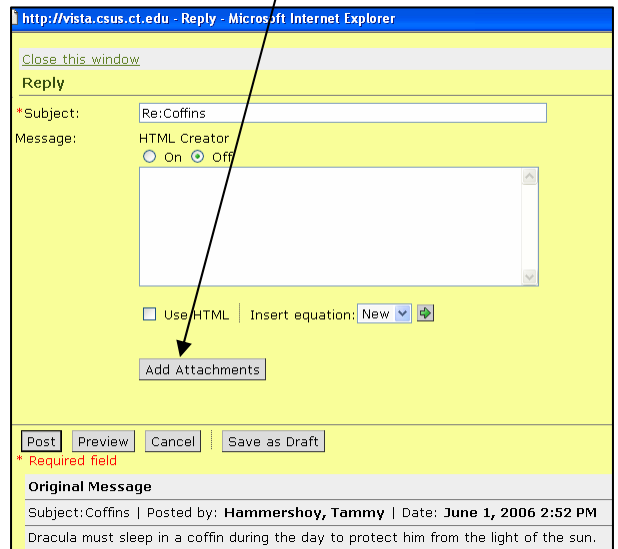
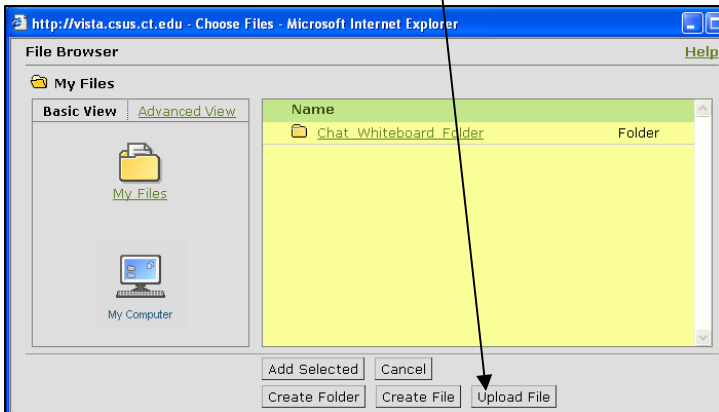
3. Type your response in the Message field.
4. Click the **Post** button.



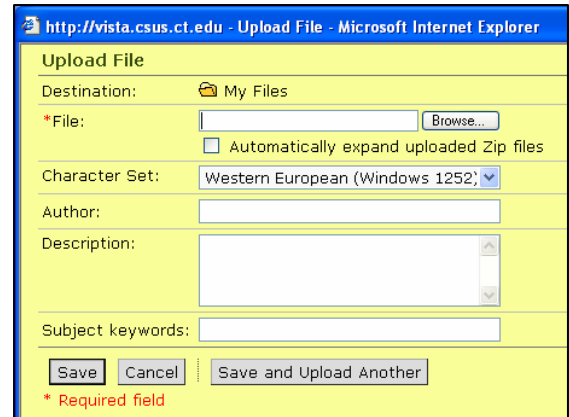
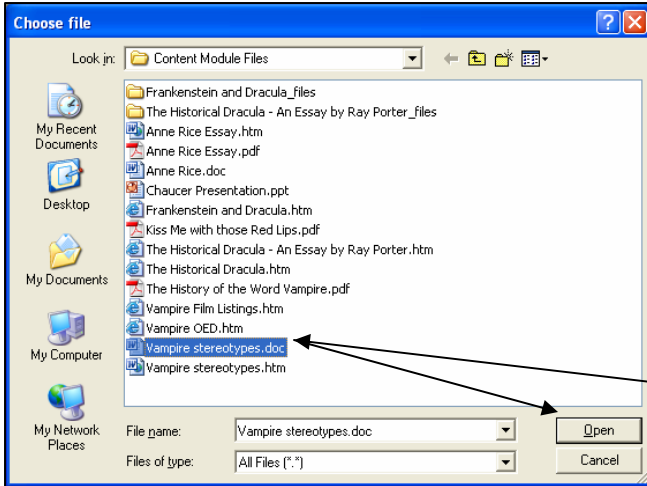
Note: At the bottom of the Reply window, details of the original message are included: posted by, date, time, and original message.

Creating a Discussion Message with an Attachment

1. If you are creating a new message or replying to a message and want to post an attachment, after entering your subject (if applicable) and your message, click on **Add Attachments**.
2. To upload your file, click **Upload File** at the bottom of the File Browser window.

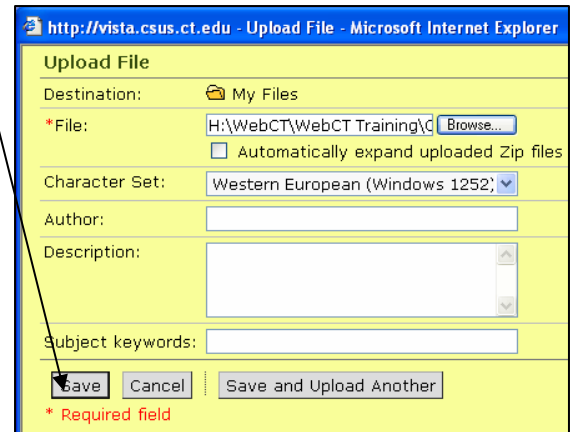
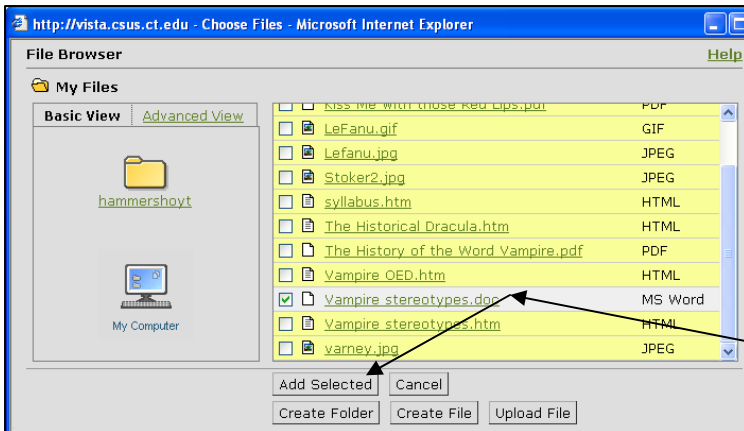


3. In the Upload File window, click on Browse. This will open up the file browser on your computer.



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

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



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

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

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

