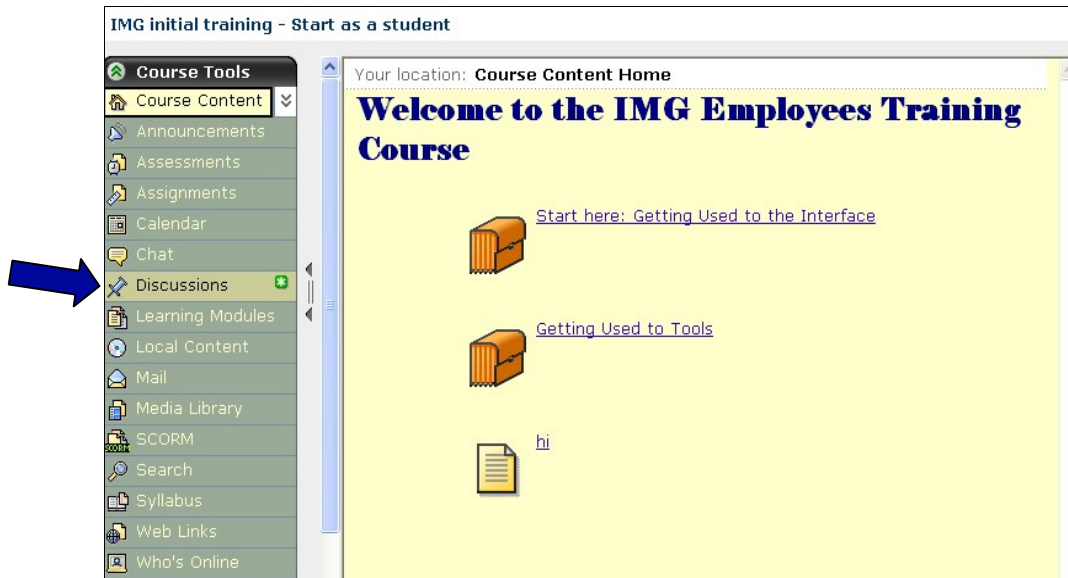
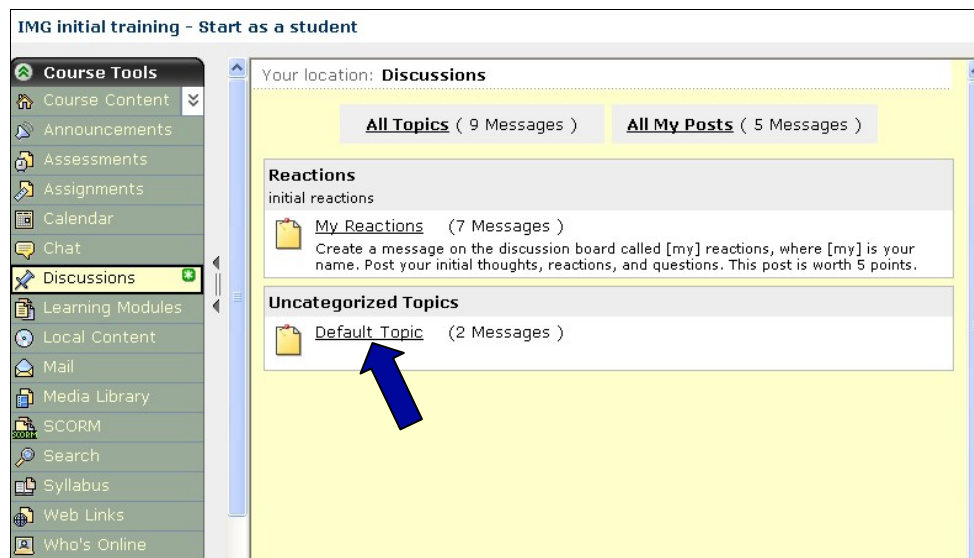


How to Use the Discussion Board

1. Select the **Discussions** link.

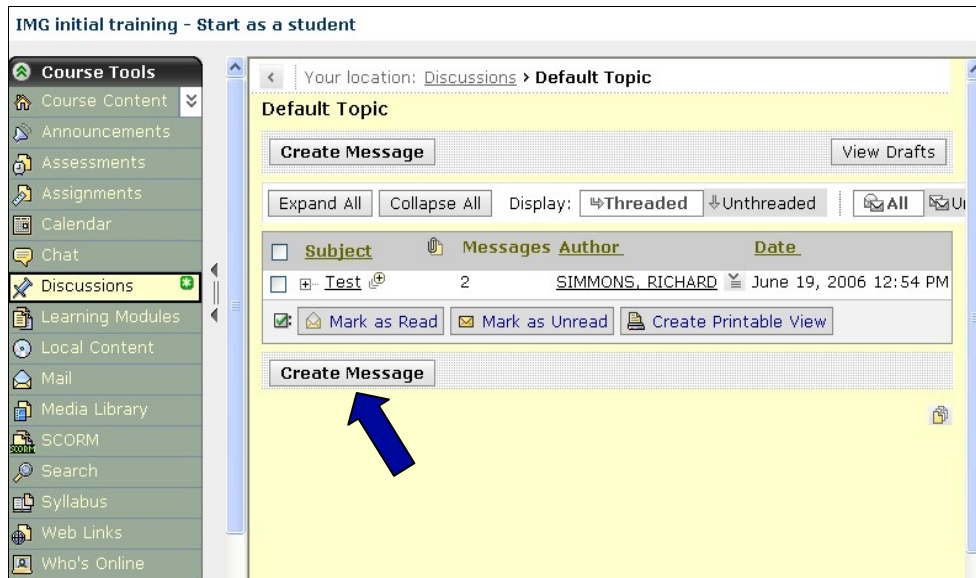


2. Select the **Topic** link in which you wish to post.

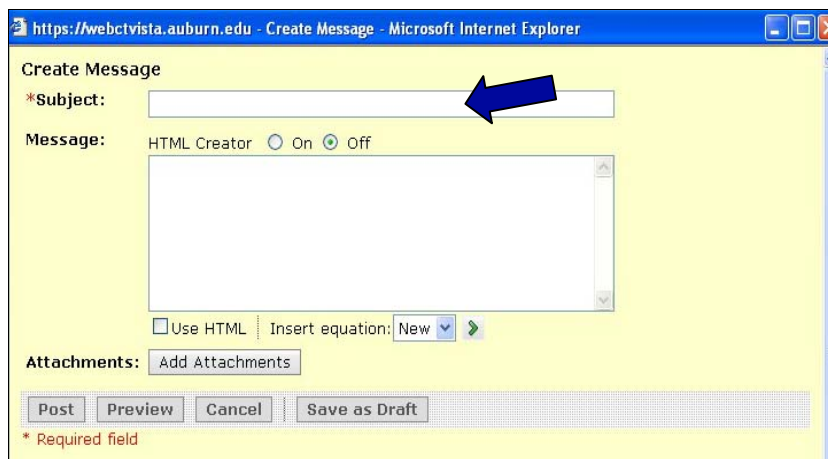


How to Use the Discussion Board

3. Select the **Create Message** link.

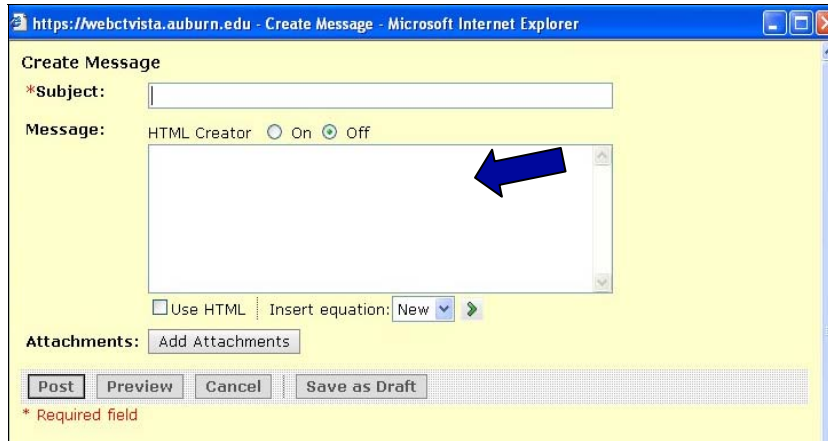


4. Enter a **Subject**.



How to Use the Discussion Board

5. Select the text box and enter your message.



https://webctvista.auburn.edu - Create Message - Microsoft Internet Explorer

Create Message

*Subject:

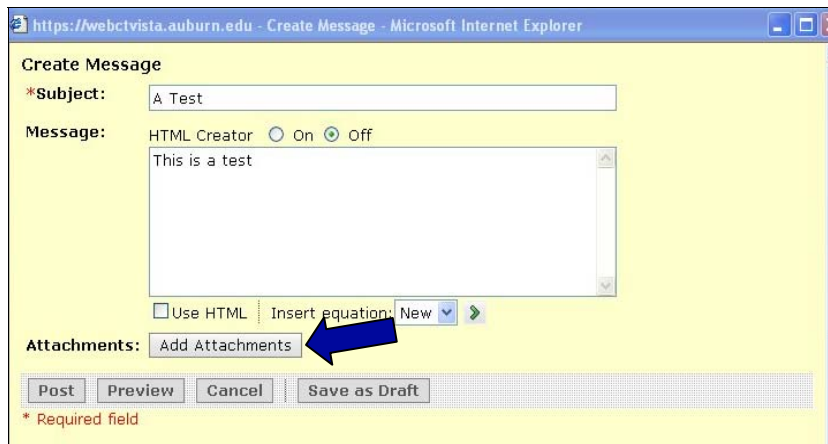
Message: HTML Creator On Off

Use HTML | Insert equation: New

Attachments:

* Required field

6. Select the **Add Attachments** link to add an attachment to your post.



https://webctvista.auburn.edu - Create Message - Microsoft Internet Explorer

Create Message

*Subject:

Message: HTML Creator On Off

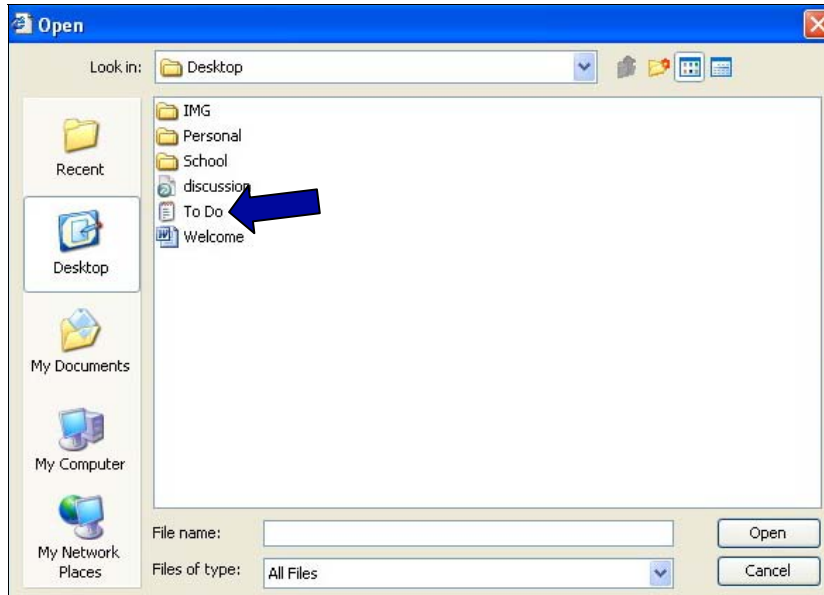
Use HTML | Insert equation: New

Attachments:

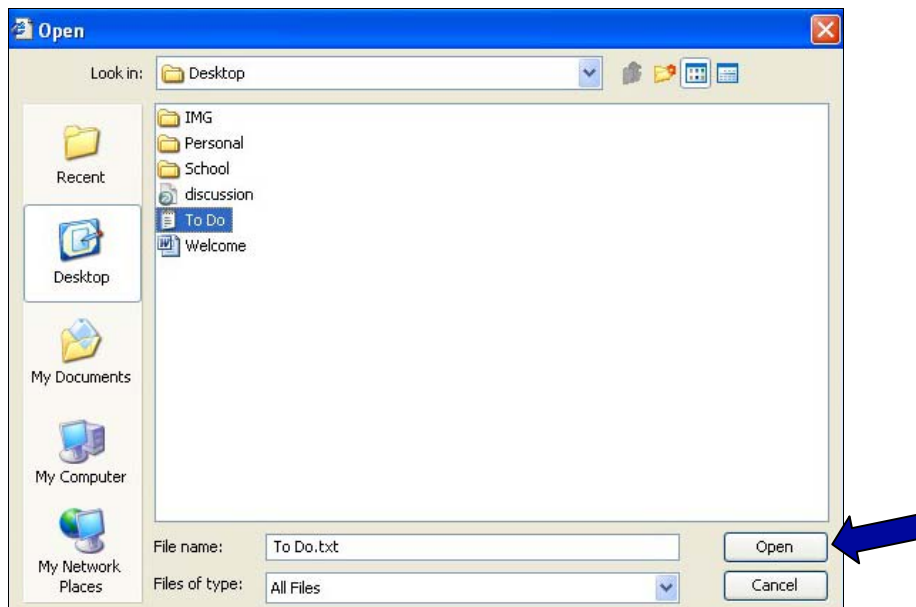
* Required field

How to Use the Discussion Board

7. Select the file you wish to attach.

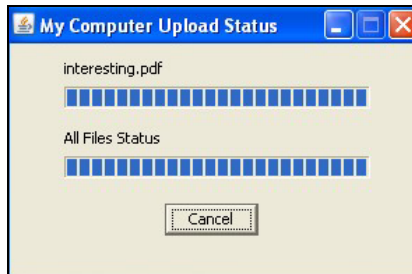


8. Click **Open** to attach.

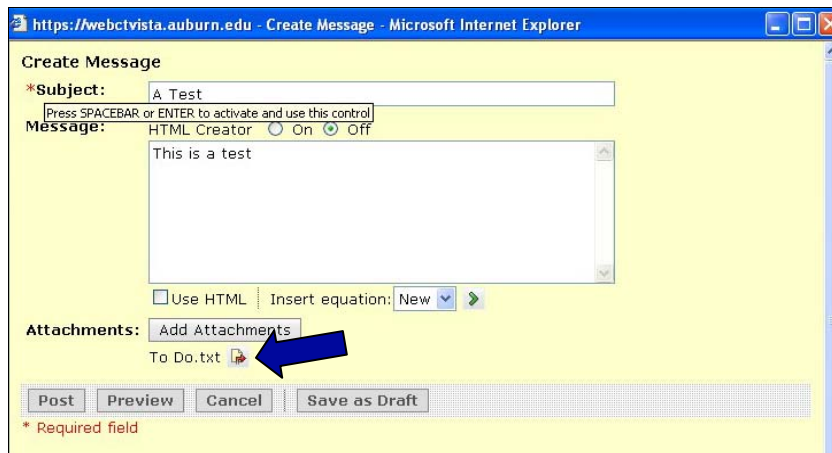


How to Use the Discussion Board

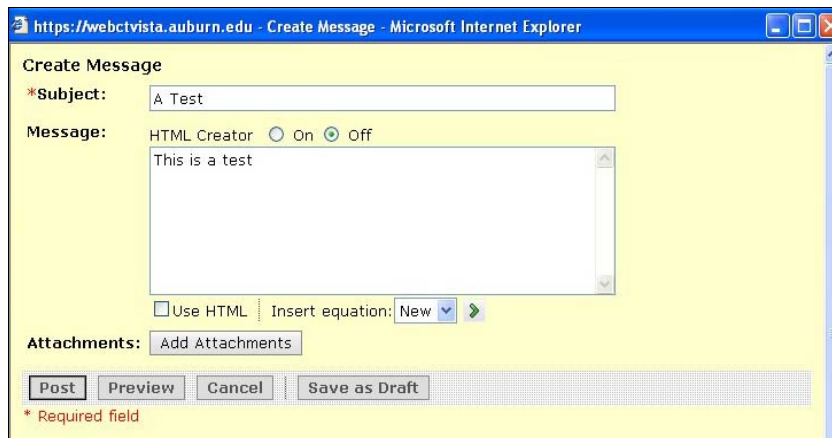
9. A pop-up window will show the status of the transfer and will disappear when it is complete.



10. If you have an attachment, it will be listed directly below the **Add Attachments** link.

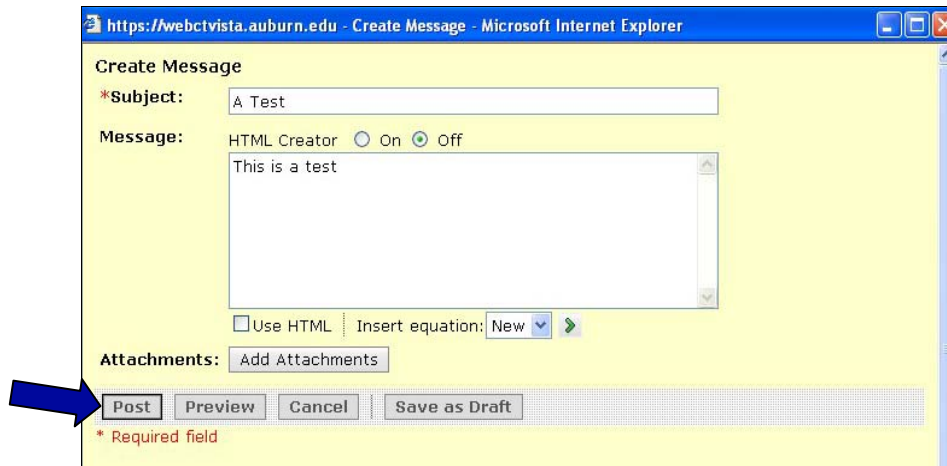


11. If you *do not* have an attachment, nothing will be listed there.

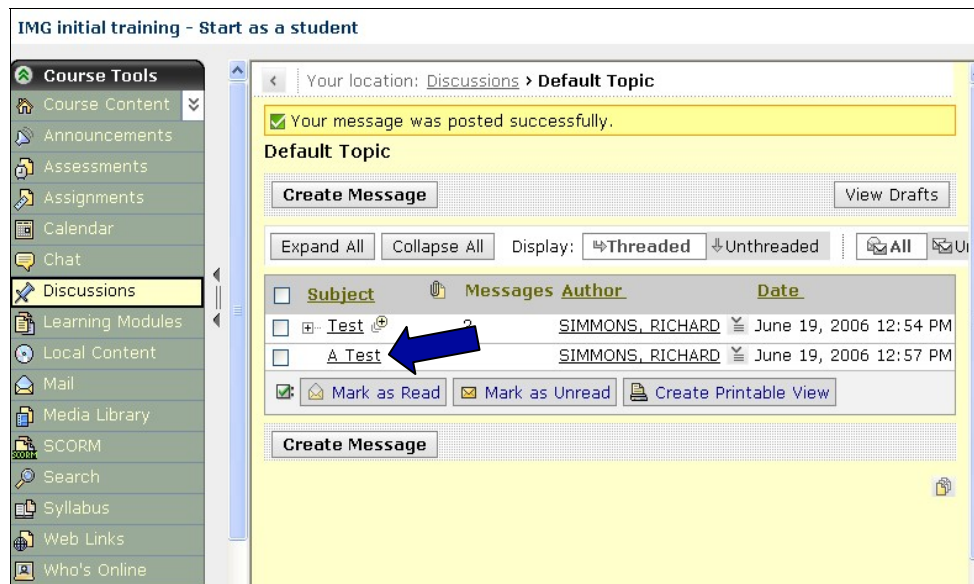


How to Use the Discussion Board

12. Click the **Post** button.

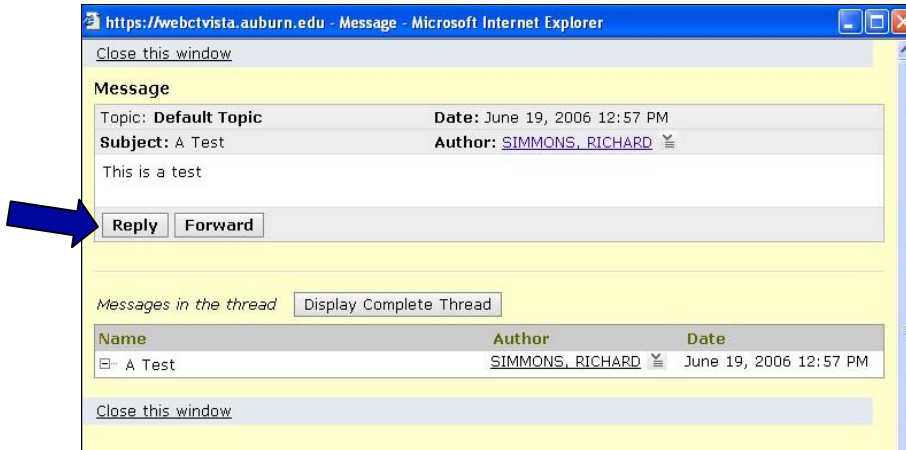


13. To reply to a posting in a thread, click the message to which you wish to reply.

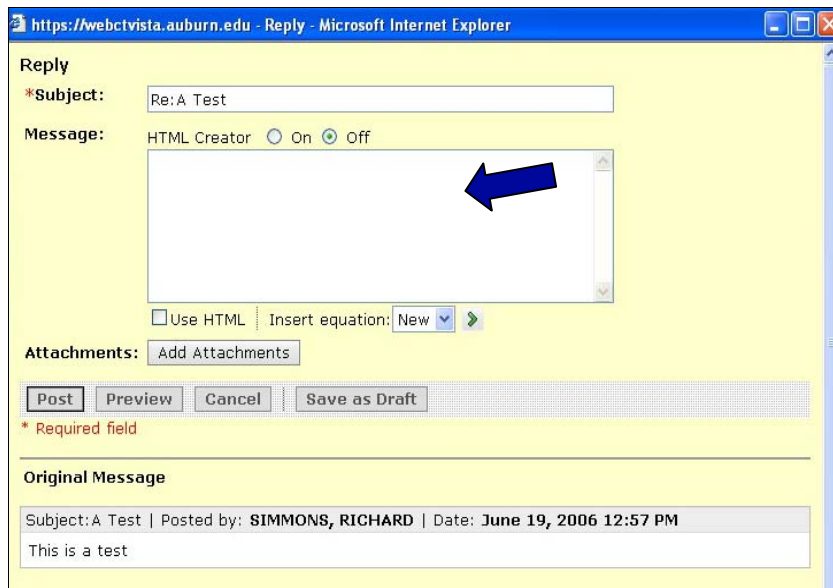


How to Use the Discussion Board

14. Select the **Reply** link.

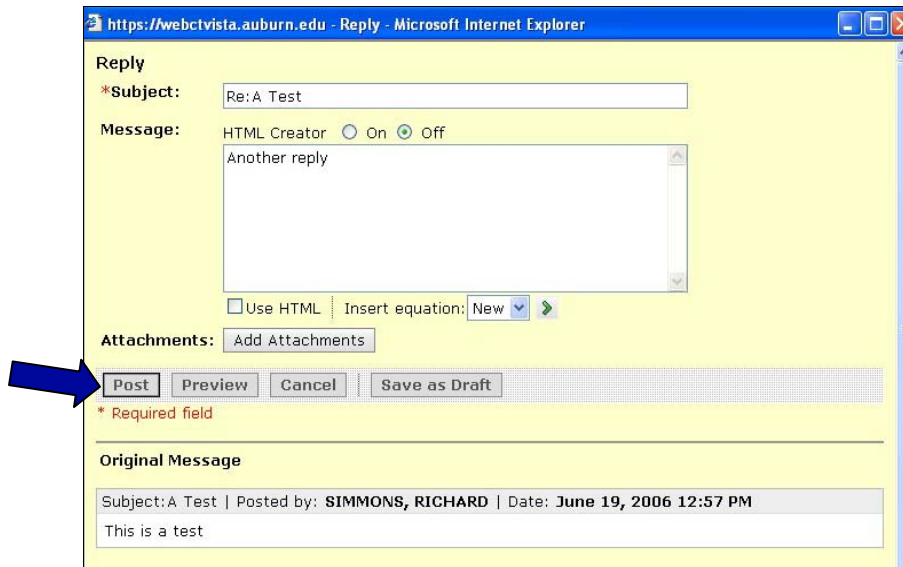


15. Select the text box and enter a reply.



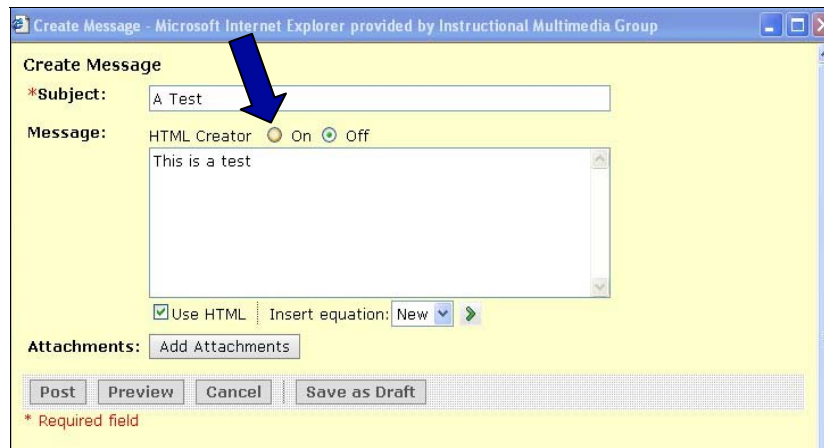
How to Use the Discussion Board

16. Click the **Post** button.



17. You can also use HTML in your discussion postings.

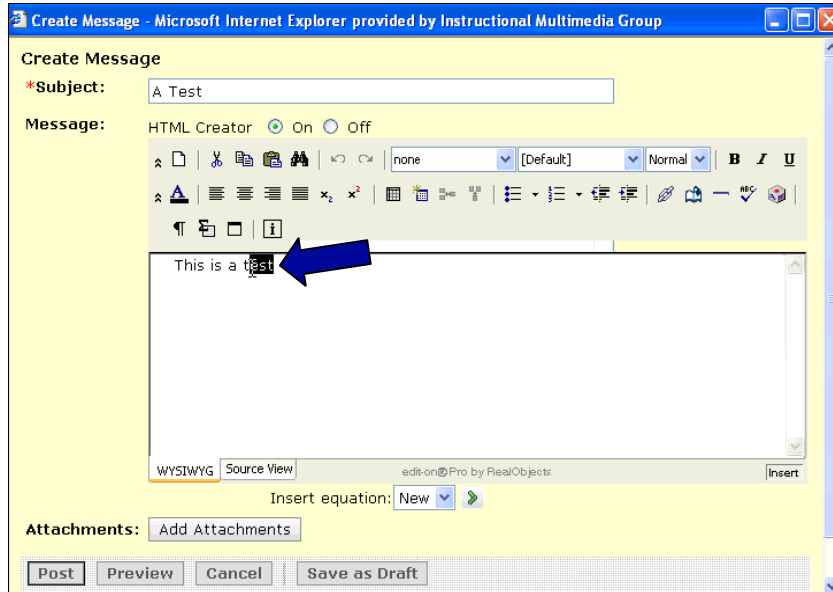
Select the **On** radio button.



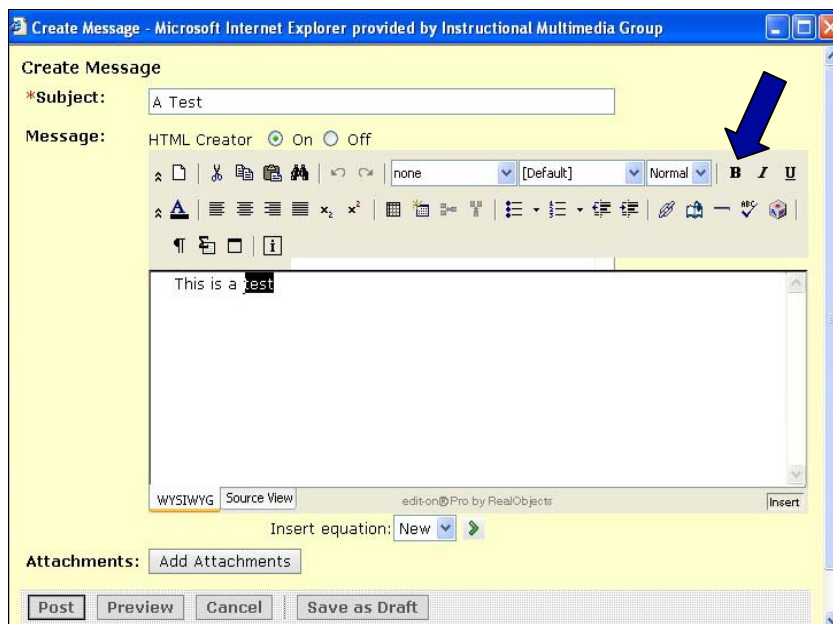
How to Use the Discussion Board

18. The HTML editor opens (notice that the tab is labeled WYSIWYG: What You See Is What You Get).

HTML allows you greater control over the appearance of your posts. For example, you may bold text. Select the text you wish to bold.

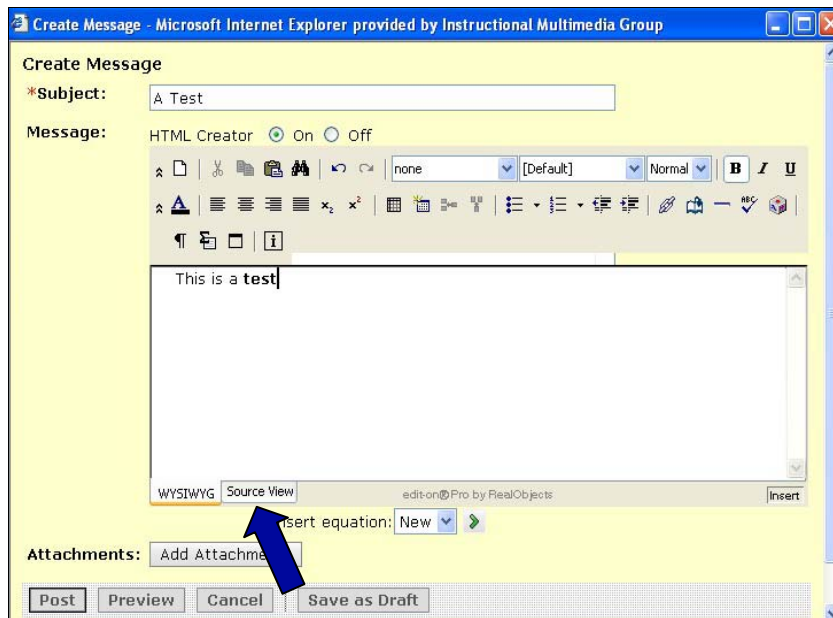


19. Click the **B** icon to bold the text.

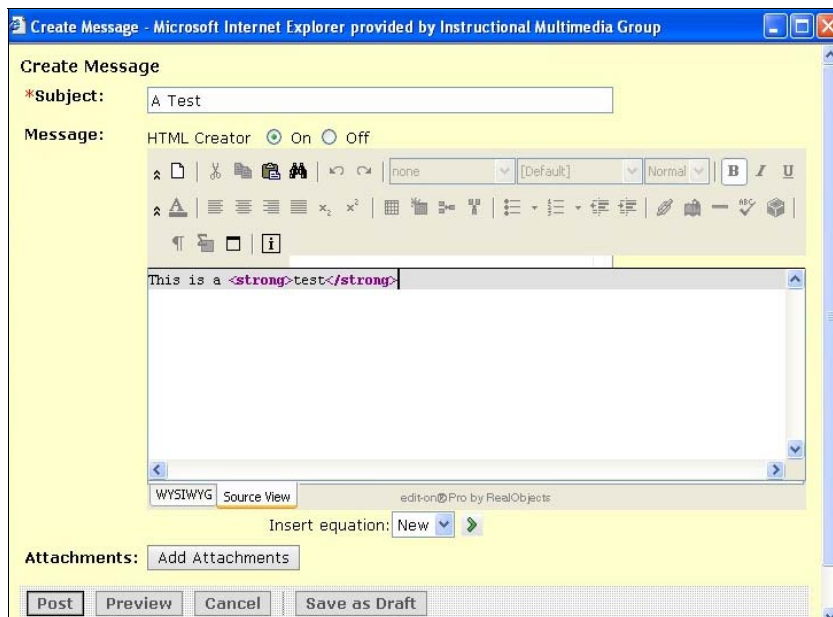


How to Use the Discussion Board

20. If you click the **Source View** tab at the bottom, you will see the source code for your HTML.

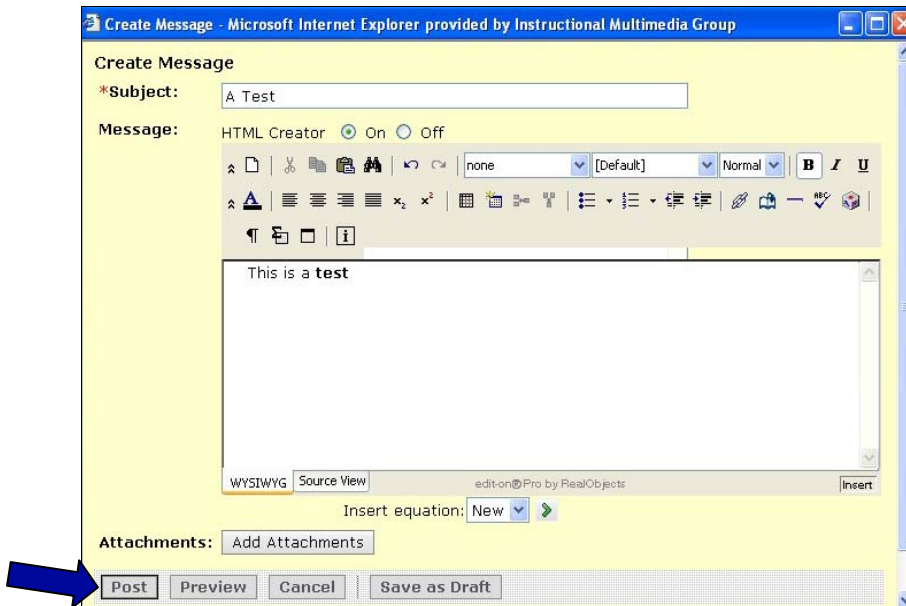


21. You may add/edit/delete content in the source view as well.



How to Use the Discussion Board

22. Click the **Post** button to post your discussion topic.



23. A message appears to confirm your discussion board post.

