Using the Discussion Board

If you do not have access to your website (i.e., you have not obtained your Username & Password), contact Kristin Hartman (webteam@lsic.ucla.edu / x49177).

From within your Course Website:

1. Click on the Discussion Board button.
   In each Course Website, a General Questions forum has been set up. If you do not wish to add other forums, this is where your students will post all their messages.

   To the right of General Questions, you will see an indication of how many messages are posted, and how many are new (unread by you). If there are no messages, skip down to step 10.

2. To see all the messages, click on the Forum name (e.g. "General Questions").
3. To read a message, click on the subject line of the message.
4. After reading the message, if you wish to reply to the message, click REPLY.
5. Type a subject in the Subject: box (required).
6. Type your reply in the Message: box.
7. Click Submit when you are done.
8. Repeat steps 4-8 until you have read/replied to all your messages.

To post a new message without Replying:

9. Click on the Forum name (e.g. "General Questions").
10. Click on Start New Thread.
11. Type a subject in the Subject: box (required).
12. Type your message in the Message: box.
13. Click Submit when you are done.

Other notes about the Discussion Board

As the Instructor or TA (with actual Teaching Assistant privileges), you have the ability to remove messages from the board. This option appears when you are actually viewing the message. The option appears on the right side of the screen, and should be used when someone has posted an inappropriate message.
About Forums

Forums are a way for you to manage or guide the direction of your discussion board. To add a forum, get back to the Forum View (the view right after you clicked Discussion Board) and click Add Forum. Type in a Title: for your forum (required) and a Description: if you choose. Under settings, we recommend unchecking "Allow anonymous posts". Click Submit when you are done.