

Mail Discussions

How to create a mail or threaded discussion

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What is a mail or threaded discussion?

A mail or threaded discussion can be likened to an email. However unlike email, discussions are not private. A thread will start the discussion, which other users can respond to, creating their own threads if they would like to take the discussion in a different direction.



Where to place discussions

Due to their nature discussions should be placed within a community or course where a specific group of users can respond to and take part in the discussion.

Who can create discussions?

Leaders of a community and Teachers on a course can create discussions from scratch. Members and students can respond to discussions and create their own new threads.

Steps to create the discussion

1. From the appropriate course or community homepage click onto the threaded discussion icon .
2. Click **new**.
3. Select  Mail Discussion and click **Next**.
4. Name the discussion and click **Next**.

New >  Mail Discussion

Step 1:

What would you like to call it?

In which folder should this be created?

 browse

cancel

next









5. The discussion folder will now be displayed.

Mail Discussion 'World War II' created

new **edit** **view** **cut** **copy** **paste** **delete** **upload** **download** **url** **access** **browse** **tag**

Folder: discussion

select name

<input type="checkbox"/>		Welcome to the History Course	
<input type="checkbox"/>		Welcome to the course	
<input type="checkbox"/>		shakespeare	
<input type="checkbox"/>		World War II	

select name

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6. Click onto the folder to open it and select **new** once again.

new **edit** **view** **cut** **copy** **paste** **delete** **upload** **download** **url** **access** **browse** **tag**

 Mail Discussion: World War II

select	Subject	From	Date
select	Subject	From	Date

new **edit** **view** **cut** **copy** **paste** **delete** **upload** **download** **url** **access** **browse** **tag**

7. A page similar to sending an email will now open.
- Leave the **To** box with a default email address to the discussion folder.
 - In the **Subject** box, type in the title of your discussion.
 - In the **Message** box, type in your contribution towards the discussion, and any issues you want users to think about.
 - Click **Send** once you have completed the message.
8. The message will appear in your mail discussion folder.

new **edit** **view** **cut** **copy** **paste** **delete** **upload** **download** **url** **access** **browse** **tag**

 Mail Discussion: World War II

select	Subject	From	Date
	World War II	Demo School	10 :17
select	Subject	From	Date

new **edit** **view** **cut** **copy** **paste** **delete** **upload** **download** **url** **access** **browse** **tag**

9. The discussion will now appear on the course or community homepage and on the homepages of all users who are part of the course or community.

Replying to the discussion

1. From their personal homepage (or the course or community homepage) users should click onto the discussion.
2. This will open the discussion folder and list all threads. The user can choose which thread to open by clicking onto it.
3. Once the thread is open the user can click **Reply** and **Send** to add the message to the discussion.

Creating a new thread

Within a discussion it is possible to start a new thread to move the discussion in a particular way.

1. From inside the discussion folder the **new** button should be clicked, the mail message window will open.
2. A new title should be added to the message, which will be blank. Once the message has been written and sent the new thread will be shown.