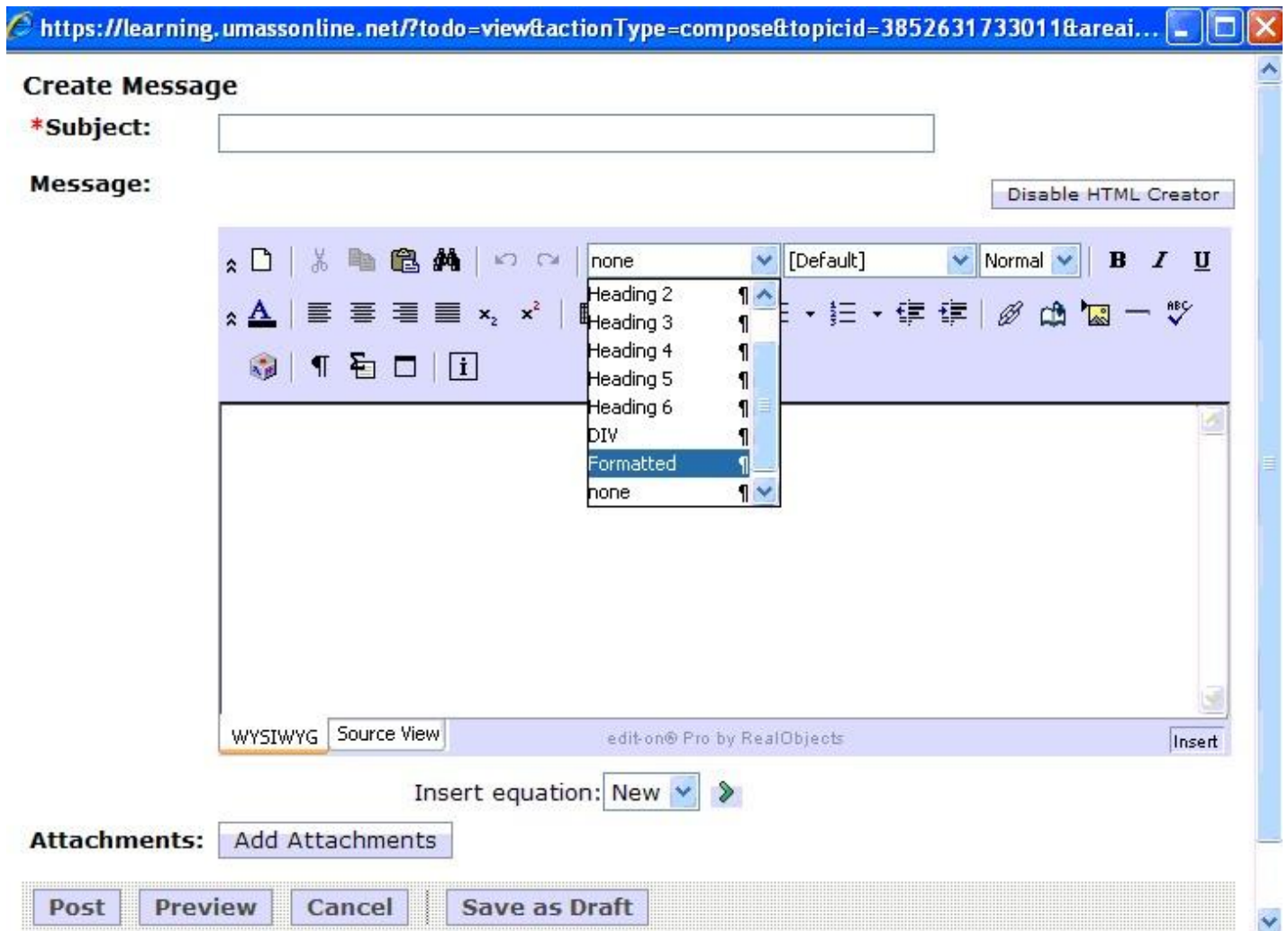


FAQ for Online Discussion

1. How do I post an essay formatted in Word (or other word processing software)?
2. How do I save work if I'm interrupted (save a draft)?
3. How do I edit a message I have already posted?
4. How do I create a link to a web site in a message?
5. How do I view all my posts?
6. How do I review posts on a topic?
7. How do I review a classmate's posts?

Refer to this image for assistance:



The screenshot shows a web browser window with the URL <https://learning.umassonline.net/?todo=view&actionType=compose&topicid=3852631733011&areai...>. The page title is "Create Message". Below the title is a text input field for the subject, labeled "*Subject:". Below that is a larger text area for the message, labeled "Message:". To the right of the message area is a button labeled "Disable HTML Creator".

The message area contains a rich text editor. The editor's toolbar includes icons for undo, redo, bold, italic, underline, link, unlink, insert image, and insert equation. A dropdown menu is open over the editor, showing options: none, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6, DIV, Formatted (highlighted), and none. The editor also has a "WYSIWYG" tab and a "Source View" tab. At the bottom of the editor is a button labeled "Insert".

Below the message area is an "Attachments:" section with a button labeled "Add Attachments". At the bottom of the page are four buttons: "Post", "Preview", "Cancel", and "Save as Draft".

1. How do I post an essay formatted in Word (or other word processing software)?

- Open a new message window in the discussion and make sure you have "enable HTML creator" on. (You'll see "disable HTML creator" if it is on).
- Copy your formatted essay from the word processor.
- Back in the message window, click the down arrow next to the style box and select "formatted."
- Now place the cursor in the message window and use the paste icon (a clipboard) or keyboard shortcuts CTRL + V to paste.
- Complete the message and click post to send.

2. How do I save work if I'm interrupted (save a draft)?

- Select the *save as draft* button at the bottom of the window.
- When you next access the discussion, select **view drafts**. You can then edit or add to your message before you post.

3. How do I edit a message I have already posted?

- Open the message.
- Click the Edit button at the bottom.
- In the editing window make your changes and then click Post to publish.

4. How do I create a link to a web site in a message?

- It's best to have two browser windows open (or two tabs) and copy the URL of the site from the browser address box.
- In the message window (with HTML creator enabled), place the cursor where you want the link to appear.
- Click the chain icon to open the dialog box.
- In the Insert link dialog box, paste (keyboard CTRL+V) the URL in the URL box.
- Type the words that identify the link in the Link Text box.
- Click OK and the link should appear.

5. How do I view all my posts?

- Select the **main discussion link** to view all discussions.
- Above the discussion list select **All My Posts** and the list appears.

6. How do I review posts on a topic?

- Select the **main discussion link** to view all discussions.
- Above the discussion list select **All Topics** and the list appears.
- Here you see the posts organized by **Subject, Topic, Author, and Date**.
- Click on any of these categories to arrange the list in ascending or descending order.

7. How do I review a classmate's posts?

- Select the **main discussion link** to view all discussions.
- Above the discussion list select **All Topics** and the list appears.
- Select the **Author** category to arrange the list in the list in ascending or descending order by the student's first name.