

Discussion Area

PageOut®'s Discussion Area provides an online forum for students and instructors to start or continue discussions, debates, and lines of inquiry beyond the walls of the classroom. The Discussion Area is setup as a message board where the instructor or student can post a new topic, and then can be replied to in the asynchronous discussion thread. Discussion Area in PageOut® is setup so the instructor and his/her students can have a threaded discussion.

Entering the Discussion Area

1. Click on the "Discussion Area" link on the menu to the left.
2. Click on the "Enter the Discussion Area" link to enter the discussion.
3. On the top of the page is where your Navigation Bar resides to view messages posted into the discussion area.

Current	Topics Only	All Messages	All Days	30 at a time	Newest First	Update View
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Viewing messages 1-4 out of 4.
<< Previous | Next >>

[Filter Options Help](#)

Subject	Author	Posted	Modified
Using Cell Phones	candyman56	Oct 19, 2003 09:58am	Oct 19, 2003 10:06am
Communications in the 21st Century.	candyman56	Oct 19, 2003 09:48am	Oct 19, 2003 10:06am
Communicating at Work	gtheo	Oct 17, 2003 03:47pm	Oct 19, 2003 10:06am
Communicating in Groups	gtheo	Oct 17, 2003 03:46pm	Oct 19, 2003 10:06am

Navigating the Discussion Area

"Viewing messages" calculates the amount of messages that are in the discussion area. Depending on how many messages you chose to display on the page at a time, << Previous |

Next>> allows you to navigate between the pages.

The discussion area is setup by "Subject", "Author", date/time that you "Posted", and "Modified" your discussion threads.

The "Filter Options" link to the right of the page will give you an explanation of each option within the Navigation bar.

- **"Current or Archived"** messages allow you to view the "current" or "archived" messages.
- **"Topics Only or Topics and Replies"** allow you to view the high level "topics only" or expand to view "topics and replies".
- **"All Messages, Read, and Unread"** allow you to view "all messages", only those messages that you have "read" or only new messages that you have yet to read ("unread").
- **"All Days / Last 7, 14, 21 or 30 Days"** allow you to view all messages regardless of the date they were posted or you may view only those messages which have been posted in the last 7, 14, 21 or 30 days.
- **"10, 30, 50, 75, 100 at a time"** allow you to view a specific number of messages at a time.
- **"Newest First / Oldest First"** allow you to order your messages in chronological order.
- **"Update View"** allow you to submit the changes that you have made to the Navigation Bar reflect your discussion area.

Posting a New Topic

1. Click on the "Post New Topic" button to create a new topic.

2. On the upper left hand corner, there is a Replying To which consists of the date and time that this message is getting posted by.
3. Enter your "Subject" in the Subject field.
4. Compose the message that you want to discuss in the "Body" dialog box.
5. If there is a website that pertains to your message, you can type it in the "Related Link" field.
6. You are informed that your message is going to be posted with your account information, for example:

This message will be posted using your PageOut® account.

User ID xxxxxx

7. Click on the "Post This Message" button.
8. Your message has been posted to the discussion area.
9. On the left hand side of the page you have the option of printing your message in HTML or Text format. Once you click either option, click on your print button in the browser window to print your message.
10. There is the option to "Reply" or "Edit" your message that you just posted. If you click on "Reply" you will compose another message replying to yours. If you click on "Edit" you can edit the "Subject", "Body", and "Related link" fields.
11. Once you have made any changes, always click on "Save" at the bottom of the page.

Replying to a Topic

1. Click on one of the topics in the "Subject" category for the discussion area.

Subject	Author	Posted	Modified
• Using Cell Phones	candyman56	Oct 19, 2003 09:58am	Oct 19, 2003 10:06am
• Communications in the 21st Century.	candyman56	Oct 19, 2003 09:48am	Oct 19, 2003 10:06am
• Communicating at Work	gtheo	Oct 17, 2003 03:47pm	Oct 19, 2003 10:06am
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2. Click on one of the topics in the "Subject" category for the discussion area.
3. On the "Subject" page, click on the "Reply" button.
4. Enter your "Subject" in the Subject field.
5. Compose the message that you want to discuss in the "Body" dialog box.
6. If there is a website that pertains to your message, you can type it in the "Related Link" field.
7. You are informed that your message is going to be posted with your account information, for example:

This message will be posted using your PageOut® account.

User ID xxxxxx

8. Click on the "Post This Message" button.

NOTE: The "Moderate" button can only be used by your instructor or the moderator(s) of the discussion area.