

## Creating a Threaded Discussion in WebCT

1. From **Communication Tools**, select **Discussions**.
  - a. Under **Options**, select **Create Topic**.
  - b. Enter a name for the topic and click **Create**.
  
2. Use your cookie crumbs towards the top of the page to navigate back to **Discussions**.
  - a. Click on the discussion topic you have just created.
  - b. Click **Compose Message**. This will establish a “thread.” (Note that it is possible for you or your students to compose a new discussion message and thus create a new thread within the established topic.)
  - c. Type in a **Subject**.
  - d. Type in a **Message**. If you choose to, you can compose the message in another format (e.g., Word) and then copy and paste it into the message box.
  - e. Click **Post**.
  
3. To read the message you have posted, use your cookie crumbs to navigate back to **Discussions**.
  - a. Click on the topic you wish to read the messages of. This will allow access to any messages posted in that thread.
  - b. You can click on each posting in turn, or use your **Previous Message** and **Next Message** buttons to navigate within a thread.
  - c. To move to another thread within the same topic, use the **Previous Thread** and **Next Thread** buttons.
  - d. At any point, you can respond to a message a student has posted by clicking on **Reply** or **Reply Privately** above the message.
  
4. Return to **Manage Topics** to add another topic within which you can create another thread.

*For more information on this topic, you can attend one of the training sessions offered by UA's Software Training Services. Sign up at <http://www.uakron.edu/seminars>; this takes you to a secure site that will require your UAnet id and password. Graduate assistants can register by contacting [pstrain@uakron.edu](mailto:pstrain@uakron.edu).*