Managing Discussion Message Replies

There are many ways one can reply to discussions messages. In Vista, replying to discussion messages can be a little different than it was in Campus Edition. One difference is that in Campus Edition when replying to discussion message there was a “Reply Next” button that is not available in Vista. In order for Vista to achieve similar results as in Campus Edition, one can do follow any the methods detailed below to obtain a “Printable View to Compile Messages” for easier course maintenance.

1. Display discussion messages as a complete thread in a Threaded view.

Vista offers a way to “Reply Next” by Creating a Printable View. One way to accomplish this is to click on the symbol to the left of the link to Display Complete Thread as seen in the screen shots below. This will show the Compiled Messages where one can reply, forward, save, or print a discussion message thread. This allows users to reply to an individual discussion message in the thread if they wish. After replying, one is reverted back to the Compiled Message screen to continue to work through the discussion messages throughout the course of the threaded discussion.

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2. Display discussion messages in an *Unthreaded* view.

Another way to respond to discussion messages is to toggle the discussion views between *Threaded* and *Unthreaded*, as seen in the screen shot and directions below.

⇒ Selecting the messages in the checkboxes to the left of the discussion message’s title and then clicking the Create Printable View button at the bottom will create a Compiled Messages view.
3. Display messages in an ALL versus Unread view.

Another way to respond to discussions messages is to toggle the discussion views between ALL and Unread as seen in the screen shot and directions below.

⇒ Click the Unread button on the right side of the screen, which will bring up all of the messages that have not been viewed yet.
⇒ Then select the checkboxes on the left side of the screen to select messages and then click Create Printable View in the lower center part of the screen to create a Compiled Messages view.

Again, another way is to toggle the discussion message views between All and Unread as seen in the screen shot below. The All view can be viewed Threaded or Unthreaded and then a Printable View can be created at that point as well.