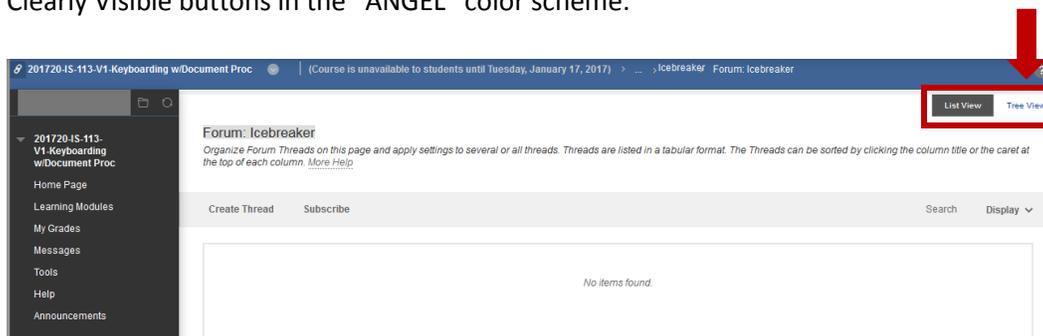


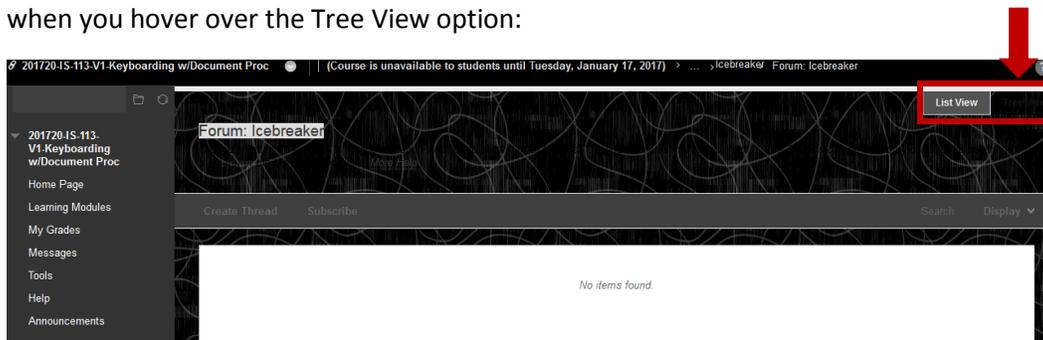
## Participating in Discussions within Generals Online (<https://herkimer.open.suny.edu>)

1. Click on the Discussion Name to enter the discussion.
2. In the upper right hand corner, select “Tree View” to view the threaded discussion. Please be aware that your color scheme can greatly affect your ability to see some options in Generals Online.

Clearly Visible buttons in the “ANGEL” color scheme:

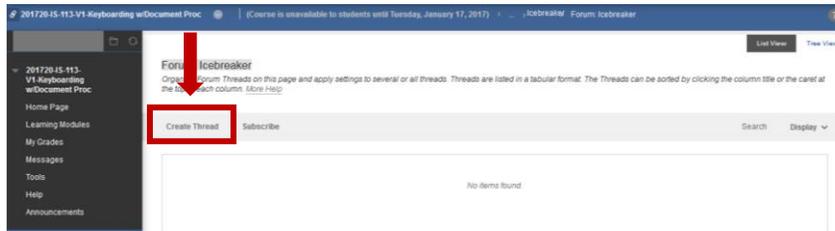


Virtually Invisible buttons in another color scheme. It is still there, just very hard to see even when you hover over the Tree View option:



## To Begin a Discussion Thread:

1. Click the Create Thread button located in the upper left hand corner:



2. You will then see the Discussion Forum Description for your reference at the top. You will need to enter your Subject and your Message. Some instructors will allow attachments, some will not. Once you are finished, click Submit. If you select Save Draft, your instructor and classmates will not be able to see your draft post.

As an icebreaker, we will practice participating in a discussion group. You are expected to answer the question below, to read what the other students write, and then to respond to them. When another student responds to you, you are expected to reply to that student.

Let's discuss the following topic:

What is your reason for taking this course?

To get started, click on CREATE THREAD button above and submit your answer to my question. Then, read what the other students are saying, and respond to them as you read their submissions. You may want to switch from List View to Tree View by clicking the box in the upper right hand corner once you enter the forum for a better view of the threads.

---

**MESSAGE**

Subject

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

This course is required by my program.

Path: p Words: 8

---

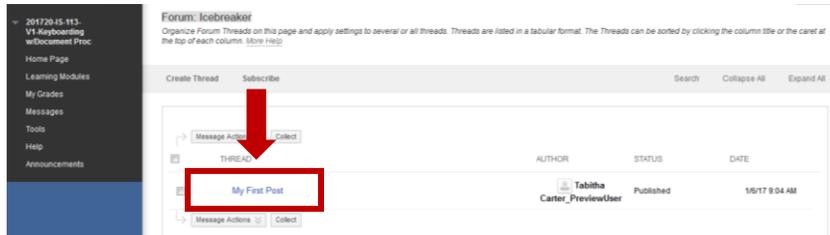
**ATTACHMENTS**

Attach File

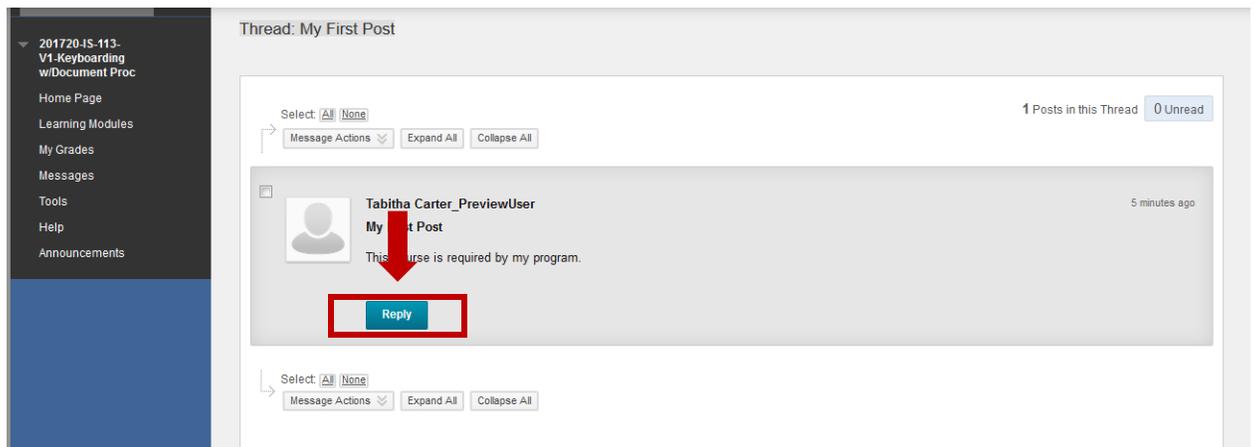
Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

### To Reply to an Existing Discussion Thread:

1. Click on the Thread title to open the post and read it:



2. When the post is open, click the Reply button located under the post content to submit your Reply:



If you open your own post, you may have additional options depending on how your professor setup their discussion forum. You will need to hover over the Reply button to see what other options are available to you. :

