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:

8 201720-IS-113-V1-Keyboarding w/	Document Proc 🛛 🗧 📔 (Course is unavailable to students until Tuesday, January 17, 2017) ->> Jcebreaker - Forum: Icebreaker		2
 201720-IS-113- V1-Keyboarding w/Document Proc 	Forum: Icebreaker Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clit the top of each column. <u>More Help</u>	List Vie	Tree View
Home Page Learning Modules My Grades	Create Thread Subscribe	Search	Display 🗸
Messages Tools Help Announcements	No items found.		

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:



 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 wil then to respond to them.	I practice participating in a discussion group. You are expected to answer the question below, to read what t When another student responds to you, you are expected to reply to that student.	the other students write, and
Let's discuss the followir	ng topic:	
What is your reason for t	taking this course?	
To get started, click on C them as you read their s forum for a better view of	CREATE THREAD button above and submit your answer to my question. Then, read what the other students ubmissions. You may want to switch from List View to Tree View by clicking the box in the upper right hand the threads.	are saying, and respond to d corner once you enter the
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* Subject	My First Post	
Message For the toolbar, press ALT:	+F10 (PC) or ALT+FN+F10 (Mac).	
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Click Save Draft to save a	a draft of this message. Click Submit to submit the post. Click Cancel to quit.	cel Save Draft Submit

To Reply to an Existing Discussion Thread:

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

 201720-IS-113- V1-Keyboarding wiDocument Proc Home Page 	Forum: Icebreaker Organize Forum Threads on this page and the top of each column. More Help	apply settings to several or all threads. Threads are listed in a ta	bular format. The Threads	can be sorted by cli	cking the column title	or the caret at
Learning Modules	Create Thread Subscribe			Search	Collapse All	Expand All
My Glautes Messages Tools	-> Message Action Collect					
Help Announcements	THREAD		UTHOR	STATUS	DATE	
	My First Post		Labitha Carter_PreviewUser	Published	1/6/17 9:	04 AM

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

✓ 201720-IS-113- V1-Keyboarding w/Document Proc	Thread: My First Post
Home Page Learning Modules My Grades	Select All None 1 Posts in this Thread 0 Unread
Messages Tools Help Announcements	Tabitha Carter_PreviewUser 5 minutes ago My t Post This urse is required by my program.
	Reply Select All Nong Message Actions S Expand All Collapse All

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. :

