Send an Email to Students
- Click on “Course Tools” (bottom left under Course Management) > click on “Send Email”
- Select appropriate group
  1. Email Information:
     a. Subject: type subject of email
     b. Message: type email message
     c. attach a document if you would like (the student must have the appropriate software and the appropriate version of the software to open your attachment)
  2. Submit: click on the “Submit” button

Create a Discussion
- Click on “Discussion Board” > click on “Create Forum” button
  1. Forum Information:
     a. Name: enter the discussion forum title
     b. Description: enter the forum description and any instructions you would like them to have on how to use the forum
  2. Forum Availability: choose “Yes” and select date and time restrictions if applicable.
  3. Forum Settings: check off the options you would like to set for your forum.
  4. Submit: click on the “Submit” button

Add a Comment or Reply to a Student Post within the Forum
- Click on “Discussion Board”
  1. Click on the appropriate discussion forum
  2. Click on the discussion thread that you would like to comment or reply to
  3. Click on the “Reply” button > type in message > click on the “Submit” button

Edit or Remove a Discussion
- Click on “Discussion Board”
  1. Click on the drop down arrow next to the title of the discussion forum you would like to edit or remove
  2. Click on “Edit” or “Delete” depending on need