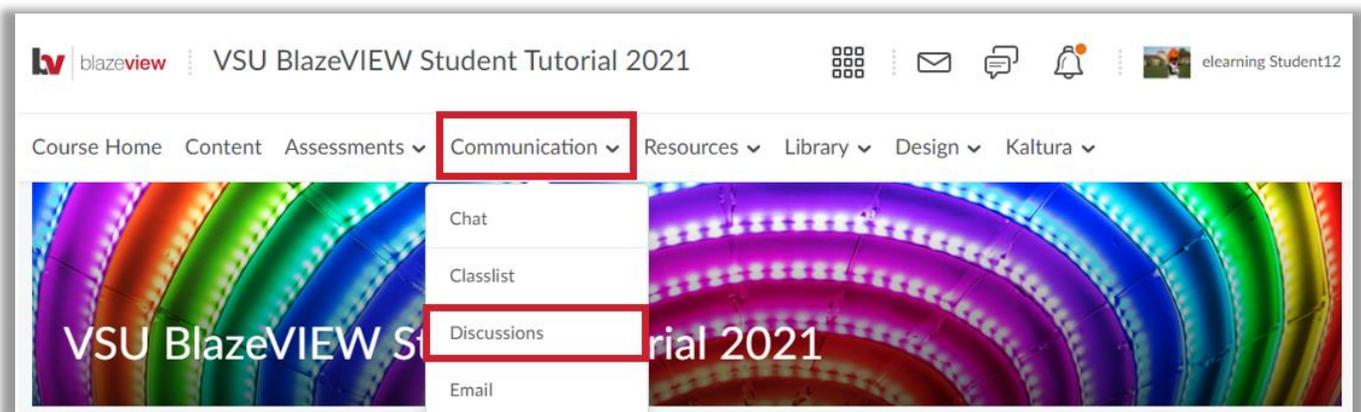


Discussions in BlazeVIEW

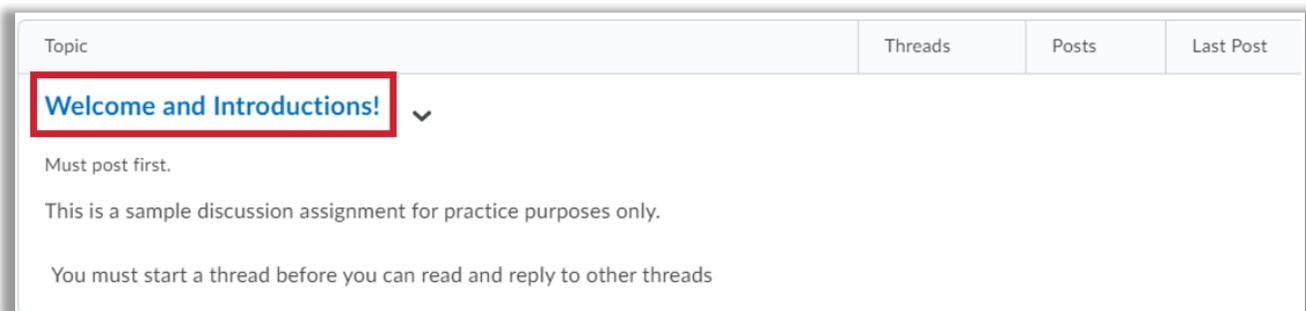
The BlazeVIEW Discussions tool is a collaboration area to post, read, and reply to threads on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

Create a Discussion Thread

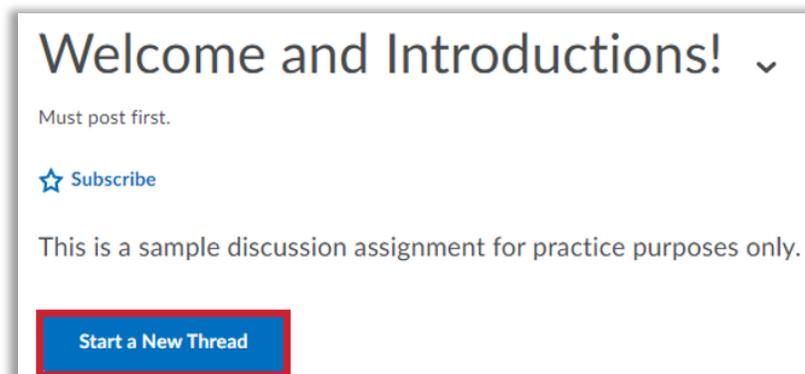
1. On the **Navbar**, click **Communication**, then select **Discussions**.



2. Click the topic where you want to create a thread.



3. Click **Start a New Thread**.

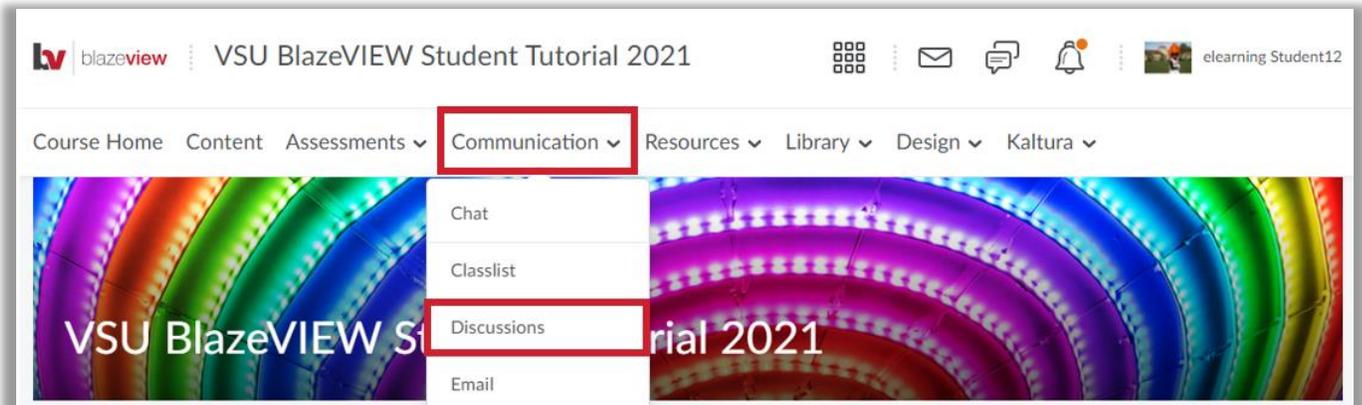


4. Enter a subject.
5. Type your post in the HTML textbox.
6. To receive updates on the thread using your selected notification method, select **Subscribe to this thread**.
7. To attach a file, in the Add Attachments area, click **Upload** to locate the file on your computer or other storage device that you want to attach. To attach an audio recording, **Record > Record Audio**. If you have prerecorded audio and are using a supported browser, you can drag audio files onto the attachments upload target.
8. Click **Post**. If the topic is moderated, your post does not appear until a moderator approves it.

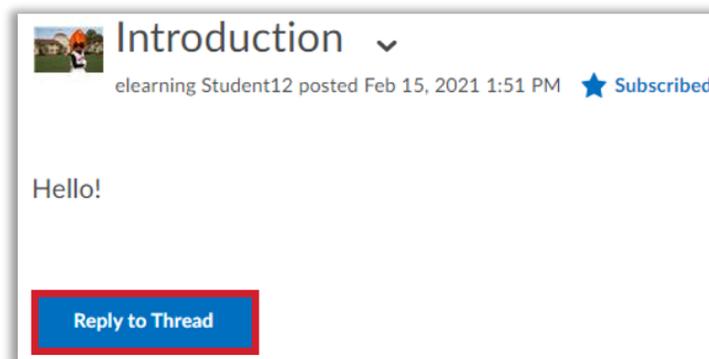
The screenshot shows a forum post creation interface. At the top, it says "Welcome and Introductions!" with a dropdown arrow. Below that, it says "Must post first." and has a "Subscribe" link with a star icon. A message reads "This is a sample discussion assignment for practice purposes only." Below this is a text input field containing "Introduction", with a red "4" next to it. Underneath is a rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, and indent. The text "Hello!" is entered in the editor, with a red "5" next to it. Below the editor is a checkbox labeled "Subscribe to this thread" which is checked, with a red "6" next to it. Below that is a dropdown menu labeled "Hide attachments" with a red "7" next to it. Underneath is a dashed box containing the text "Drop files here, or click below!". Inside this box are two buttons: "Upload" and "Record" (with a dropdown arrow), both highlighted with a red box and a red "7" next to it. Below these is a "Choose Existing" button. At the bottom of the form are two buttons: "Post" (highlighted with a red box and a red "8" next to it) and "Cancel".

Reply to a Discussion Thread

1. On the Navbar, click **Communication**, then select **Discussions**.



2. Locate the thread you want to reply to and click **Reply to Thread**.



3. Enter your reply in the HTML Editor.
4. To include the original post's text in your reply, click the **Add original post text** link. (If this option is already enabled by your course administrator, this message will not display.)
5. To receive updates on the thread using your selected notification method, select **Subscribe to this thread**.
6. To attach a file, in the Add Attachments area, click **Upload** to locate the file on your computer or other storage device that you want to attach. To attach an audio recording, **Record > Record Audio**. If you have prerecorded audio and are using a supported browser, you can drag audio files onto the attachments upload target.
7. Click **Post**.

 Introduction ▼
elearning Student12 posted Feb 15, 2021 1:51 PM ★ Subscribed

Hello!

Introduction

 Paragraph ▼ **B** *I* U ▼ ⋮

3 Hey there! It's nice to meet you.

<<< Replied to post below >>>
Authored by elearning Student12



4 Add original post text

5 Subscribe to this thread

▼ Hide Attachments

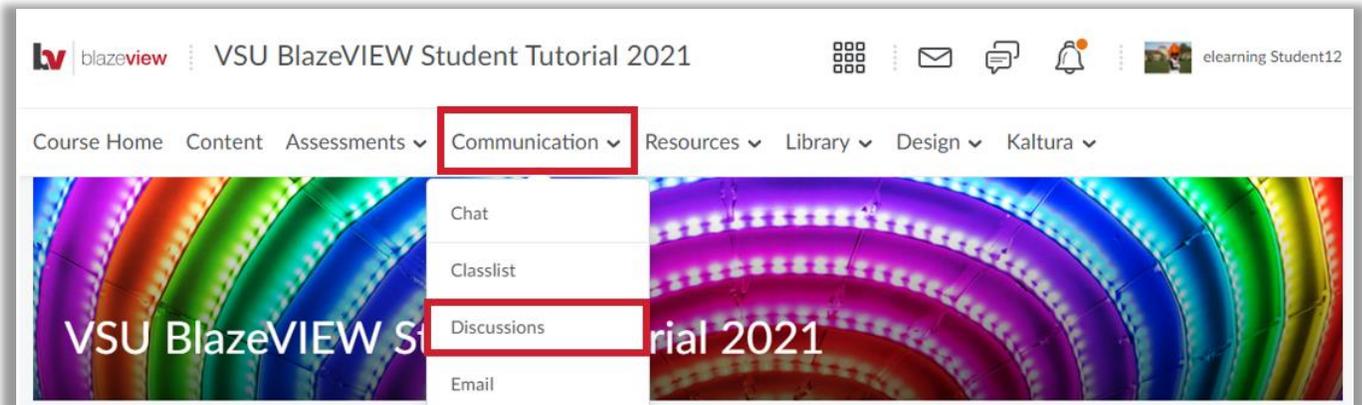
Drop files here, or click below!

6  Upload Record Audio Choose Existing

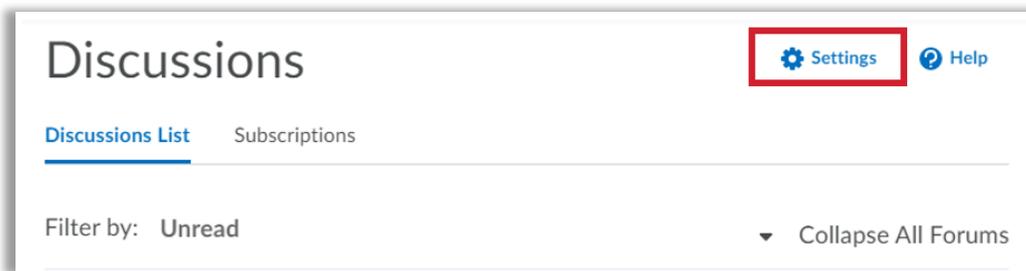
7 Post Cancel

Discussion Settings

1. On the Navbar, click **Communication**, then select **Discussions**.

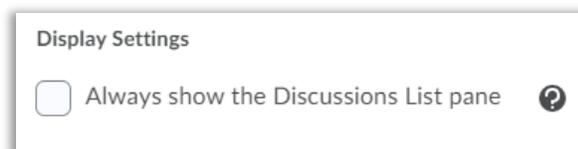


2. On the Discussions List page, click **Settings**.

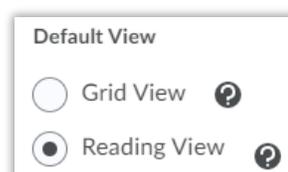


3. Now, select your preferences from the following categories:

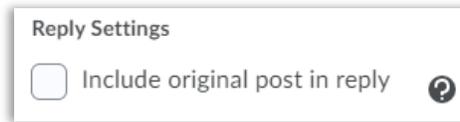
- **Display Settings** - To show or hide topics in the View Topic and View Thread pages, select or unselect the **Always show the Discussions List pane** check box.



- **Default View** - **Grid View** displays discussion post subjects in a grid. **Reading View** displays the entire text of the discussion posts.



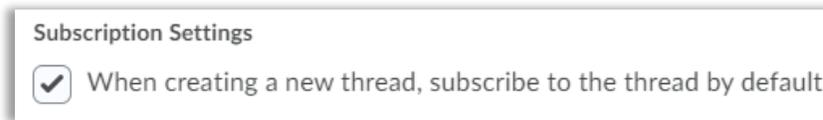
- **Reply Settings** - To automatically include the original post when replying, select the **Reply Settings** check box.



Reply Settings

Include original post in reply 

- **Subscription Settings** - To subscribe to a thread by default, select the **Subscription Settings** check box.



Subscription Settings

When creating a new thread, subscribe to the thread by default

4. When your settings reflect your preferences, click **Save**.



Save Cancel

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

