



Working with Discussions

There are the three important components to a discussion that form a hierarchy, and need to be created in the following order:

- **Forum:** top level, used for organizing topics, used to group topics in themes or course units.
- **Topics:** the next level, conversations centered around a specific talking point or assignment.
- **Thread:** student created, where the actual discussion takes place. One student begins a thread and others post in response.

The screenshot shows a discussion page titled "Week 2 Discussion Part I -- Analyzing a Topic". It includes a date range "Jul 9 - Jul 16" and a note "Must post first." The main prompt asks: "How do you analyze an essay assignment? What details do you look for in the assignment before you move on to generating ideas?" Below the prompt, instructions state: "In order to post an answer to this topic, *you will need to create a new thread*. In your thread, you will answer the prompt above. When you have posted your answer, *make sure to read at least two other posts written by classmates and post short replies*. This Discussion topic is required and you will receive feedback on your post though it will not be graded."

Annotations on the screenshot:

- 1 Forum: Top Level of Discussions** points to the main discussion title.
- 2 Topic: Contains your prompt** points to the "Analyzing an Assignment" topic.
- 3 Thread: Started by Student. Contains response.** points to the "Threads" column in the table.
- 4 Post: Other students comment in a Thread** points to the "Posts" column in the table.

Topic	Threads	Posts	Last Post
Analyzing an Assignment ▾ Apr 29 - May 31 Includes assessment. Description of key factors in analyzing an assignment	0	0	

Creating a New Discussion

To create a new discussion:

- Click **Discussions** on the Navbar.
- Click **New**. A dropdown menu will appear; select **New Forum**.
- On the **Properties** tab, add a **Title** (1) and check **Create a new topic in this forum with the same title**.
- Add a **Description** (2).
- Under **Options** (3), select the choices you wish to use.
- Switch to the **Restrictions** tab (4).

New Forum

Properties

Restrictions

New Forum Details

Title *

Course Introductions

1: Add Title and Topic

☒ Create a new topic in this forum with the same title

Description

Write a post introducing yourself to the class

2: Add a description

Options

☐ Allow anonymous posts

☒ Users must start a thread before they can read and reply to other threads in each topic

3: Select options

☐ A moderator must approve individual posts before they display in the forum

☒ Display forum description in topics

Save and Close Save and Add Topic Save Cancel

- Select the options you wish to use for Availability, Release and Group Restrictions.
- Click **Save and Close**.

Properties

Restrictions

Use this tab to add start and end dates, control calendar display, add release conditions and/or group restrictions.

☐ Hide from Users

Availability

☒ Has Start Date

8/28/2024 11:53 AM

☒ Visible with access restricted before start

☐ Visible with submission restricted before start

☐ Hidden before start

☒ Has End Date

9/4/2024 11:53 AM

☒ Visible with access restricted after end

☐ Visible with submission restricted after end

☐ Hidden after end

☒ Display in Calendar

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Group and Section Restrictions

☐ Restrict this forum to the following groups and sections

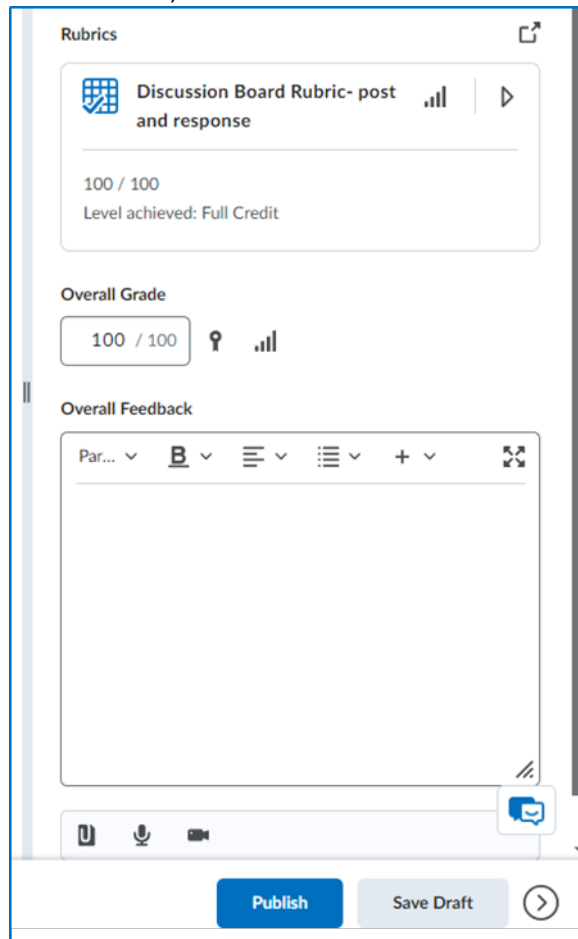
Add Groups and Sections

There are no group or section restrictions attached to this item.

Save and Close Save and Add Topic Save Cancel

Adding Feedback to Discussions

- To add feedback to a discussion, go to the **Grades** link.
- Click on the comments box next to the submission.
- To the right of the post, you will see a space to type the **Overall Grade** and **Overall Feedback**.
- When finished, click **Publish** or **Save Draft**.



The screenshot shows a 'Rubrics' interface for a discussion post titled 'Discussion Board Rubric- post and response'. The post has a score of 100 / 100 and the level 'Level achieved: Full Credit'. Below this, there is a section for 'Overall Grade' with a dropdown menu showing '100 / 100' and a key icon. To the right of the grade is a small bar chart. Below the grade is a section for 'Overall Feedback' with a text area and a rich text editor toolbar. The toolbar includes a paragraph dropdown, bold, italic, underline, list, link, and a plus icon. At the bottom of the interface are buttons for 'Publish', 'Save Draft', and a right arrow icon.

Rubrics

Discussion Board Rubric- post and response

100 / 100
Level achieved: Full Credit

Overall Grade

100 / 100

Overall Feedback

Par... B I U List Link +

Publish Save Draft