DISCUSSION BOARDS

BYU-Idaho Online Knowledgebase

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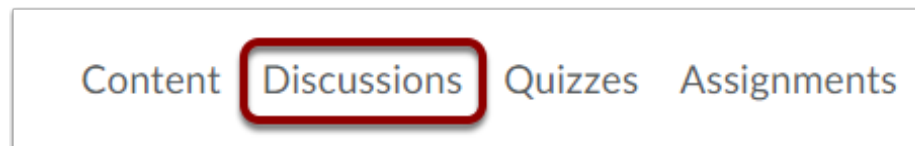
Select the **Discussions** tab in the upper navigation bar.

New Topic
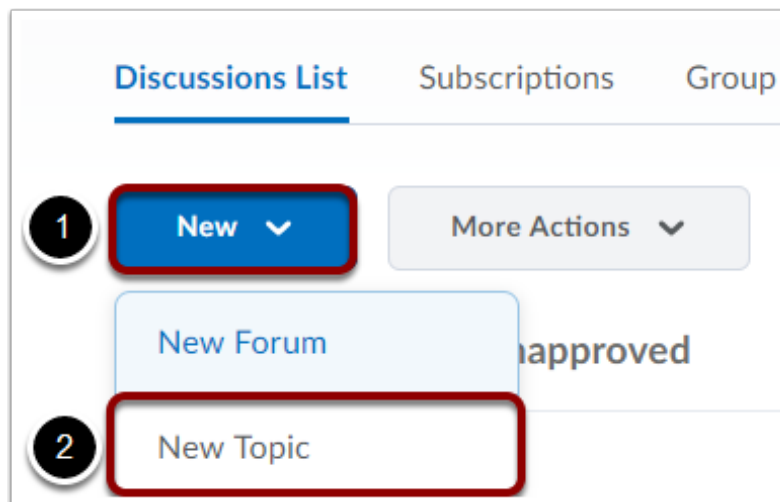
1. Click **New** at the top of the page.

2. Select **New Topic**.

New Topic Details

1. Either select the forum that you would like the discussion to be in, or select **New Forum** to put it in its own forum.

2. Under Topic Type, select *Group or section topic, everyone can access this topic but students only see threads from their own group or section*.

3. Select a group category.

4. Title the discussion.

5. Click **Save and Close**.

How Do I Create Multiple Topics with Group Restrictions?
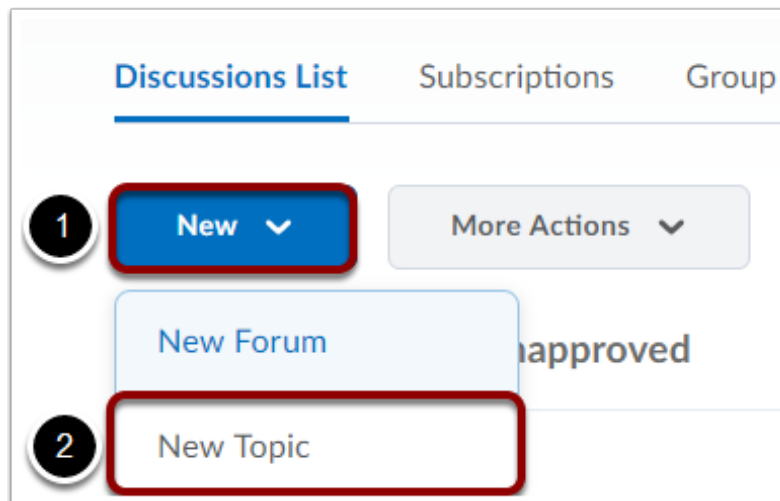
Discussions
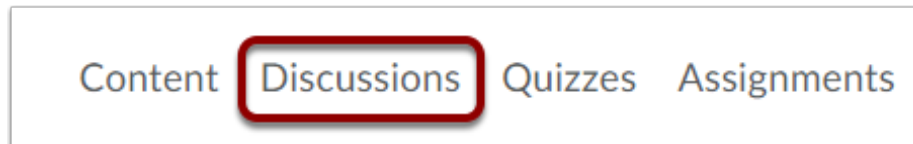
Select the **Discussions** tab located in the upper navigation bar of your course.

New Topic

1. Click **New.**

2. Select **New Topic.**

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New Topic Details

1. Either select the forum that you would like the discussion to be in, or select **New Forum** to put it in its own forum.

2. In Topic Type, select **Open topic.**

3. Give your discussion a title (Hint: it helps to have the group number in the title).

Restrictions

Select the **Restrictions** tab at the top of the page.

Group and Section Restrictions

1. Check the box next to *Restrict this topic to the following groups and sections*.

2. Click **Add Groups and Sections**.

Groups or Sections to Add

1. Select one group for the discussion board to be for.

2. Click **Add.**

Save and Close

Click **Save and Close**.

ℹ️ Repeat the steps above for every group in your course until each group has its own topic.

⚠️ Note: A grade item with group restrictions will need to be created for each discussion board topic created above.

💡 Related Articles:

- How Do I Grade a Group Discussion Board?
- How Do I Grade a Group Discussion Board Using a Rubric?

How Do I Create a New Discussion Forum?

A **Discussion Forum** is simply a container for Discussion Topics. Discussion Topics contain Discussion Threads, and Discussion Threads contain Discussion Posts.

A Discussion Forum is Required to create Discussion Topics.

Discussions

Click on the **Discussions** tab.

New
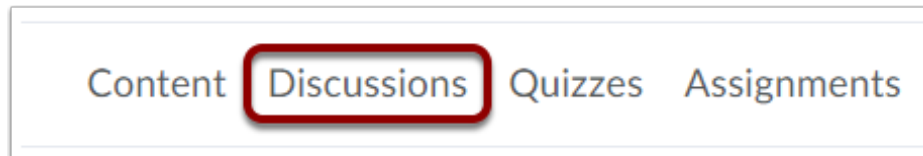
1. Click on the **New** button.

2. Click on **New Forum.**

Enter Title

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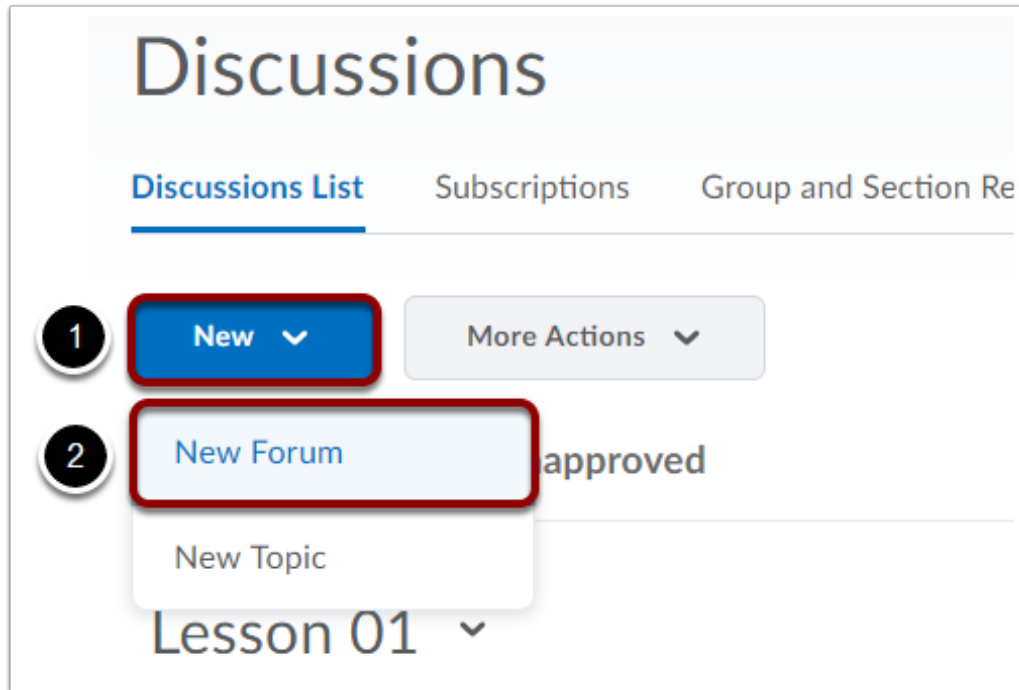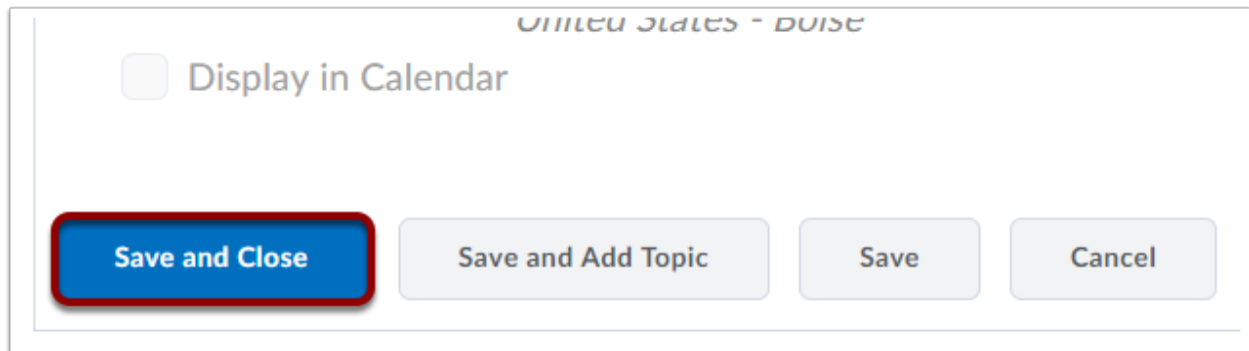Enter the data for your new forum. Generally a **Title** is all that is required.

Save and Close

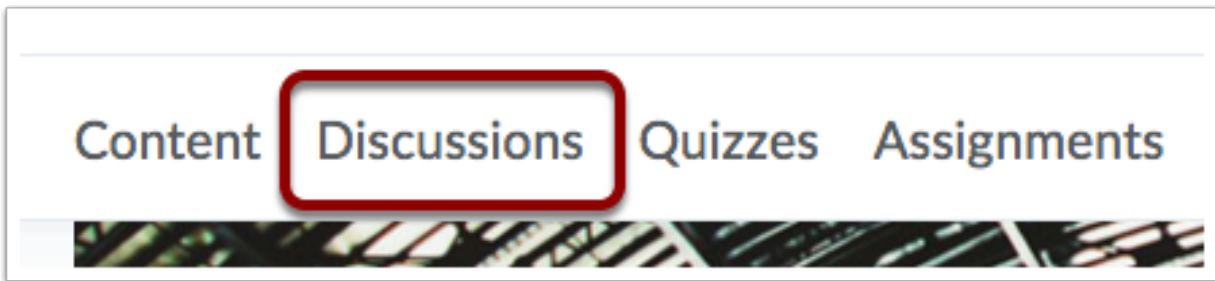Click on the **Save and Close** button.

How Do I Create a New Discussion Board Topic?

Discussions

Click on the **Discussions tab.**

New
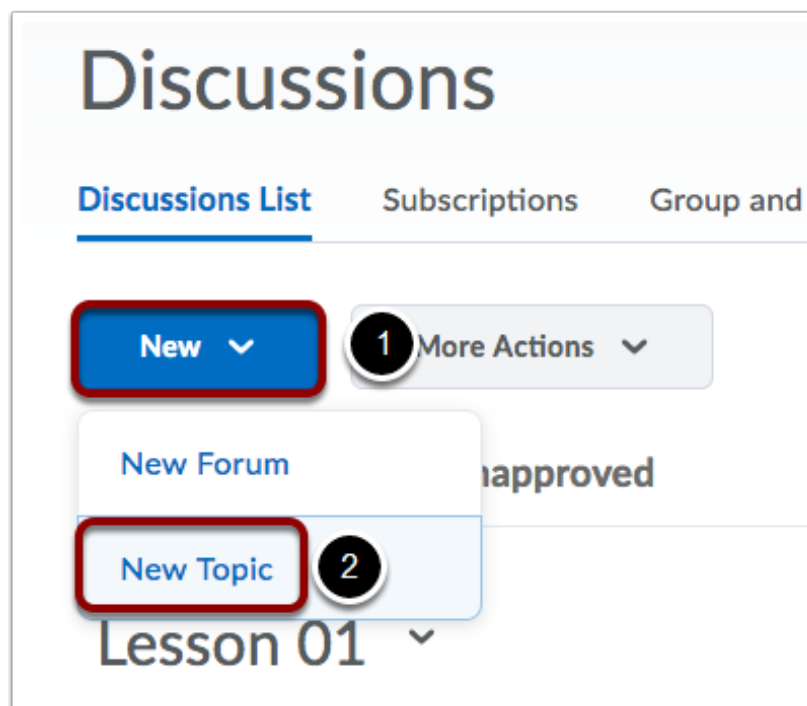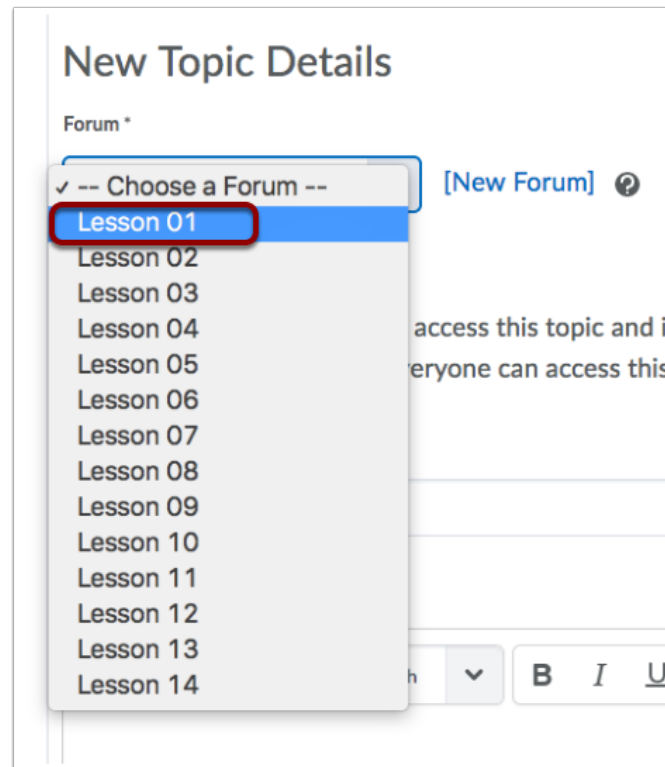
1. **Click** on the **New** button in the top right.

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2. Select **New Topic.**

Choose Forum

1. **Click** on the **drop down menu** titled **Forum.**

2. **Choose** which forum you want to add the discussion topic to.

Title

1. **Name** the discussion topic in the **Title** box.

2. **Fill in** other desired information in the **Description** box.

Options

Check to make sure the Options are correctly configured to your desired preferences.

Visibility

Check to make sure the **Visibility** settings are correctly configured to your desired preferences.

Locking Options

Check to make sure the **Locking Options** settings are correctly configured to your desired preferences.

> 💡 The **Locking** options control when a student can post to a discussion board, whereas the the **Visibility** options control when a student can look at a discussion board.

Save and Close
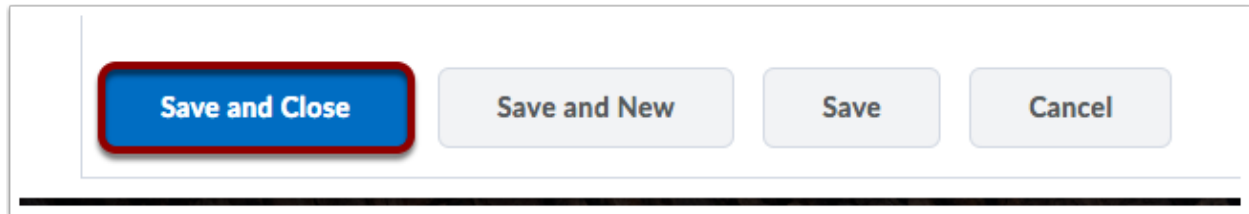
Click on the **Save and Close** button.

How Do I Edit a Discussion Board Topic/Forum?

Discussions

Click on the **Discussions** tab.

Edit Discussion Board

1. Click the **Drop Down Menu** next to the discussion board you'd like to edit

2. Click on **Edit Topic.**

Make Changes

Make your **changes** to any of the available options

1. Edit various posting options

2. Edit post rating options

3. Edit Availability options

4. Edit Locking options

Save

Click on the **Save and Close** button.

How Do I Add or Create a Lock Date to a Discussion Board?

Lock dates can be used to restrict a students ability to contribute to the discussion thread. A student will have view access, but will be unable to contribute to a discussion thread that is locked.

Open Discussions
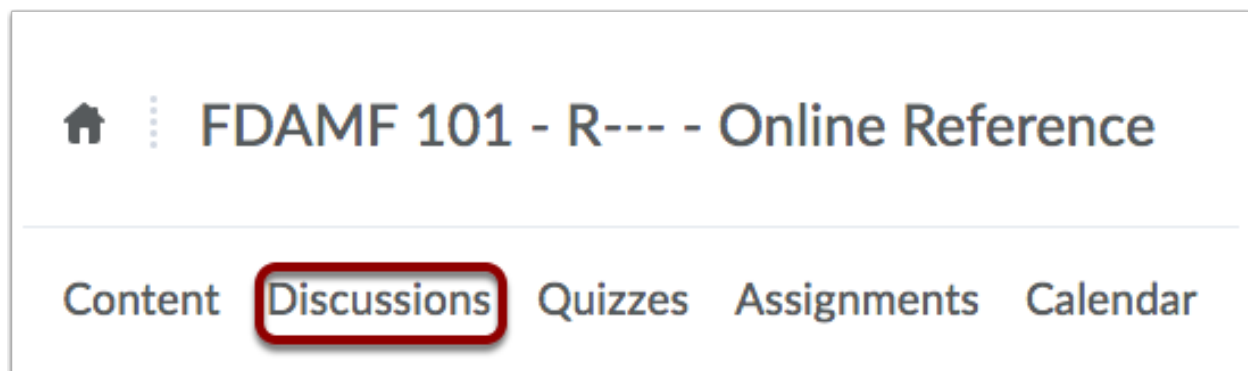
Inside of your course, click on the **Discussions** tab at the top of your page.

Edit Topic
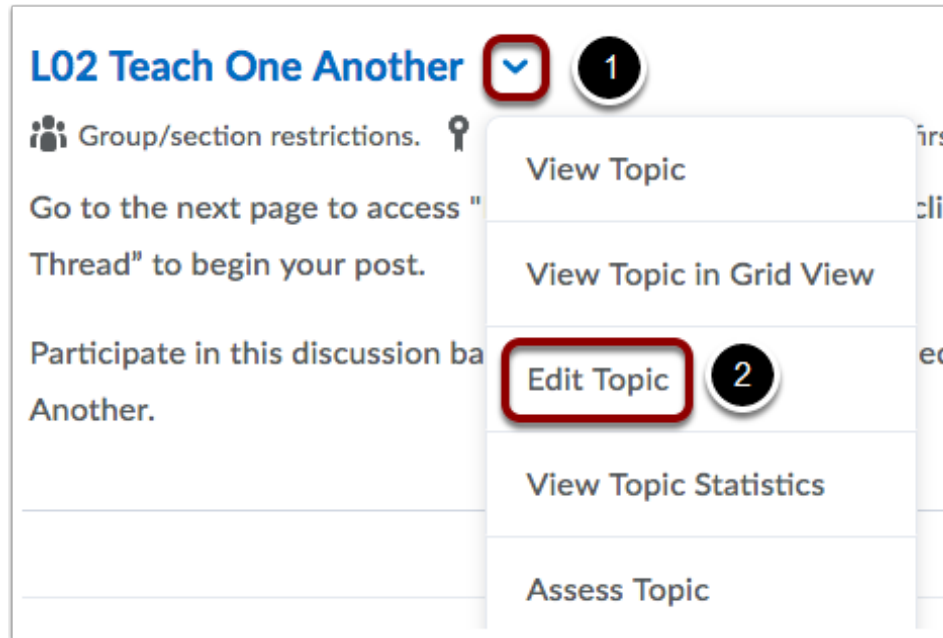
1.Click the drop-down next to the topic.

2. Click **Edit Topic.**

Edit Locking Options

1.Locate **Locking Options.**

2. Select **Unlock topic for a specific date range**

3. **Check** the first two boxes. Customize the dates in the boxes for the start date and end date.

4.When finished, **Save and Close.**

How Do I Add or Change Visibility to a Discussion Board?

Visibility on a discussion board allows you to hide the discussion board from your students in both the Content Area as well as the Discussion tab.

Discussions Tab
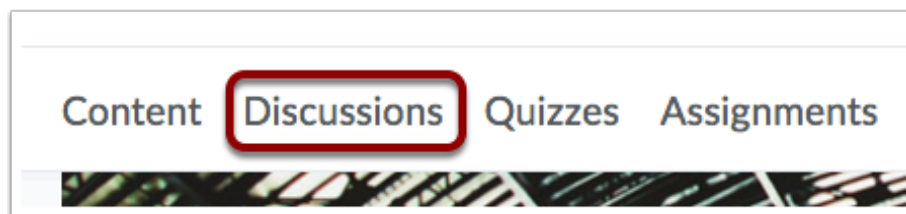
Click on the Discussions tab on the top of your screen.

Edit Discussion Board
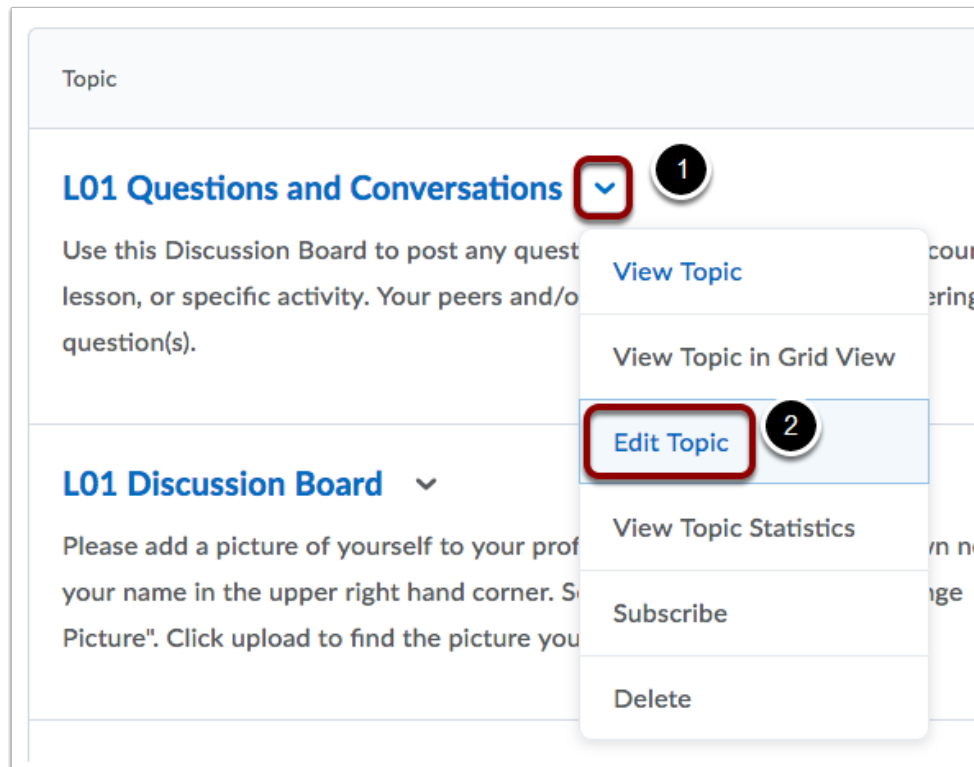
1. **Click** the **drop down menu** next to the Discussion Board you want to edit.
2. **Click** on **Edit Topic.**

Availability Options

Under **Visibility**, select the option you would like to use. To hide the topic for a specific date range put the dates in the appropriate fields.

NOTE: You can choose whether or not you want these dates to display in the Calendar for your students by selecting the box next to #3

Save

Click Save and Close.

Check

Confirm your changes were saved successfully by looking at the information listed under the discussion topic in the discussion area of your course.

How Do I Reorder a Discussion Forum/ Topic?

Follow these instructions to learn how to reorder discussion board topics.

Discussions Tab
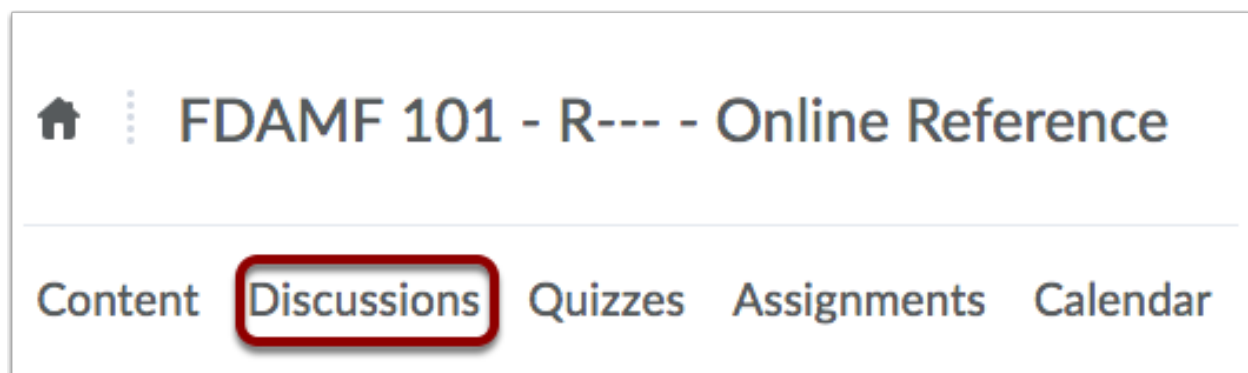
Click on **Discussions** in the upper menu.

More Actions
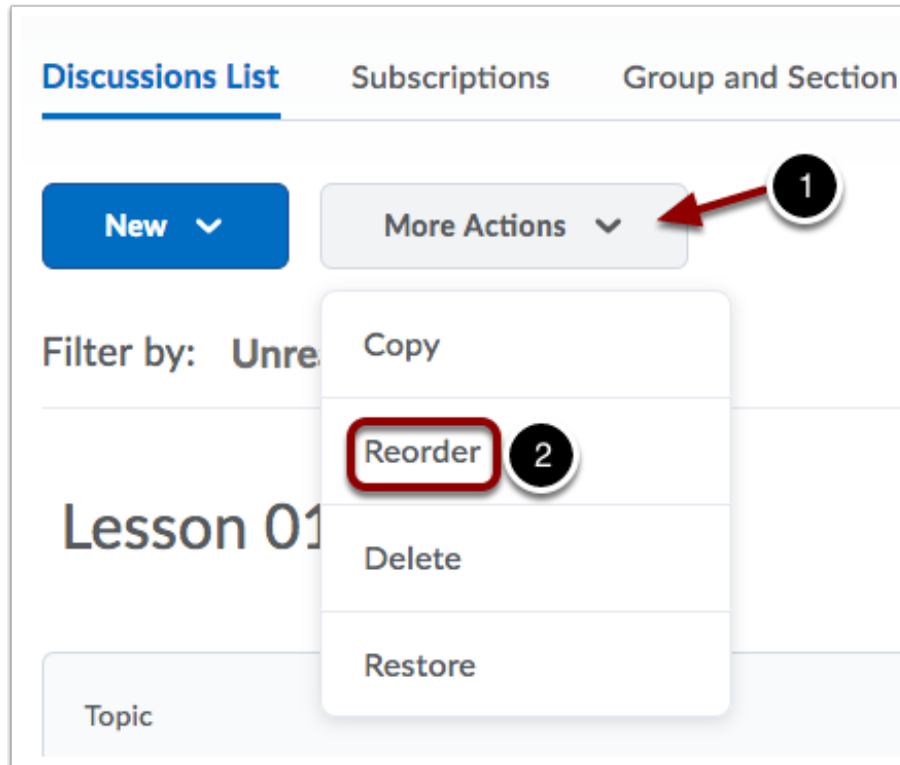
Click on **More Actions** and then **Reorder**.

Reorder Topics

Under Sort Order, use the farther-right **drop-down boxes** to reorder topics within a forum.

NOTE: From this page, you can only reorder topics within the same forum. You cannot move a topic to another forum.

Save

When you have finished reordering the topics, click **Save**.

How Do I Connect a Grade Item With a Discussion Board?
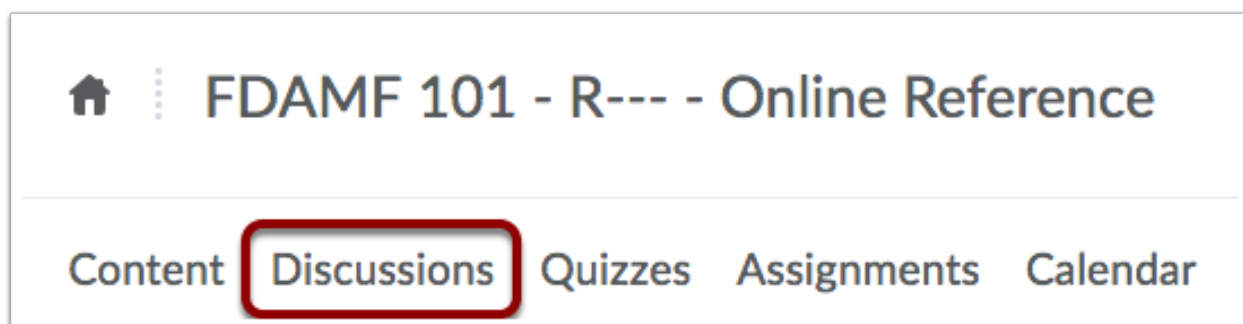
Discussions

Click on the **Discussions** tab.
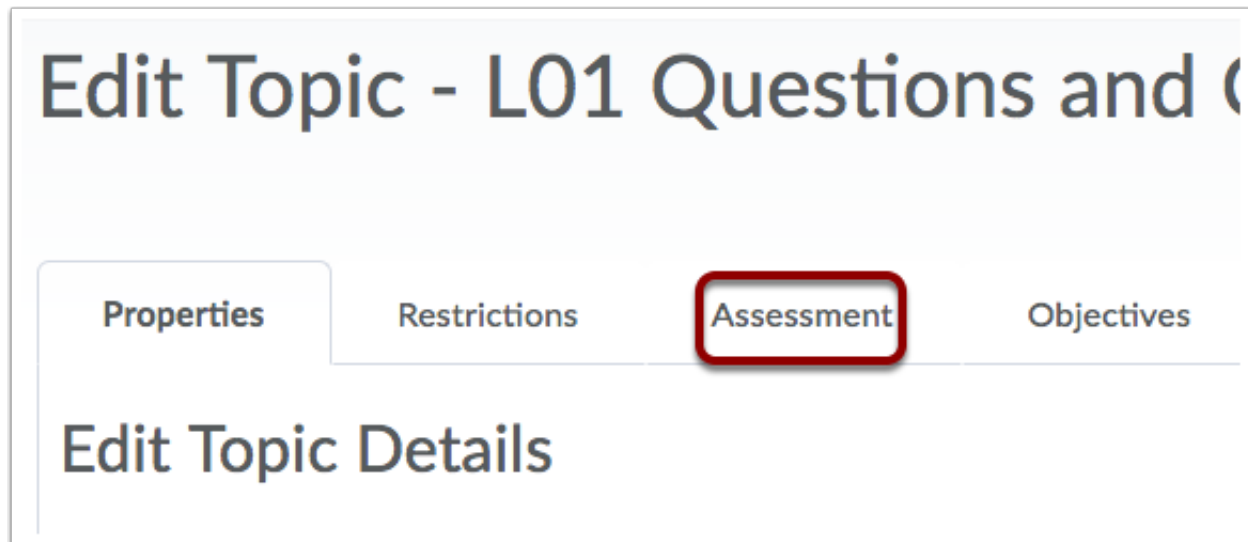
Find the Discussion Board
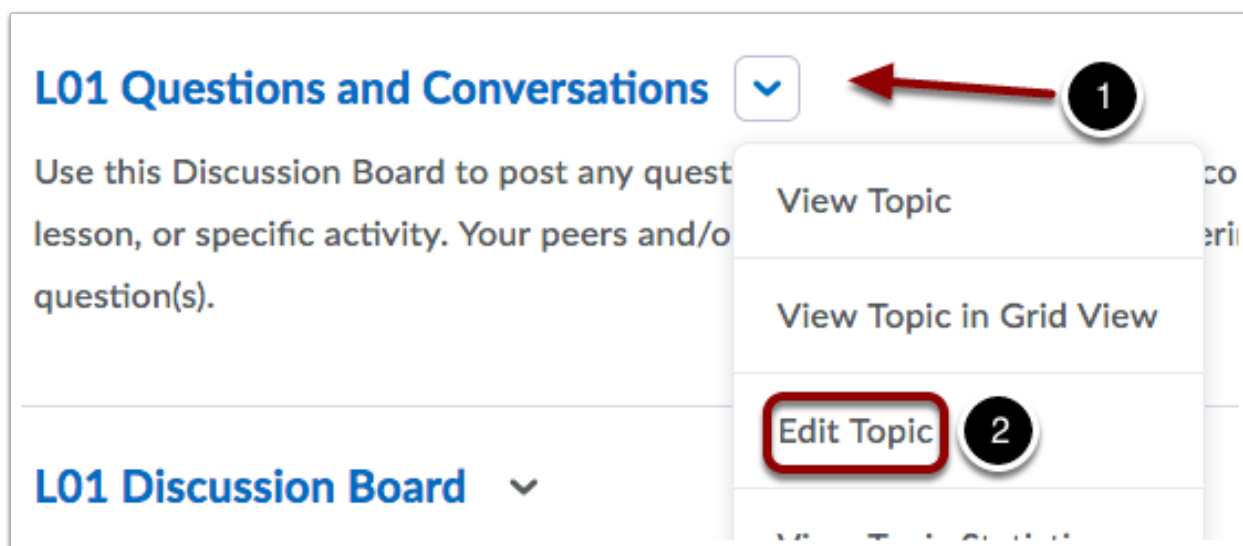
Find the discussion board you wish to connect a grade item with.

1. Click on the **down arrow** by the discussion board name.

2. Select Edit Topic.

Assessment
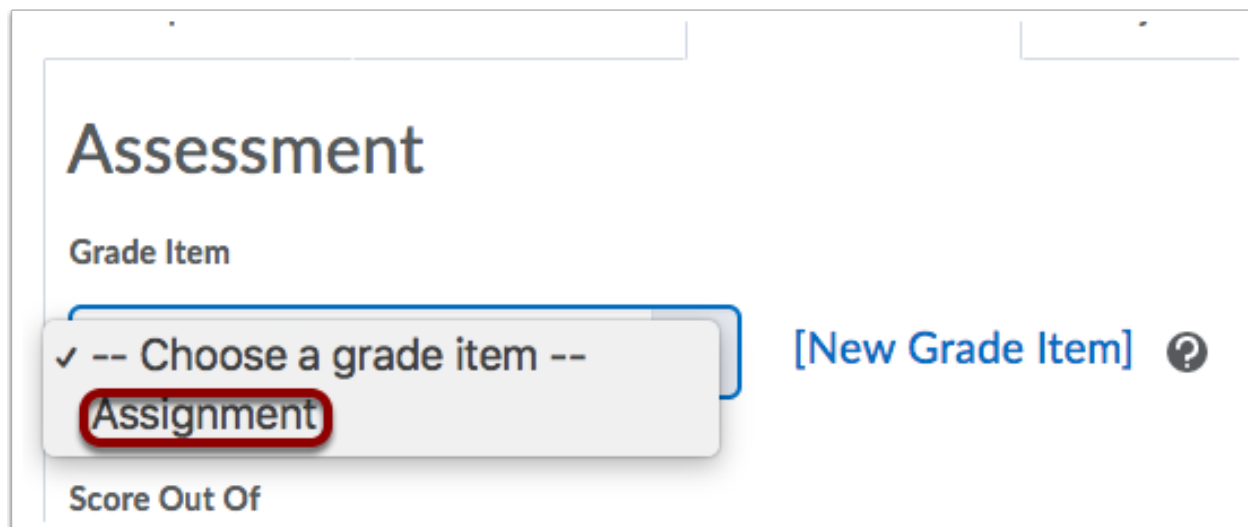
Click on the Assessment tab.

Add an Existing Grade Item

NOTE: If you have not created the Grade Item yet, skip to the next step.

1. Click on the drop down menu.

2. **Click** on the **grade item** you wish to attach to the discussion board.

Create a New Grade Item
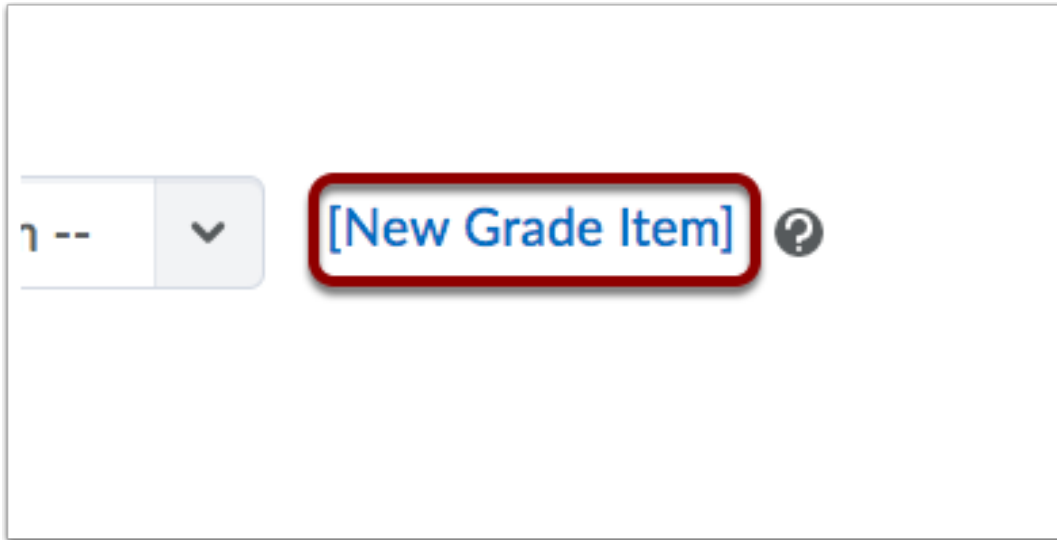
If you have not created the **Grade Item** yet, **click** on the **New Grade Item** link.
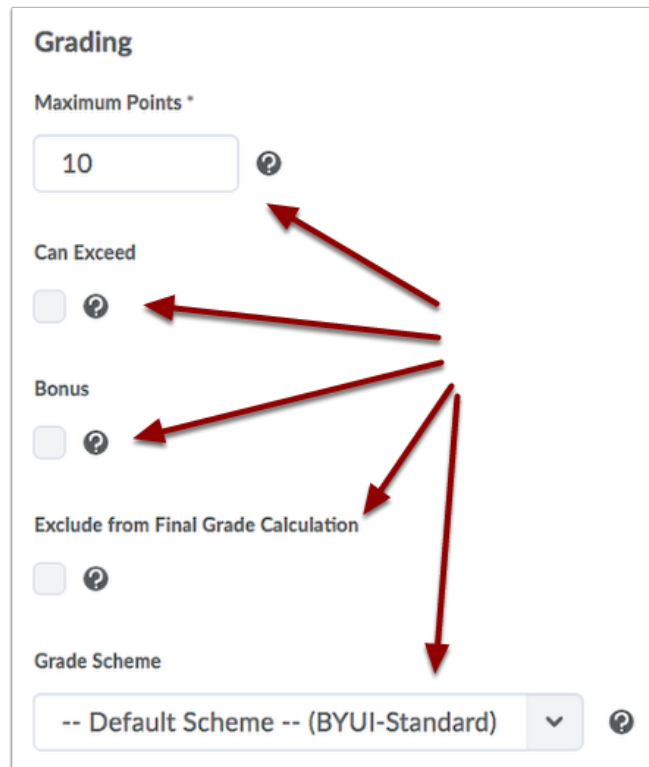
Name & Short Name

1. Give the **Grade Item** a name.

2. Give the **Grade Item** a **Short Name**. NOTE: The short name is used to title the gradebook column in the gradebook so make it something that you will remember understand.

3. Put the **Grade Item** in a **Category**. NOTE: Categories are used to group grade items and to apply weighted grades.

Settings

Complete the rest of the settings as desired.

> ⚲ NOTE: You can select the grey question mark next to any of the options to learn more about them.

Rubrics and Visibility

1. A rubric can be added to the grade item.

NOTE: It is considered best practice and highly recommended to add **Rubrics** to the activity (i.e. Discussion Topic) rather than the Grade Item.

2. Set visibility restrictions

⚠ NOTE: Except under rare circumstances, **Grade Items** should always be visible to students.

Save

Click the **Save** button.

You can now find this **Grade Item** of the **Discussion Topic.**

Save and Close

Click the **Save and Close** button in the Discussion Topic.

How Do I Change My Discussions View to Grid/Reading View?

Putting your discussion board in **Grid View** is an alternate viewing option that offers a more compressed view of all the posts in each topic. This tutorial shows all three ways to enable this setting.

NOTE: **Grid View** is only visible if you access your discussion board from the **Discussions** tab. If you acces your discussion board from the **Content** area it will always show **Reading View.**

Discussions Tab
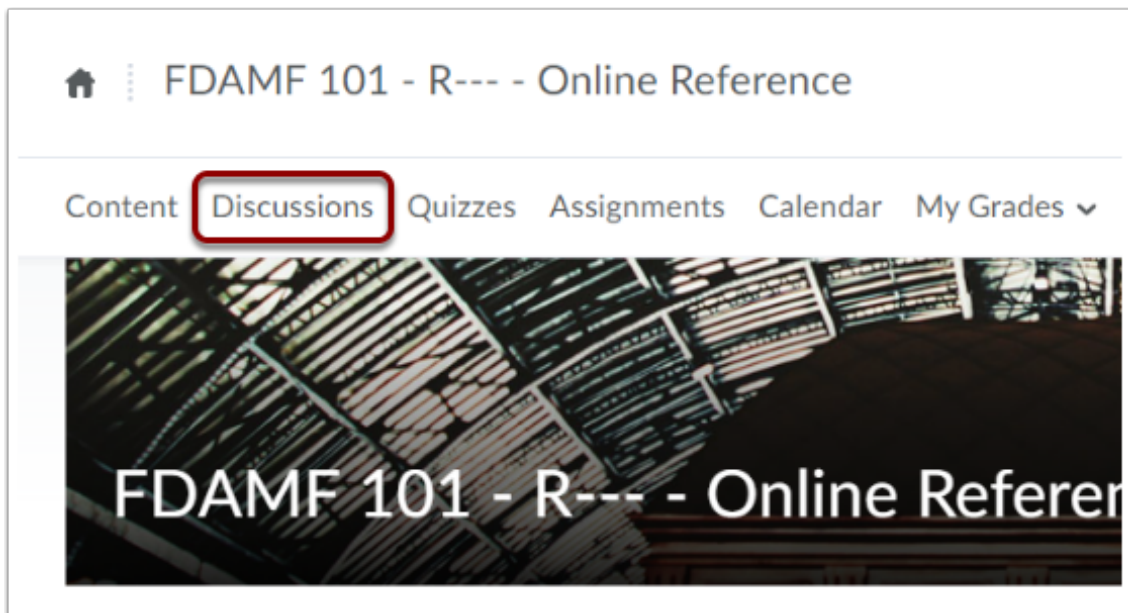
Click on the **Discussions** tab.

Method 1: From the Discussion Topic
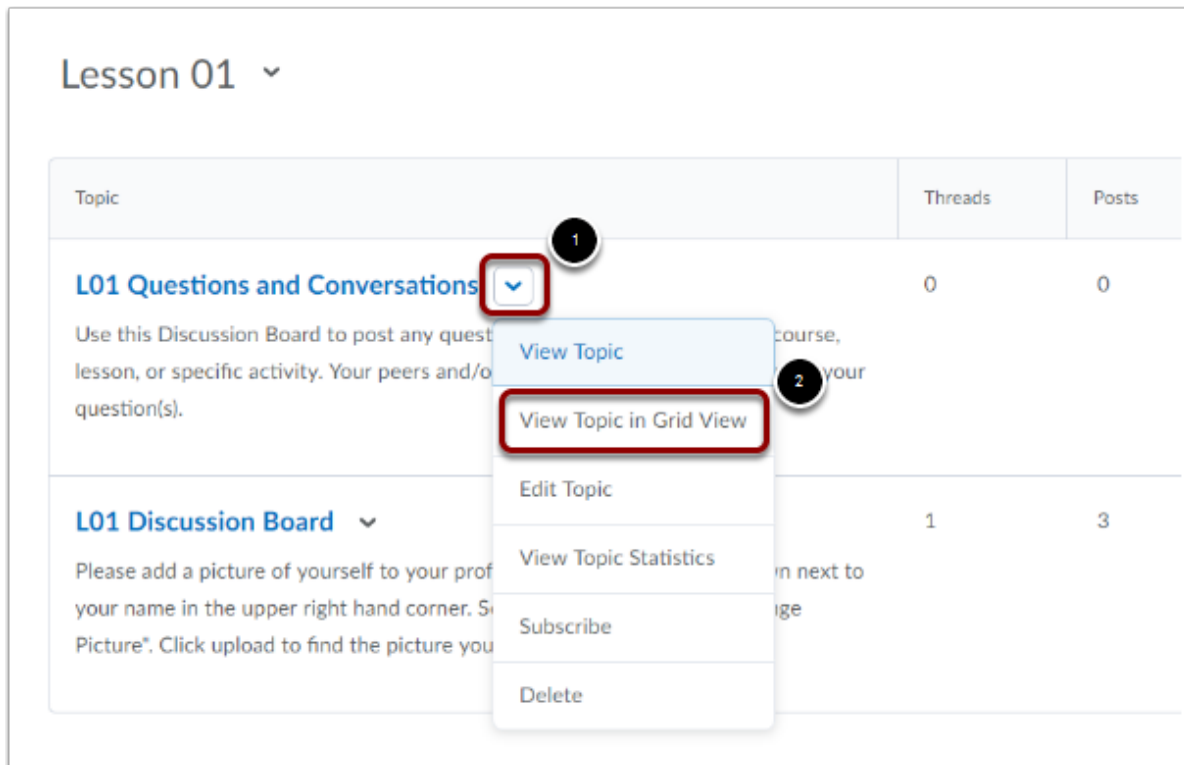
Find the Discussion Board you wish to edit.

1. **Click** on the **drop down arrow** to the right of the Discussion Topic.

2. **Click** on **View Topic in Grid View.**

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Example

Click on any of the post to view its contents in the lower window.

Method 2: From the Discussion Settings

Click on the **Discussions** tab.

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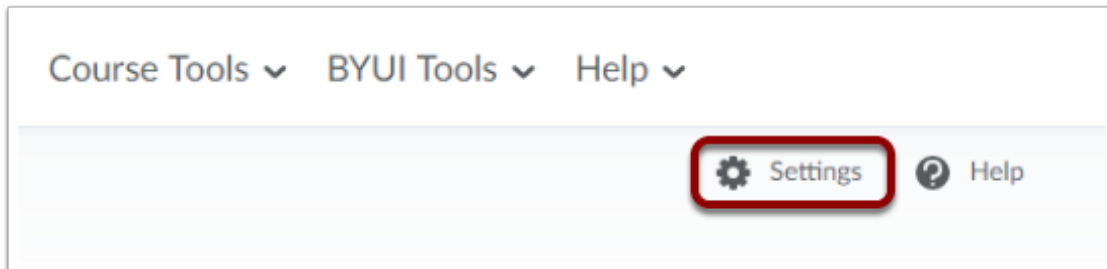
Settings

Click on the **Settings** link in the top right.

Select Grid View
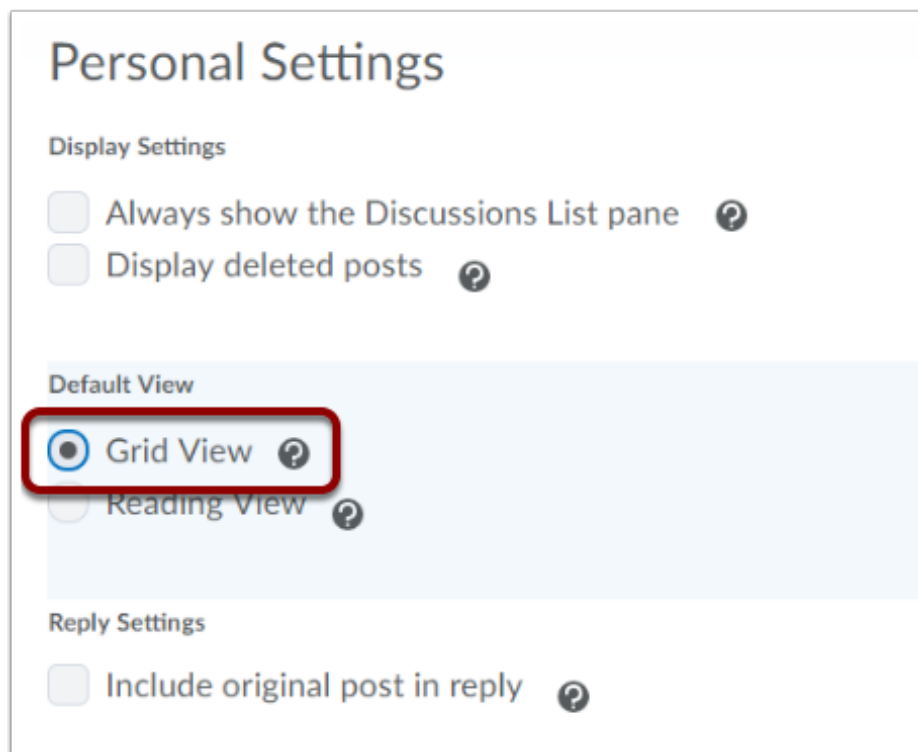
Click on the **radius button** to select **Grid View.**

Save
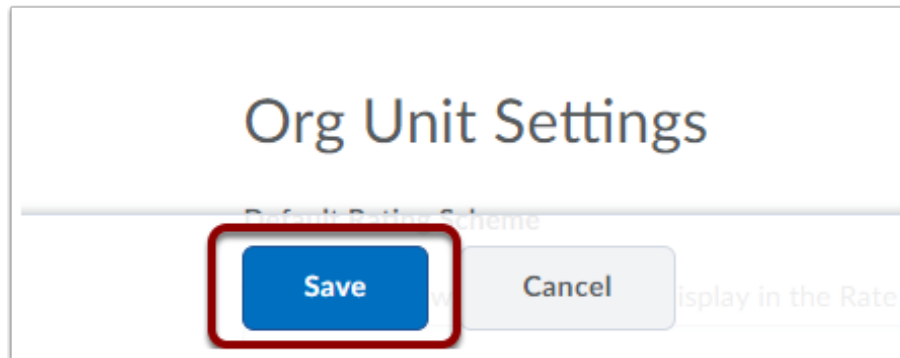
Click on the **Save button** in the bottom left.

NOTE: Using Method 2 will permanently change all of your discussions to Grid View. Method 1 will only change the Discussion

How Do I Assign a Group of Students to a Specific Topic in a Discussion Board?
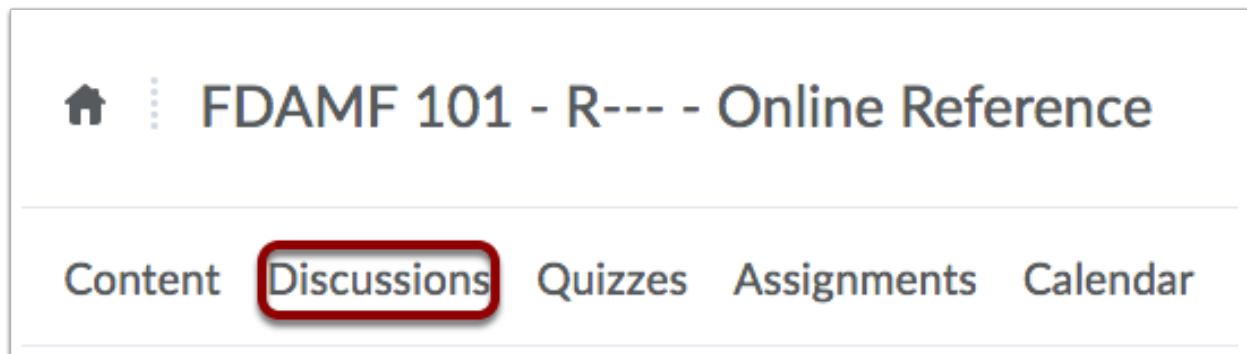
Discussions

Click on the **Discussions** tab.

Locate Discussion

Topic

L02 Questions and Conversations ⌄

Use this Discussion Board to post any questions you may have about the course, lesson, or specific activity. Your peers and/or instructor may help in answering your question(s).

L02 Teach One Another ⌄

👥 Group/section restrictions. 🔑 Includes assessment. Must post first.

Go to the next page to access "L02 Teach One Another" and click "Start a New Thread" to begin your post.

Participate in this discussion based on the instructions provided in L02 Teach One Another.

Notice that there are no *Group/section restrictions* under L02 Questions and Conversations. This means there are no groups assigned to this discussion topic.

Edit Discussion
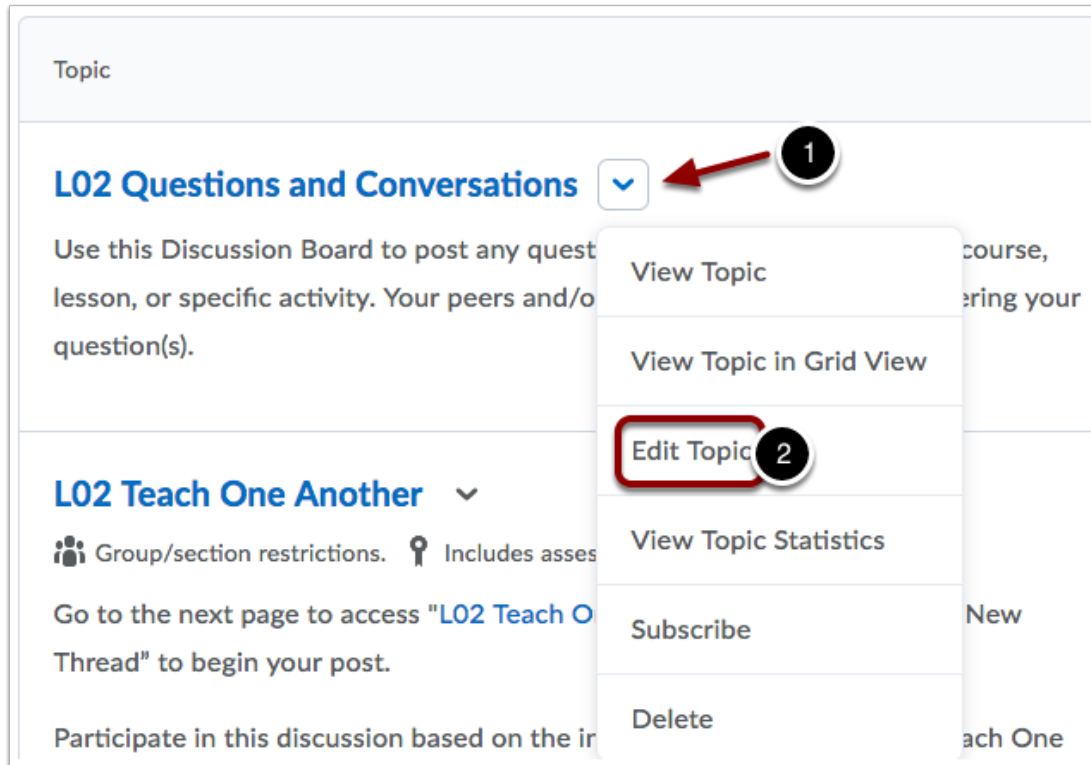
1. **Click** the **Drop down** menu next to the discussion you want to add a group to.

2. **Click Edit Topic.**

Restrictions

Click on the Restrictions tab.

Group and Section Restrictions

1. Check the box next to Restrict this topic to the following groups and sections

2. Click Add Group and Sections.

Add Groups and Sections

Select the appropriate **Group or Section Category** that contains the group you would like to associate with the Discussion topic.

NOTE: A Group or Section Category is a set of groups similar to a Groups set in other LMS platforms.

Select Group

Select the **Group** you would like to associate with the discussion topic. In this example **Group 2** will be associated with the discussion topic.

Add

Click the **Add** button.

Save and Close

1. **Notice** how **L02 & L03 DB Groups: Group 2** restriction has been added to the discussion topic.

2. **Click Save and Close.**

Check

Notice that **L02 Questions and Conversations** now has *Group/section restrictions.* Your changes have been successfully saved.

Remove Restriction

If you need to remove a restriction **click** on the "X"

> ⚠ NOTE: If a restriction associated with a discussion topic is removed after a student has already posted to it, then any student in that group will loose access to their discussion posts.

How Do I Delete a Discussion Forum/ Topic?

Option 1
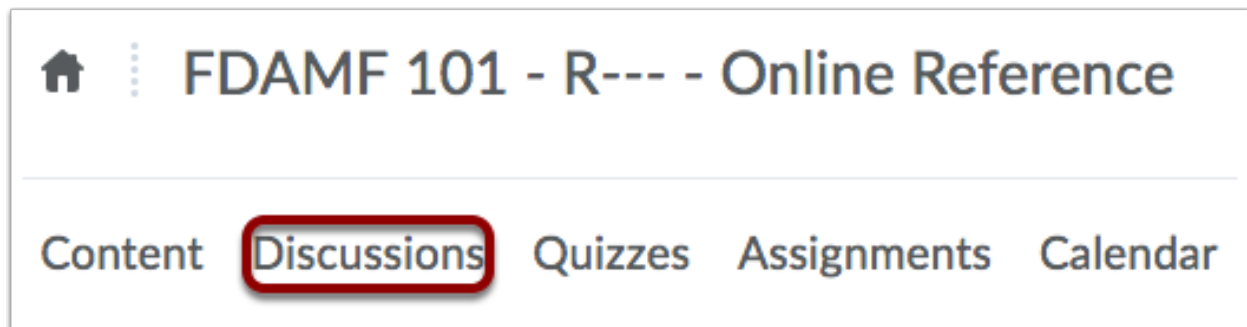
Click on the **discussions** tab.
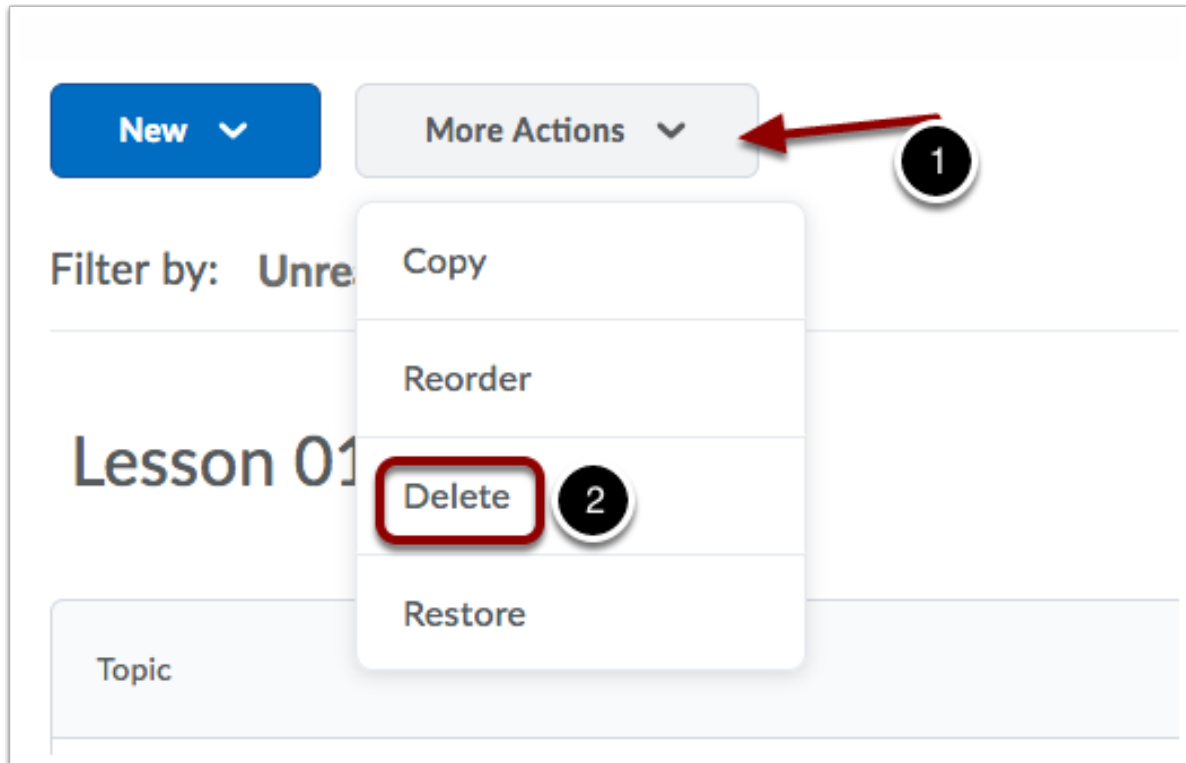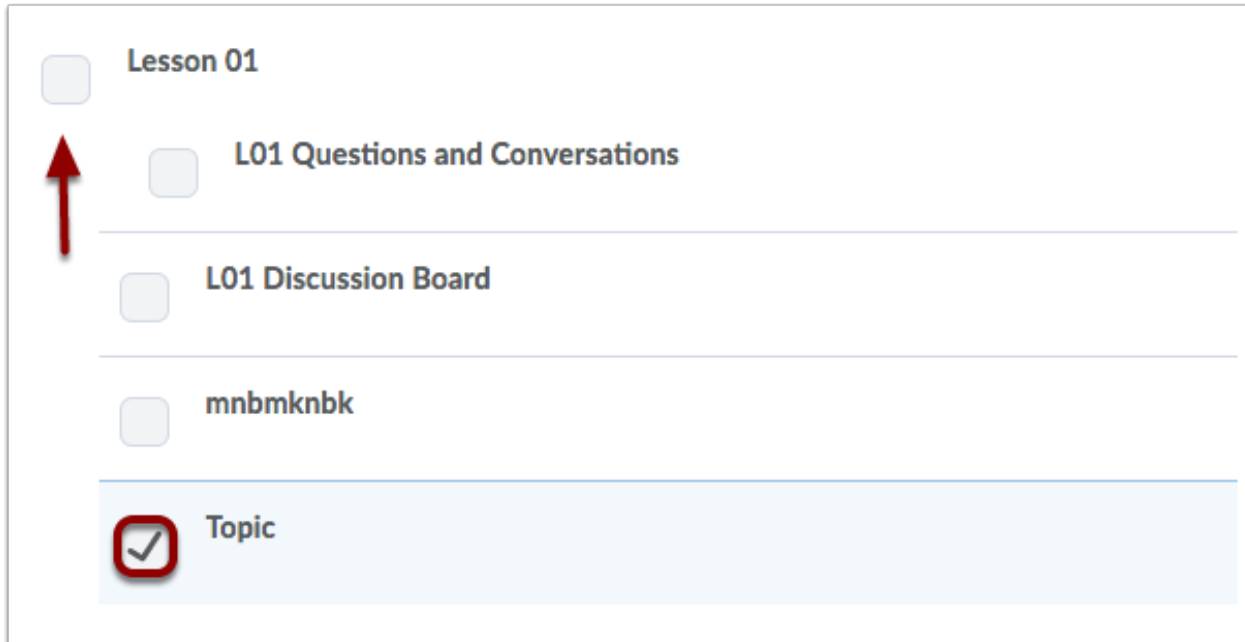
More Actions

1.Click on **More Actions.**

2. **Click Delete.**
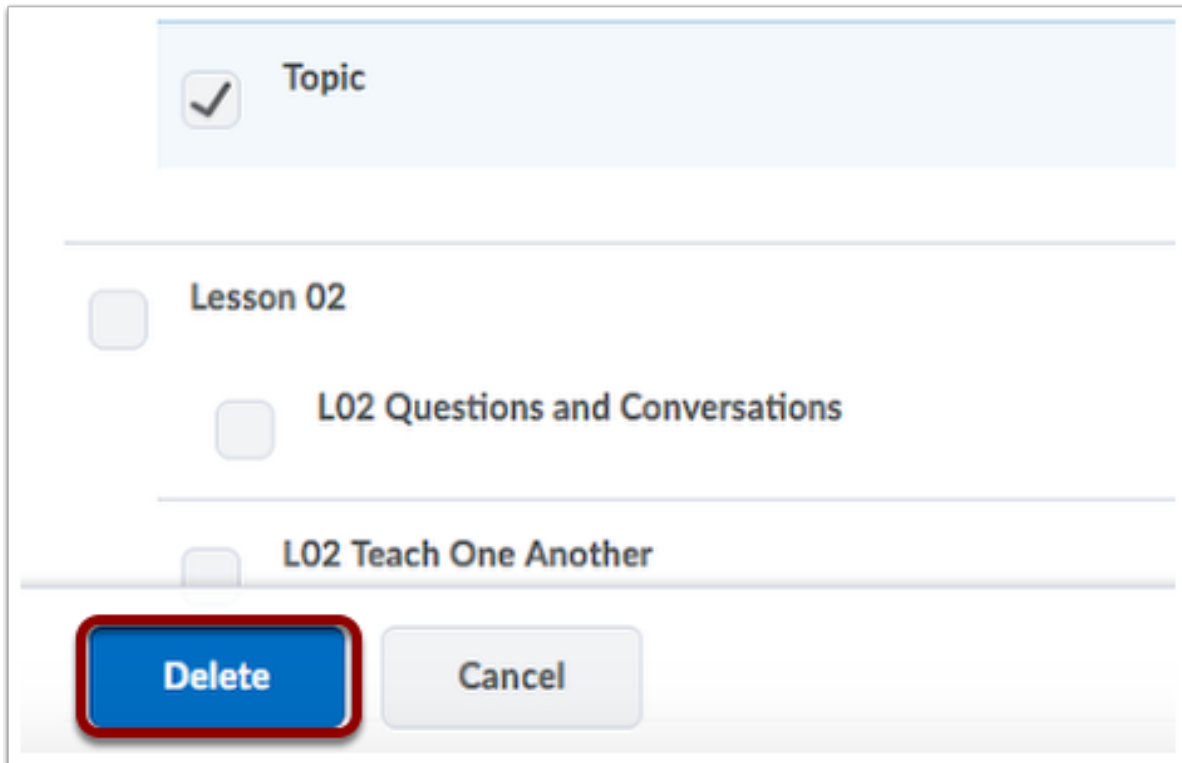
Select

Select which **Discussion Forum/Topic** you want to delete. You can select topics individually, or delete the entire forum with the box indicated by the arrow.

Delete

Click the **Delete** button.

Option 2

Edit Topic
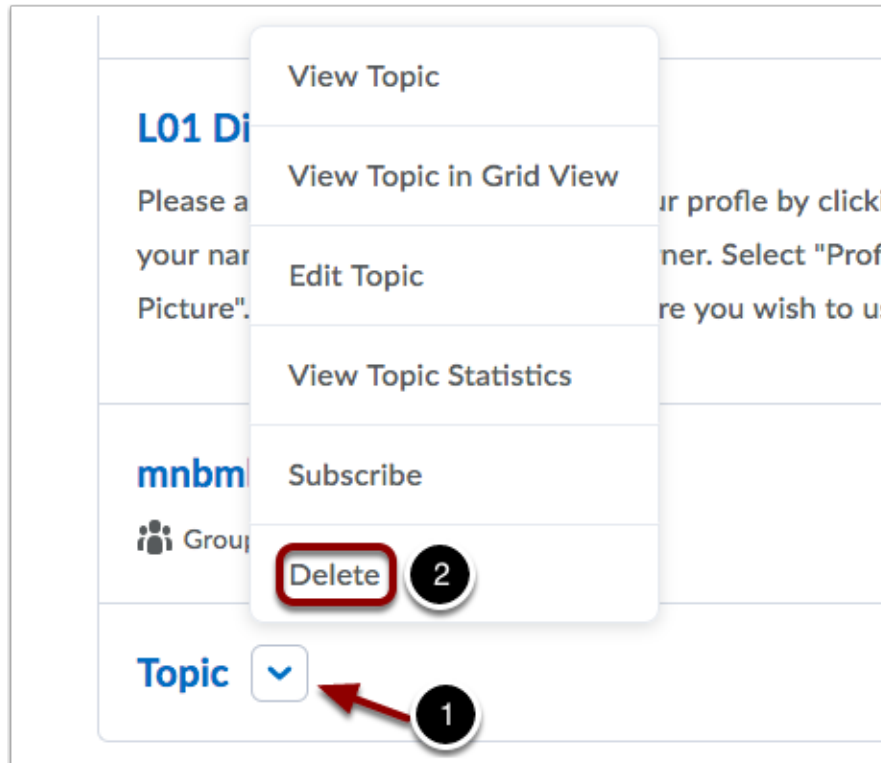
1. **Click** the drop down arrow next to the **Topic** or **Forum** you wish to delete.

2. **Click Delete**

Check

Check to see if your Discussion Forum/Topic is is removed from your **Discussions List.**

How Do I Copy a Discussion Forum/ Topic?

Copying a Forum or topic can help streamline the process of creating multiple discussion boards. When copying a Forum all of the topics within the forum will be copied as well, along with any setting or group restrictions associated with the forum topics.

Discussions
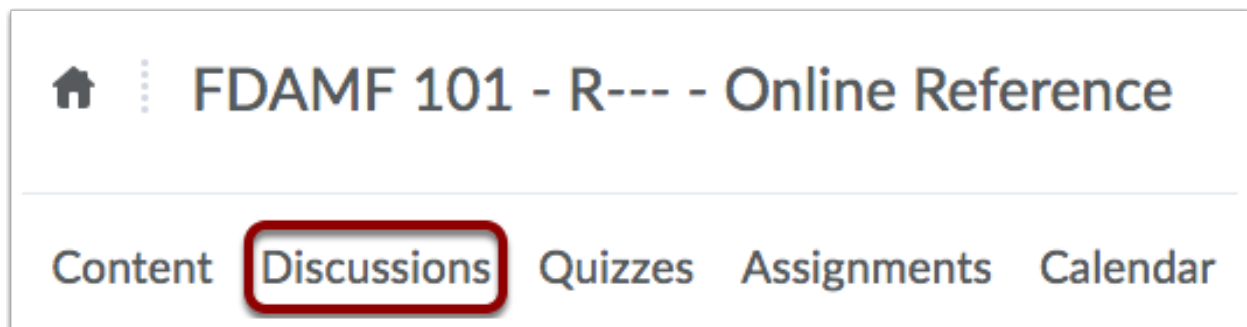
Click on the Discussions tab.
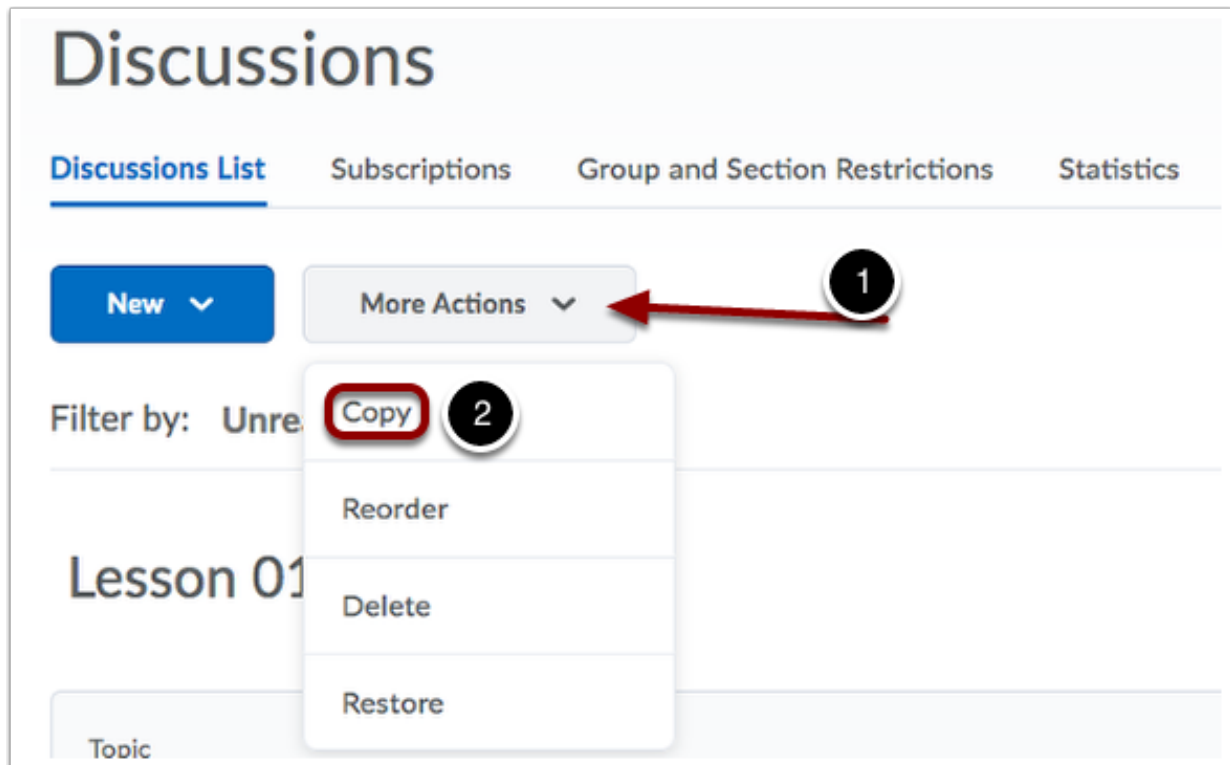
More Actions

1. **Click** on **More Actions.**

2. Then **click Copy.**

Copy Forum or Topic

You may copy a **Forum** or a **Topic.** For this example, we will select **Copy a Forum.**

Choose a Forum
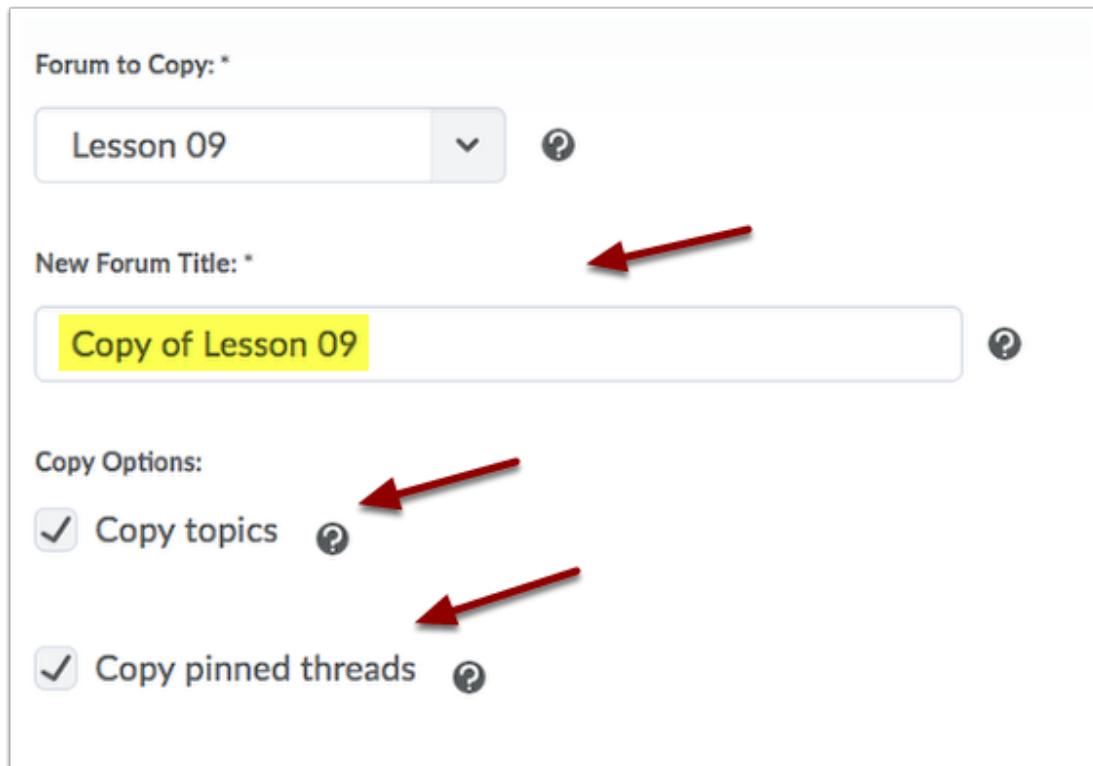
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1. **Click** on **Choose a Forum.**

2. Then select the forum you want to copy.

Select Options

Select your options. You can copy over **Topics,** and/or **Pinned Threads.** You may also edit the **New Forum Title.**

Copy

Click on Copy.

Check

Check to see your copied forum listed among your discussion boards.

> ⓘ NOTE: the new Forum will always be created at the bottom of the list of discussion boards. To move it's location, follow the steps covered in How do I Reorder a Discussion Forum/Topic.

How Do I Require Students to Post Before Seeing the Discussion Thread?

This setting allows the Instructor to require a student to post their own response to a discussion thread before seeing the responses of others. This helps when the Instructor wants to encourage students to contribute an original thought rather than depending on the comments of others to inform their post.

Discussions
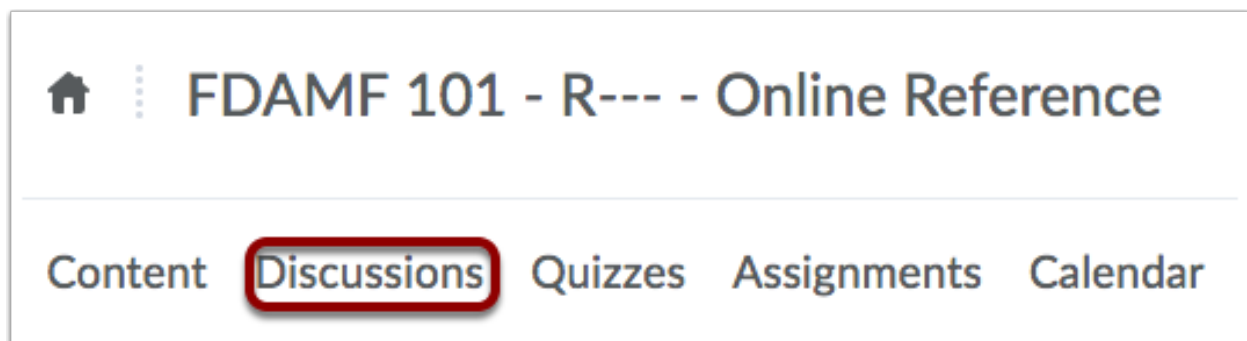
Click on the **Discussions** tab.

Edit Forum
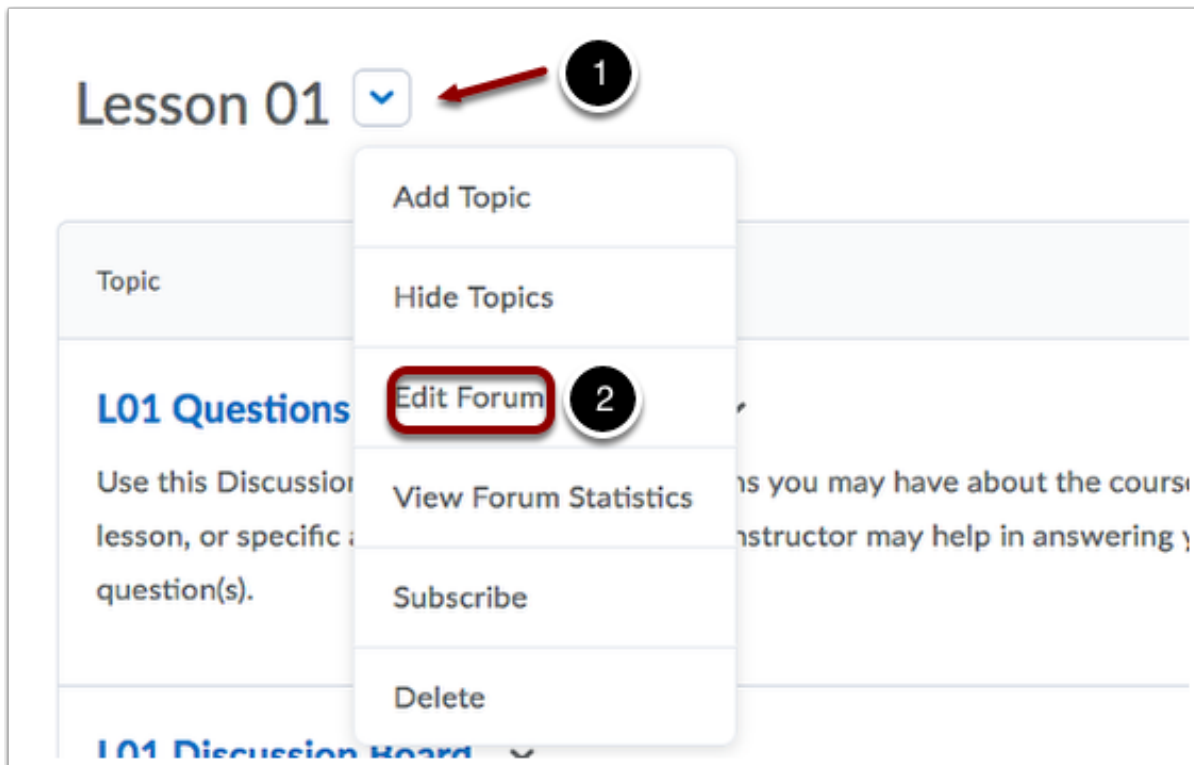
1. **Click** on the **Drop Down Menu** next to the forum you want to edit.

2. **Click Edit Forum.**

Locate "Options"

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Click the box next to Users must start a thread before they can read and reply to other threads in each topic.

Save
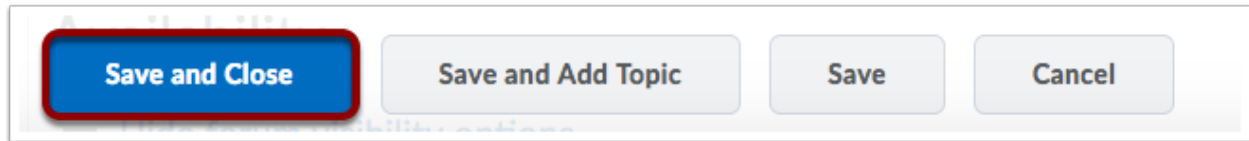
Click on Save and Close.

How Do I Convert a Questions and Conversations Discussion into Separate Weekly Discussions?

Each Online Instructor has a discussion board titled Questions and Conversations in their course. This discussion board is is a single topic that appears in each lesson throughout the entire semester. Some Instructors prefer to have a separate discussion board topic for each week rather than just adding new threads to the same discussion topic. This article shows how to do this.

Discussions Tab
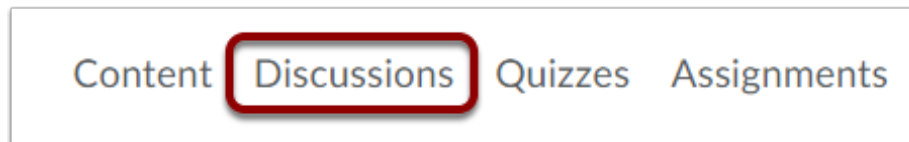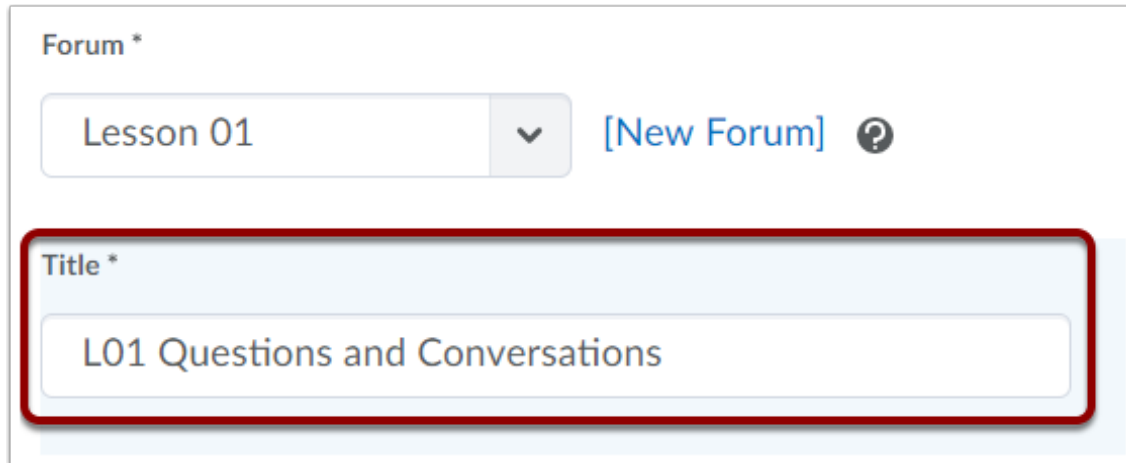
Click the **Discussion** tab

Edit Discussion Topic
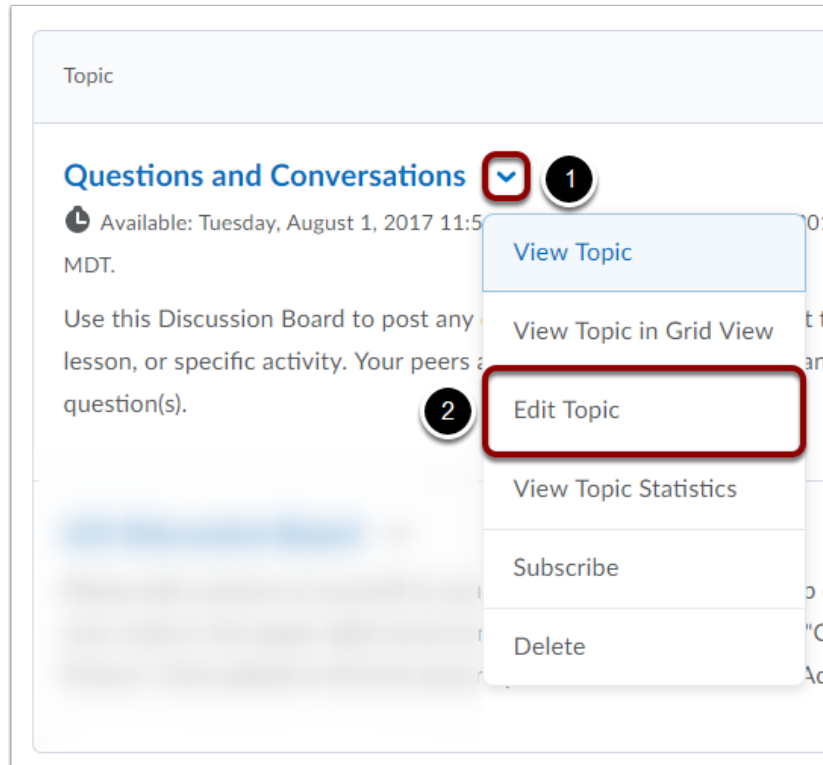
1. **Scroll** down to the **Questions and Conversations** discussion topic and click the pull down menu.

2. **Select Edit Topic**

Rename Topic
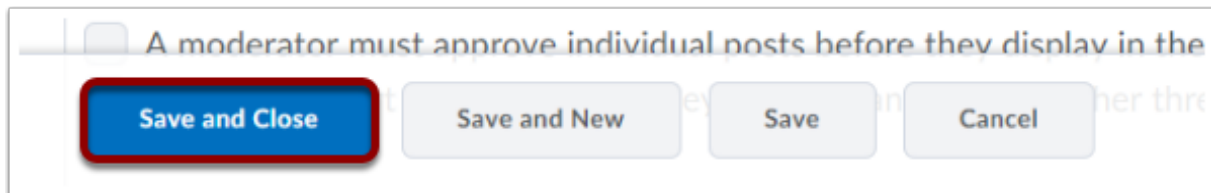
Rename the topic from a general title to one that reflects the specific week this one will now be used. In this example we are changing it to be used in Lesson 01

Save and Close

Click Save and Close

Create New Topics
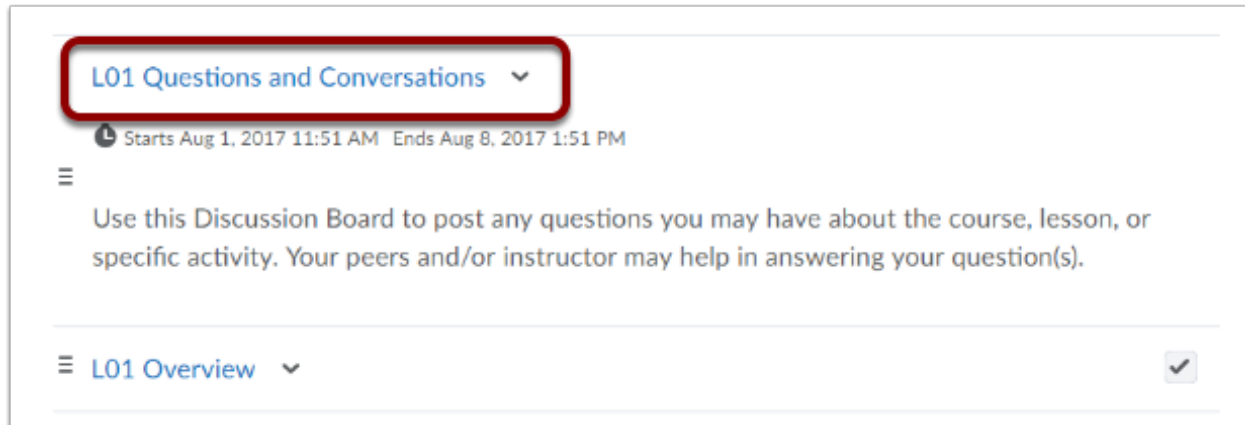
Navigate to the Content Area. The renamed Questions and Conversations discussion board will now exist in each lesson. It will be necessary to replace it with a new topics for each week after lesson 01.

New
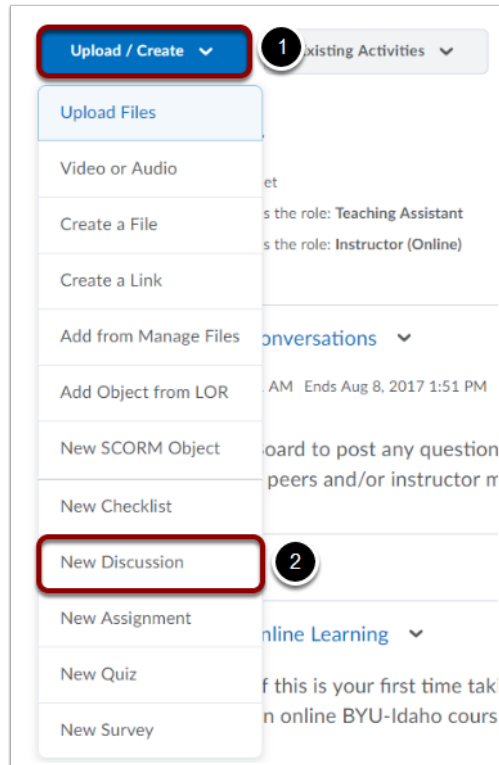
1. **Navigate** to the module where you want to create the new Discussion Topic and **click** the **Upload/ Create** button.

2. **Select New Discussions** from the drop down menu

Name New Topic

1. Title your **New Topic**. In this example we are putting this **New Topic** in L02

2. **Select** the Discussion Forum the Topic will be added to. In this case it is the **Questions and Conversations** Forum

3. **Click Publish**

Content Tab

Navigate back to the **Content Area**

Move New Topic
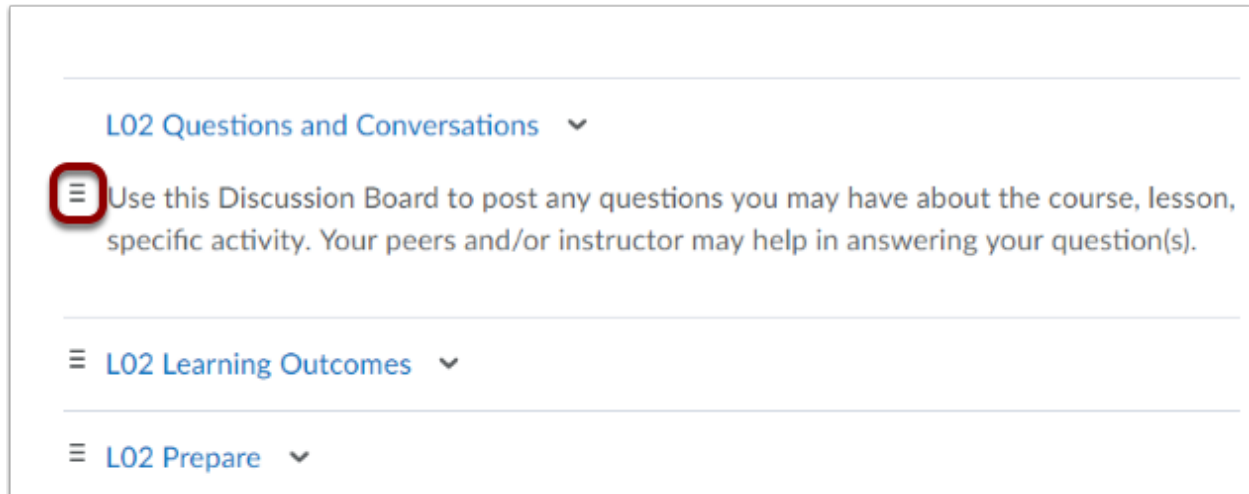
The new topic will be in the module at the bottom of the list of activities. **Click** the three small bars to the left of the Discussion topic and drag it to the top of the list of activities.

Repeat

Repeat the above 6 steps for each lesson.

How Do I Subscribe to a Discussion Board Topic?

This tutorial will cover how to subscribe to a discussion board topic.

Discussions
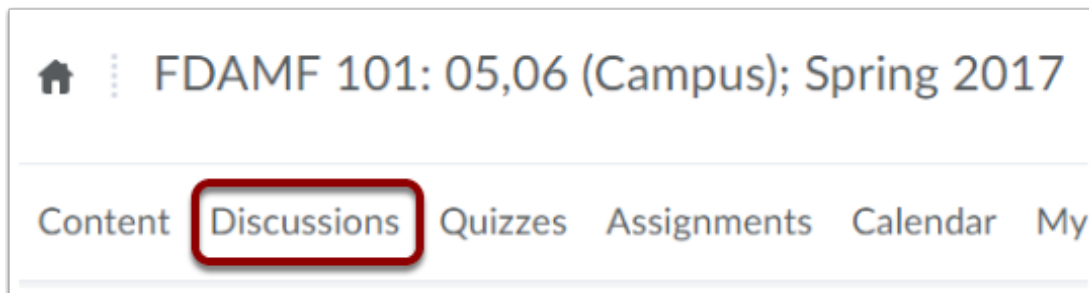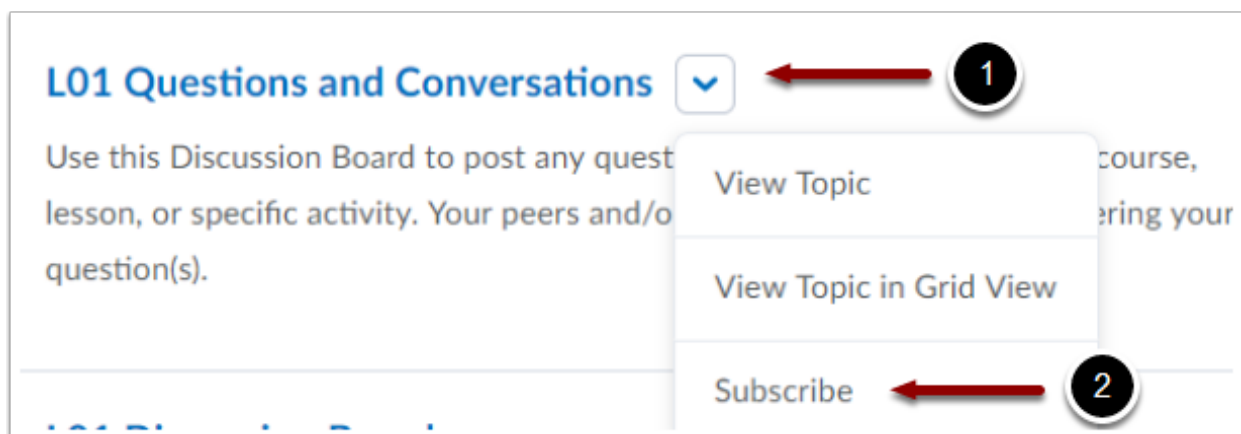

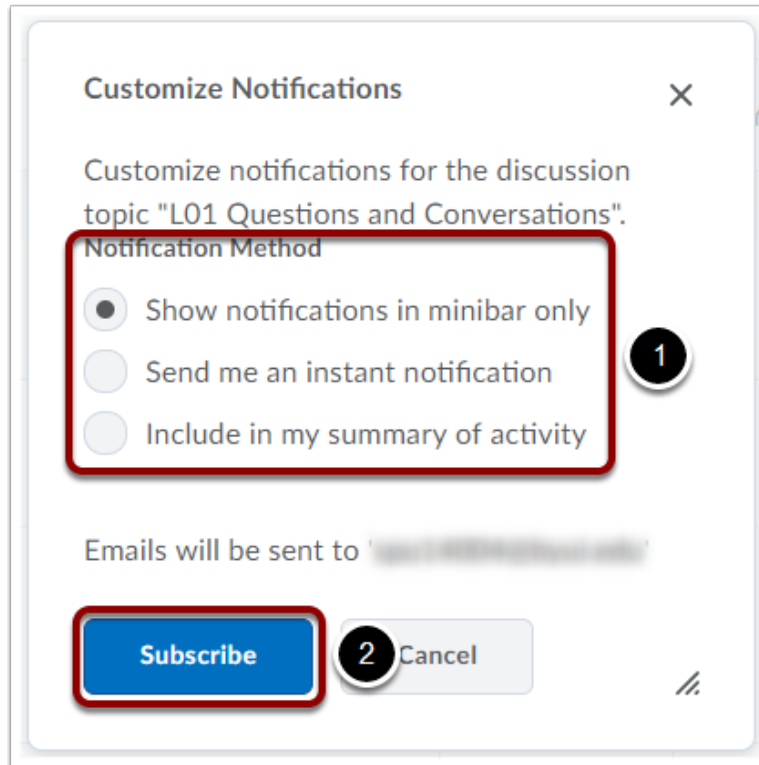**Click** on **Discussions**.

Subscribe

1. **Click** on the drop-down arrow next to the discussion you wish to subscribe to.

2. **Select Subscribe.**

Customize Notifications

1. **Select** the **Notification Method** by which you wish to receive subscription alerts.
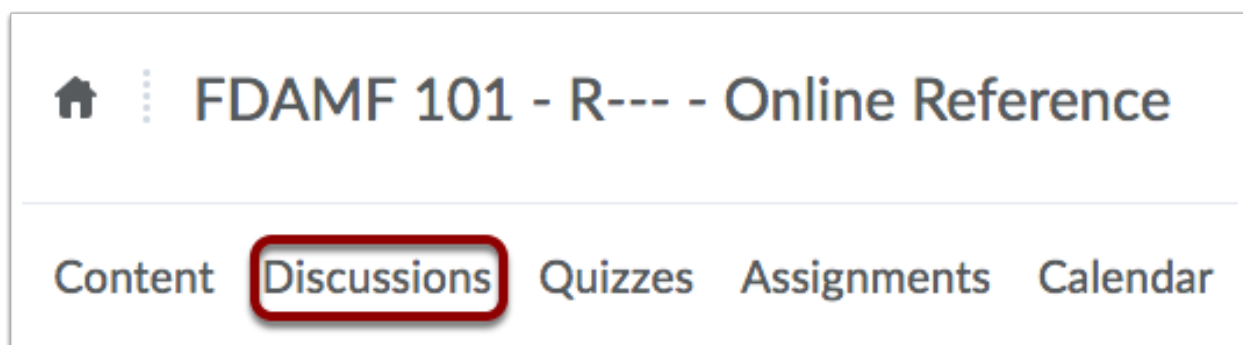
2. **Click Subscribe**.

How to Use Discussion Boards (Video)

Questions and Conversations (Video)

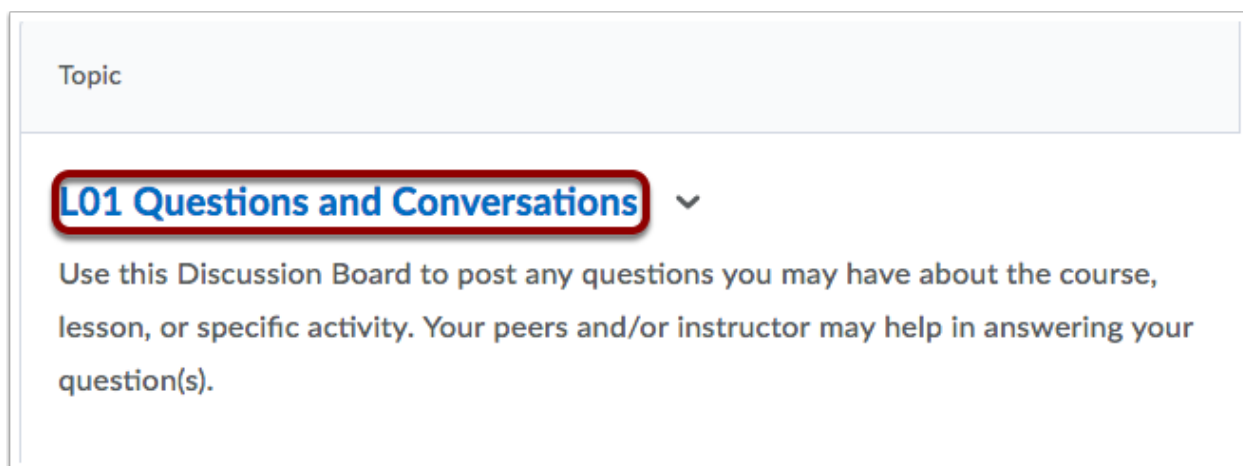# How Do I Post a Thread in Multiple Discussion Groups/Topics at One Time?

How to post a thread in multiple discussion topics at one time.

Discussions Tab

Click on the Discussions tab in the upper navigation bar.

Select Topic

Select one of the topics that you wish to post in.

Start a New Thread

Click Start a New Thread.

Enter Content

1. **Enter** a title for the post.

2. **Type** the text of the discussion post.

Post to Other Topics

Below the text box, **click Post to other topics.**

Add Topics

Click Add Topics.

Post to Multiple Topics

1. **Select** all threads that you wish to post the discussion to.

2. **Click Add Topics.**

Post

Click Post to post the thread to multiple topics.

How Do I Share a Discussion Thread with Multiple Groups?

Copy Thread
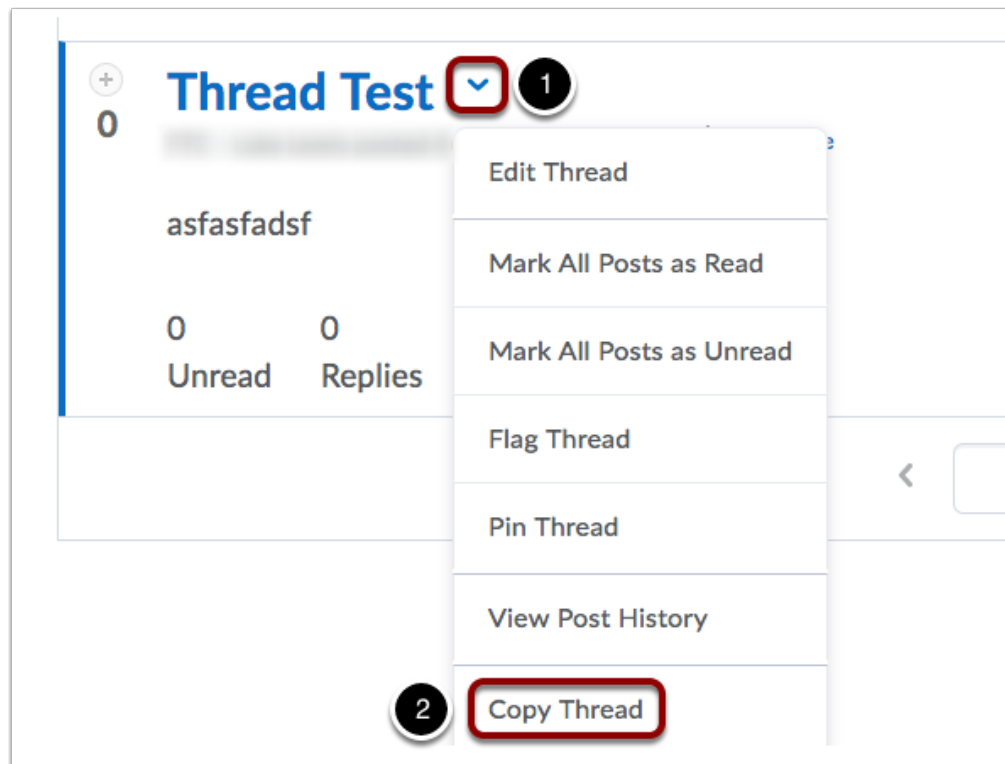
1. **Click** on the drop-down arrow next to the thread you wish to share.

2. **Select Copy Thread.**

Copy

1. Choose a destination forum and a destination topic.

2. If applicable, **check** the box next to 'Copy replies.'

3. **Click Copy.**

> 💡 Repeat the above steps for all groups you wish to share the thread with.

Discussion Grading

How Do I Grade a Whole Class Discussion Board Using a Rubric?
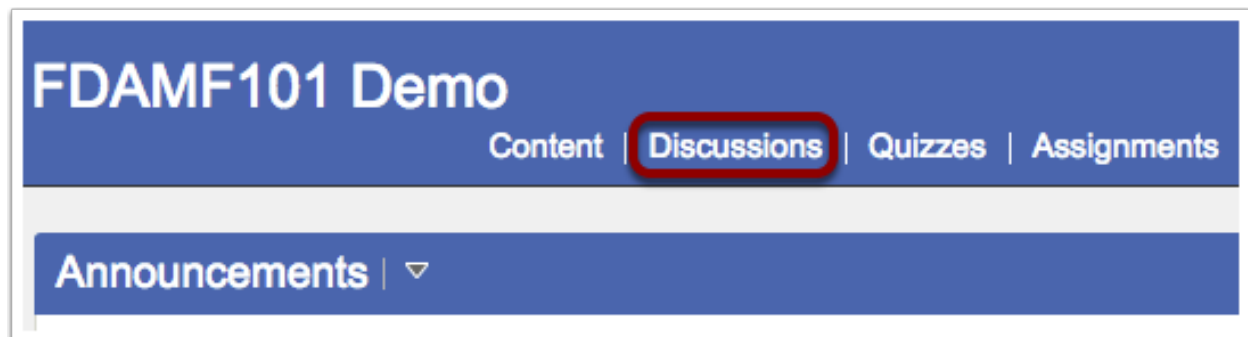
Discussions Tab

Select the **Discussions** tab in the upper navigation bar.
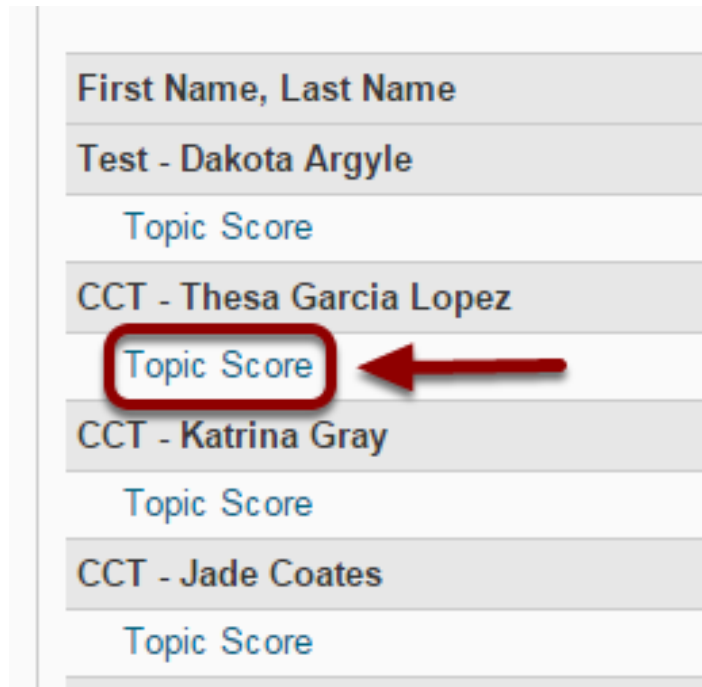
Discussions List
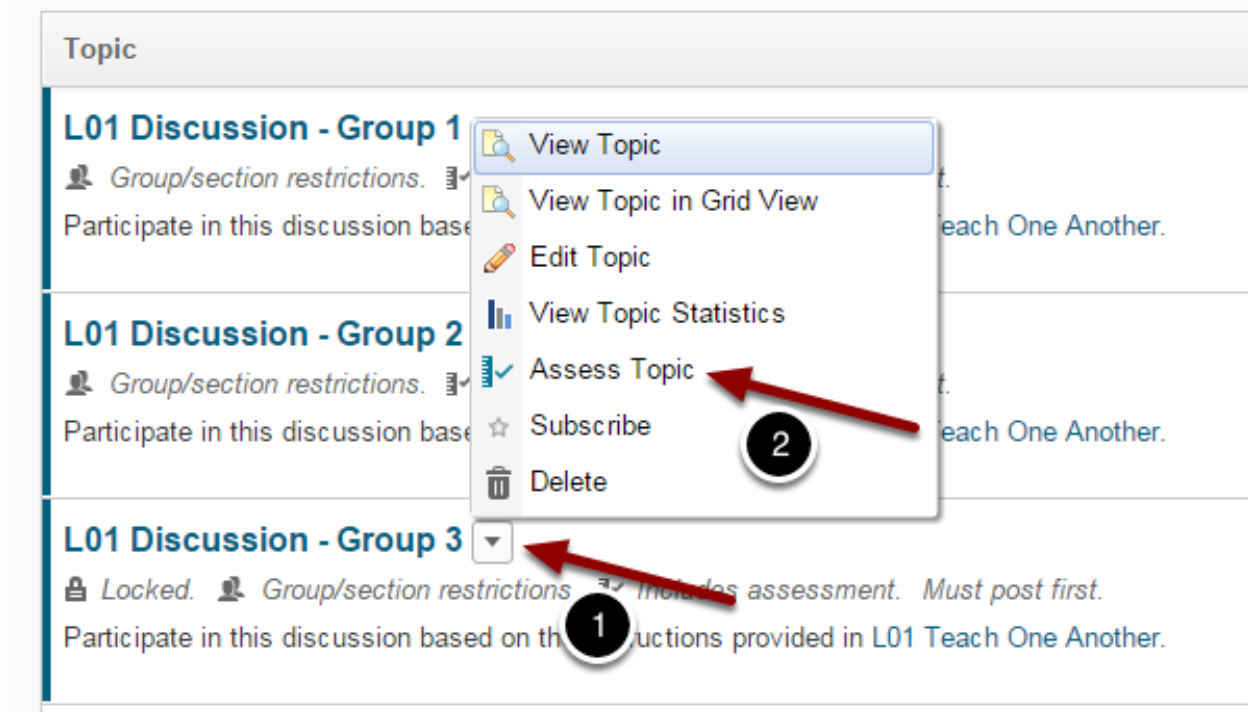
BYU-Idaho Online Knowledgebase

1. **Click** the drop-down arrow next to the discussion that you wish to grade.

2. Select **Assess Topic**.

Assess Topic

Find the topic you wish to grade and click **Topic Score** under the student's name.

Read Posts

Scroll to the bottom of the window to read the student's posts.

NOTE: To read the student's posts in context of the thread, you will need to open a separate window and navigate to the discussion thread.

Grade with Rubric

Click on the desired rubric score for each grading criteria.

View Overall Score

1. View the Overall Score.

2. See the Overall Score automatically populates to the Topic Score.

NOTE: Ensure the **Publish score on save** box is checked if you want the score to automatically publish to the gradebook when you save.

Save and Close

BYU-Idaho Online Knowledgebase

Finish by clicking **Save and Close** at the bottom of the window. Repeat the steps above for each student's submission..

Repeat

Repeat these steps for each student in the group.

How Do I Grade a Group Discussion Board Using a Rubric?
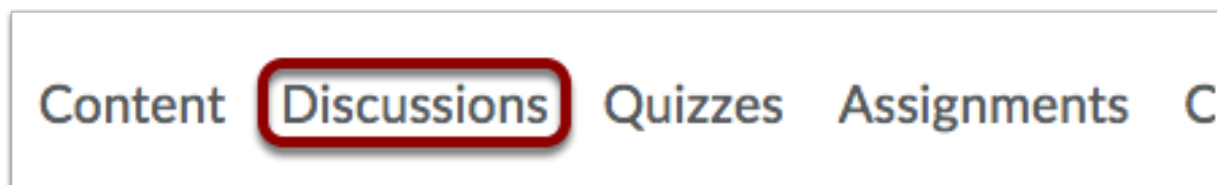
Discussions Tab

Navigate to the **Discussions** tab in the upper navigation bar.
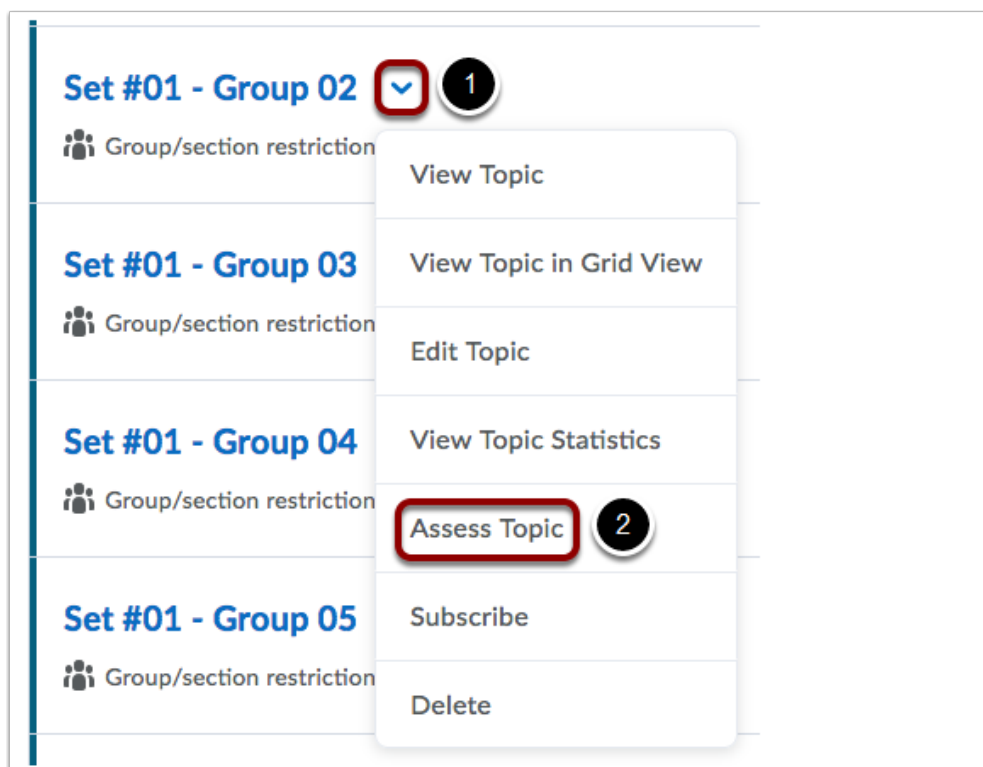
Discussions List

1. **Click** the **drop-down arrow** next to the discussion's title.

2. **Select Assess Topic.**

View by Groups
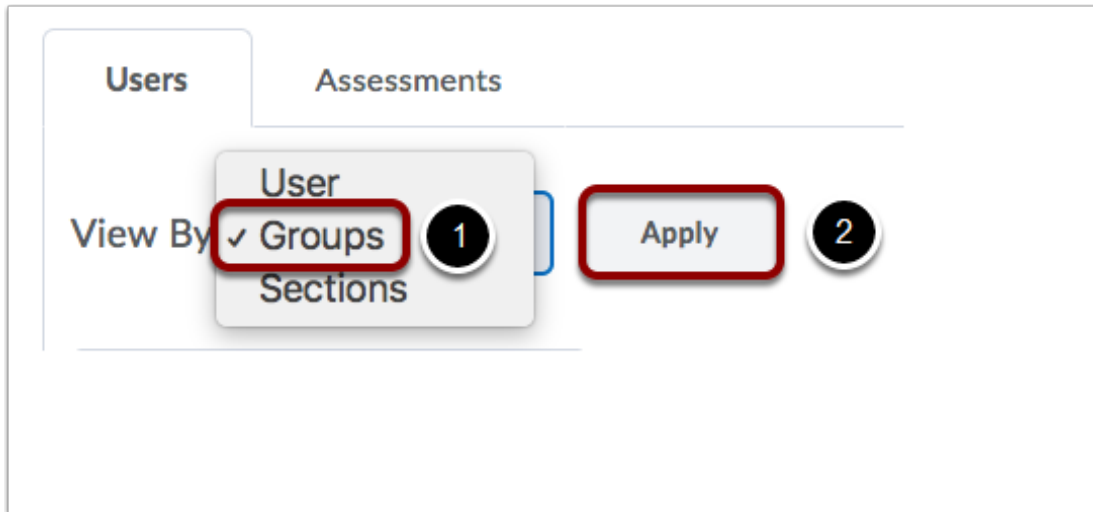
1. In the View By drop down menu, **select Groups.**

2. Then, **click Apply.**

Select Group

1. **Look** at the **group number** that you are grading.

2. **Change** the **group number** in **Groups** to the group that you are grading.

3. **Click Apply.**

> ℹ️ NOTE: If the topic you are grading [step 1] does not match the discussion group you are viewing [step 2], then I-Learn will display students from the wrong group. This could result in giving the students multiple grades for the same assignment and would impact their grade accordingly.

Topic Score

Scroll down to the submissions and click the Topic Score under the student's name that you wish to grade.

Read Post

BYU-Idaho Online Knowledgebase

Scroll to the bottom of the window and read the student's posts.

Grade with Rubric

Click on the desired rubric score for each grading criteria.

View Overall Score

1. View the Overall Score.

2. See the Overall Score automatically populates to the Topic Score.

BYU-Idaho Online Knowledgebase

> ℹ **NOTE:** Ensure the **Publish score on save** box is checked if you want the score to automatically publish to the gradebook when you save.
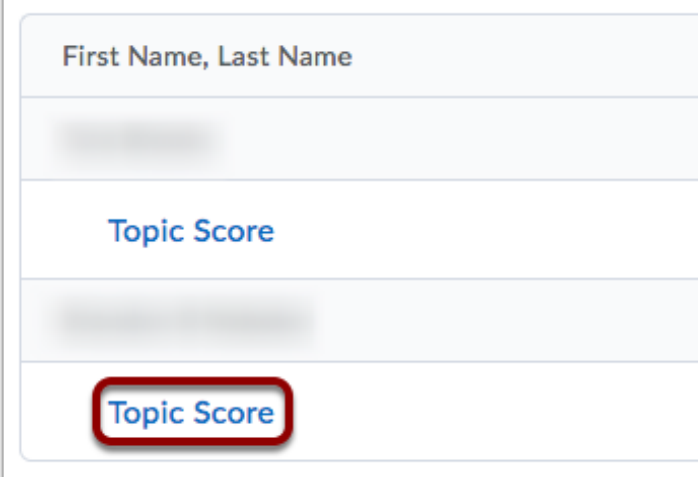
Save and Close

Click **Save and Close** at the bottom left of the window.

Repeat

Repeat these steps for each student in the group.

How Do I Know if a Discussion Board Post Was Submitted on Time?

How to know if a discussion board post was submitted on time.

Content Tab
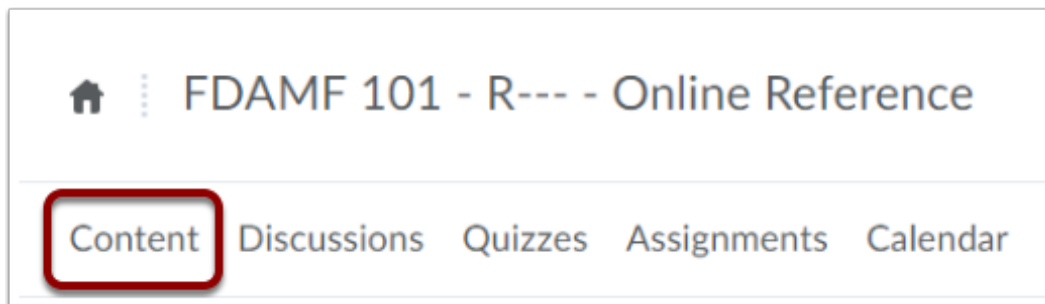
Click on the **Content** tab in the upper navigation bar.

Check Due Date
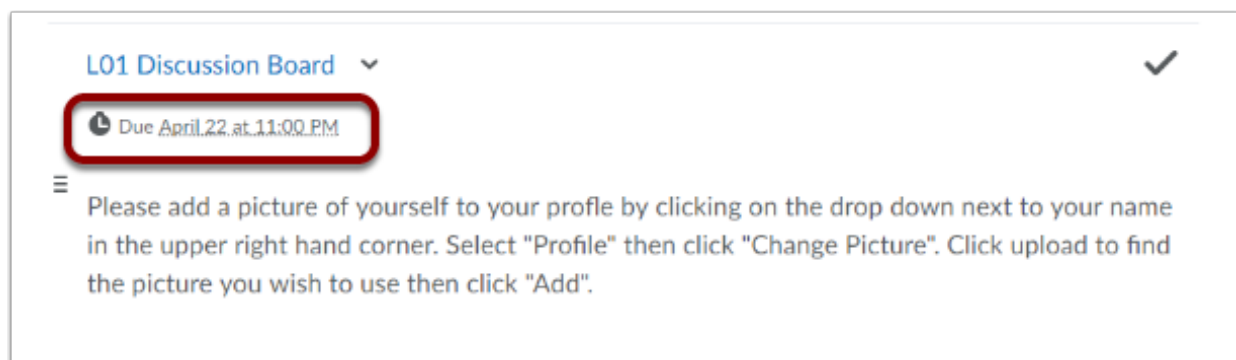
Check the **due date** for the discussion board in **Content.**

Discussions Tab
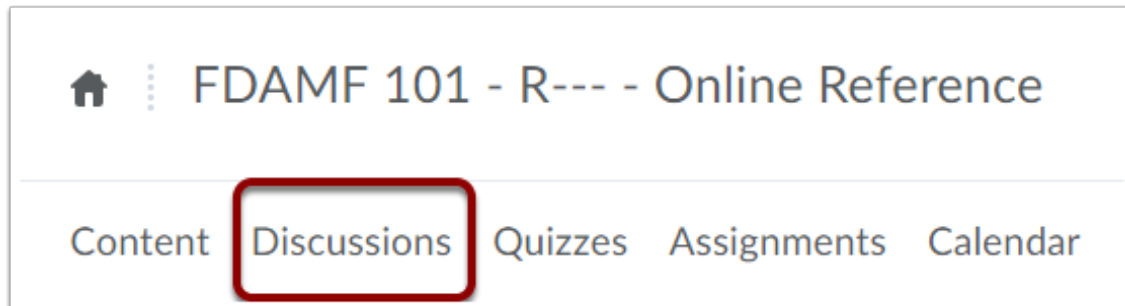
Click on the Discussions tab in the upper navigation bar.
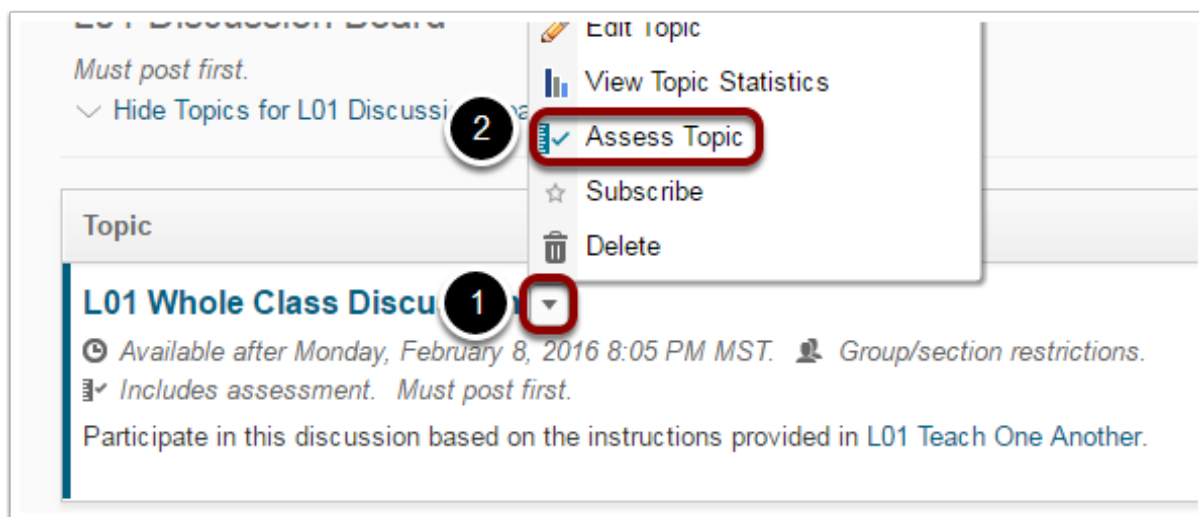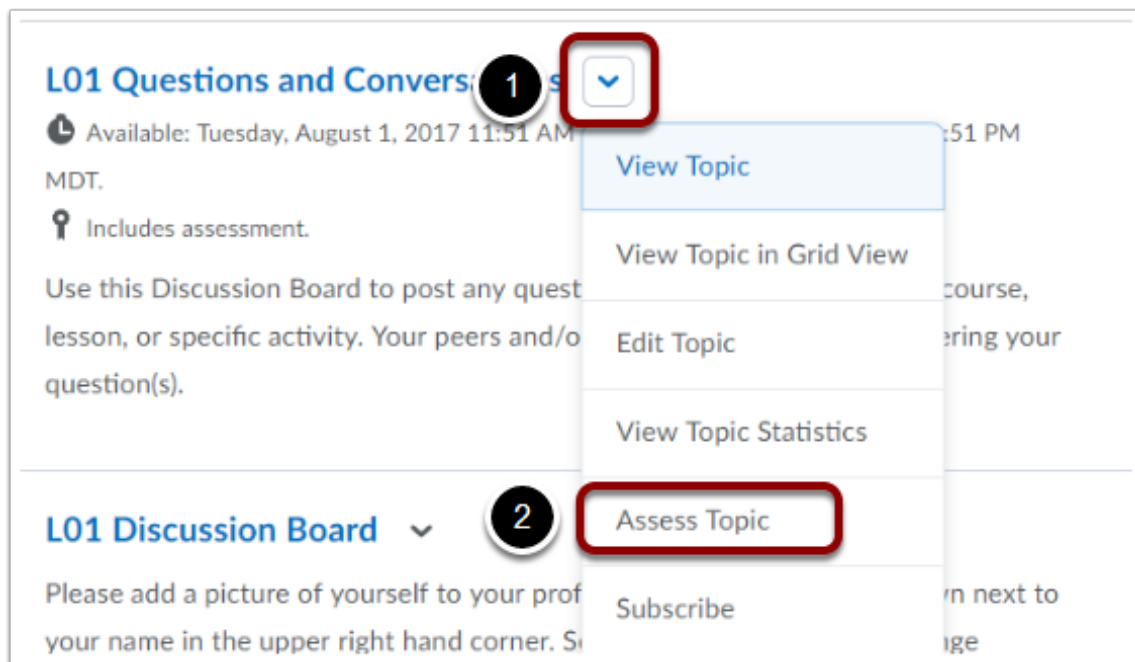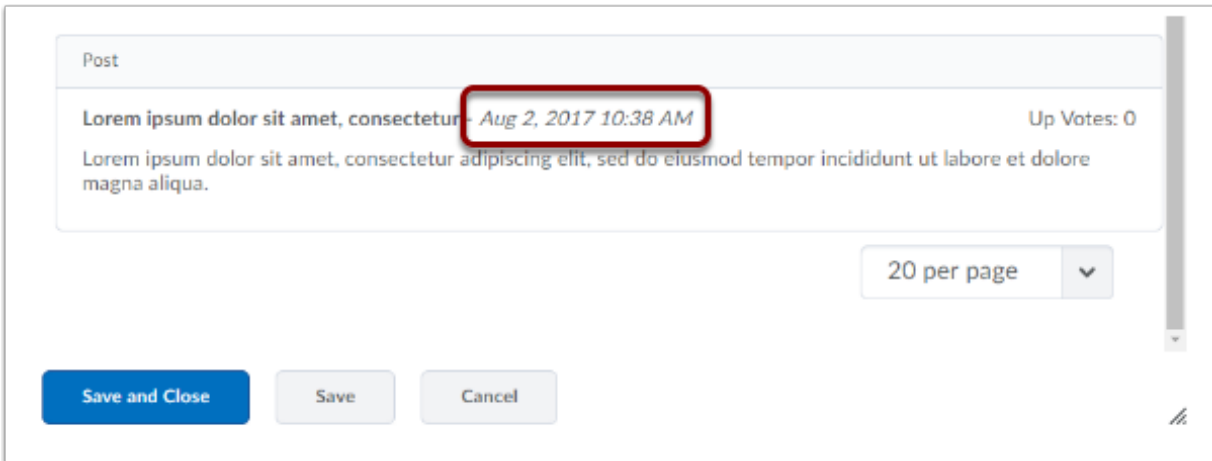
Assess Topic

1. **Click** on the drop-down arrow next to the discussion board's title.

2. **Select Assess Topic.**
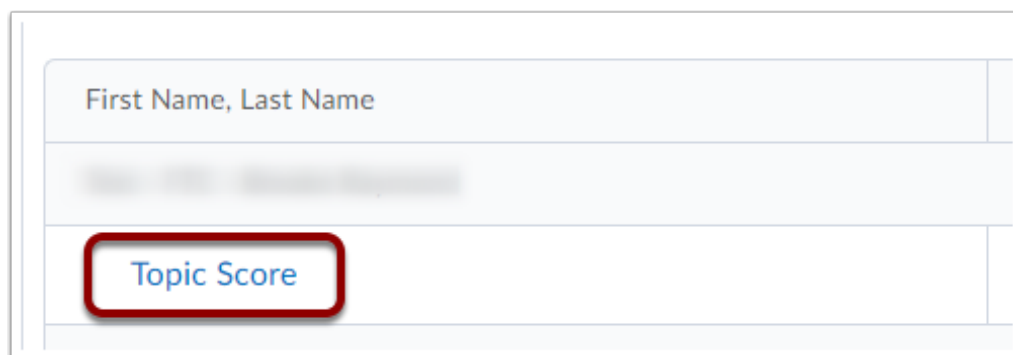
Topic Score

Click on **Topic Score** under the student's name.

Check Dates

View the dates that the student made their posts in the discussion board. If they were posted after the due date in **Content**, the post was late.

How do I Grade a Whole Class Discussion Board?

Many course have both whole class discussion boards (such as an ice breaker activity) and group discussions (such as those where a smaller group of students discussion a given topic). The process of grading each type is very different.

This article describes the process of grading a whole class discussion.

Discussions Tab
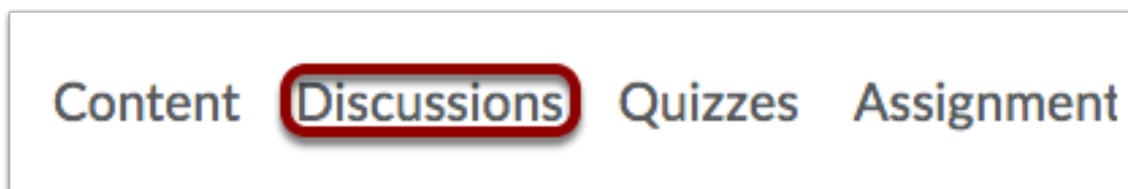
Click the **Discussions** tab.

Discussions List
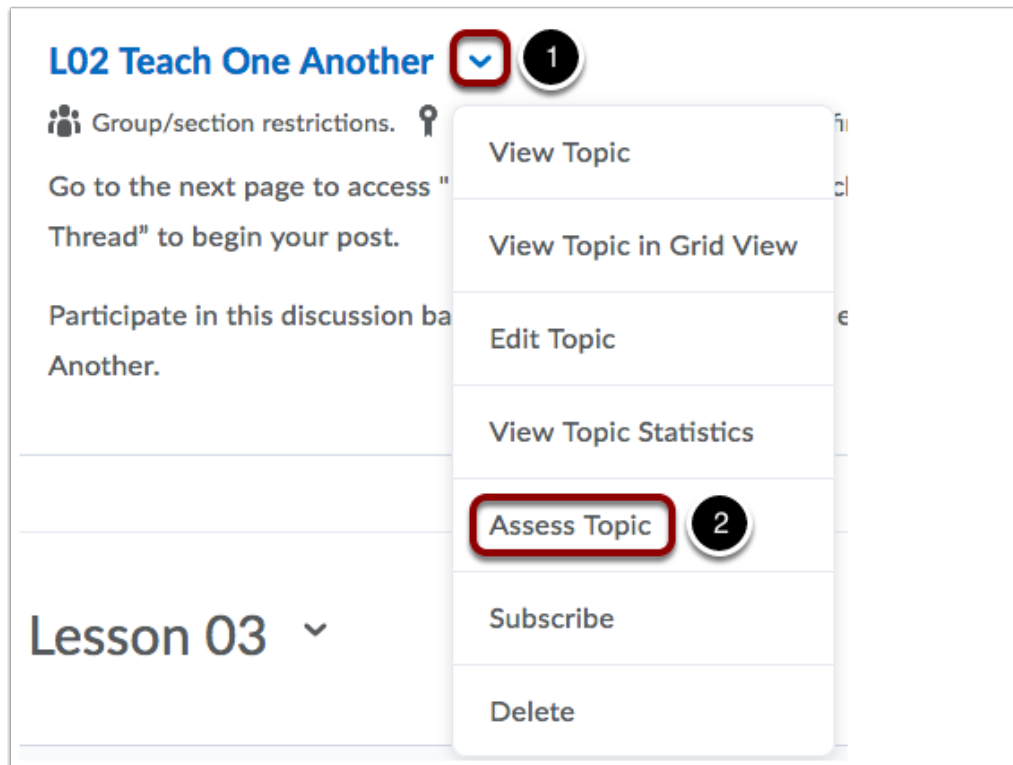
1. **Click** the **drop-down arrow** next to the discussion's title.

2. **Select Assess Topic.**

Assess Topic

Click Topic Score under the individual's name that you wish to grade.

Read Posts

Topic Posts

Post
NO - *Aug 1, 2017 1:37 PM* Yes is the definition of an affirmative answer in the positive sense.

Scroll to the **bottom** of the window to read the student's posts.

> ℹ️ NOTE: To read the student's posts in context of the thread, you will need to **open a separate window** and navigate to the discussion thread.

Enter Topic Score

Topic Score: 12 / 15 ✎

☑ Publish score on save

1. **Enter** this **score** in the top left of the window in the **Topic Score** box.

2. **Click** on the **Publish score on save** box if you want the grade to publish to the gradebook.
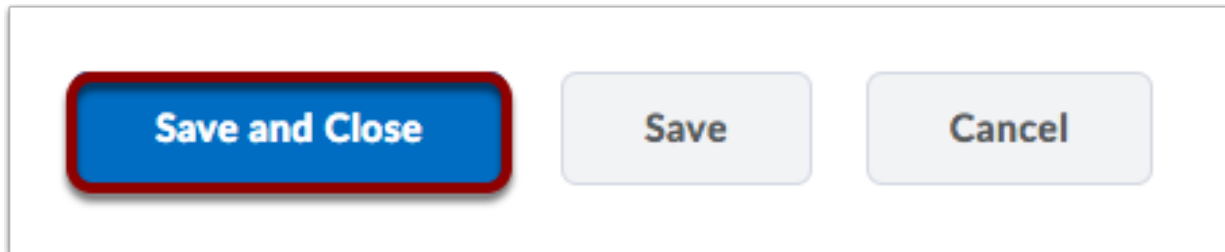
Save and Close

Click Save and Close in the bottom left of the screen.

Repeat Process

Repeat the previous four steps for each individual student.

How Do I Assign 0's to Students Who Don't Post in a Group Discussion Board?
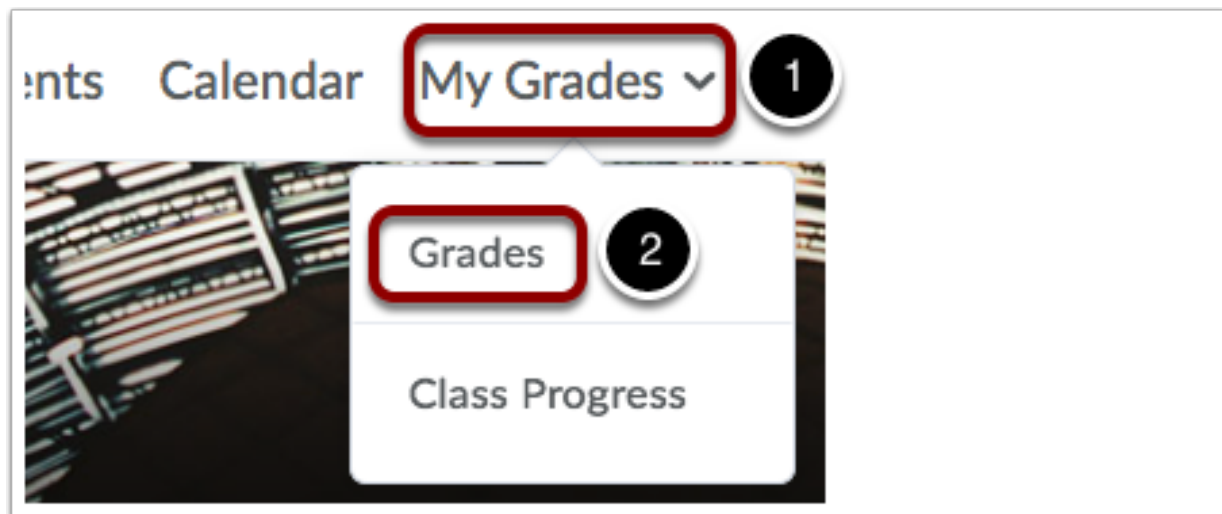
Grades Tab

1. **Click** on **My Grades** in the upper navigation bar.

2. **Click Grades**.

Grade All

1. **Click** the **drop-down arrow** next to the grade item's title.

2. **Click Grade All**.

View by Groups
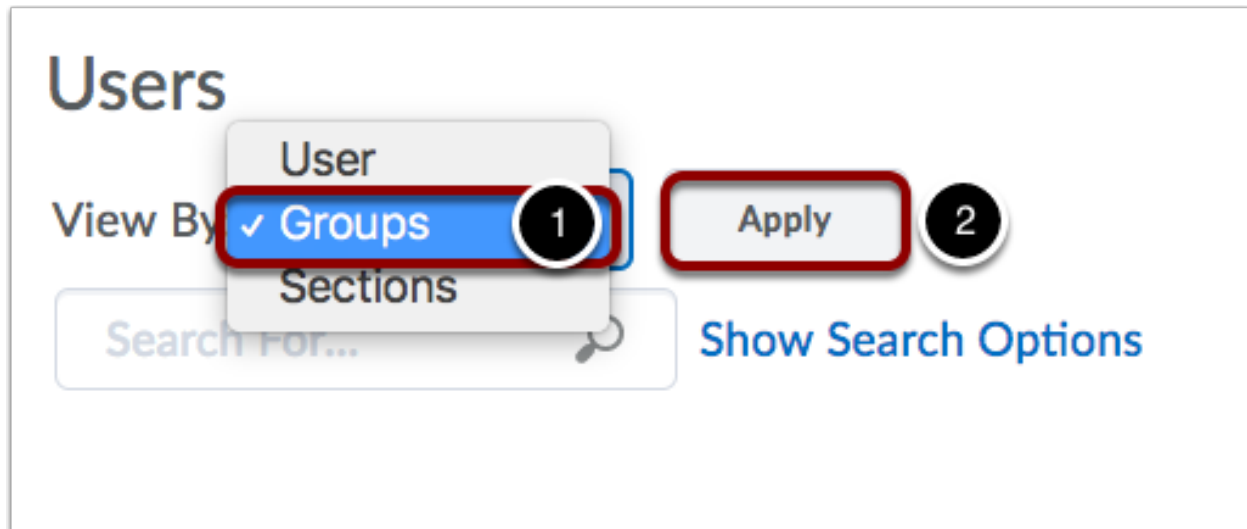
1. **Scroll** down and **change** the **View By** settings to **Groups**

2. **Click Apply**

Match Group

1. **Look** at the **group number** that you are grading.

2. **Change** the **group number** in **Groups** to match the one you are grading.

3. **Click Apply.**

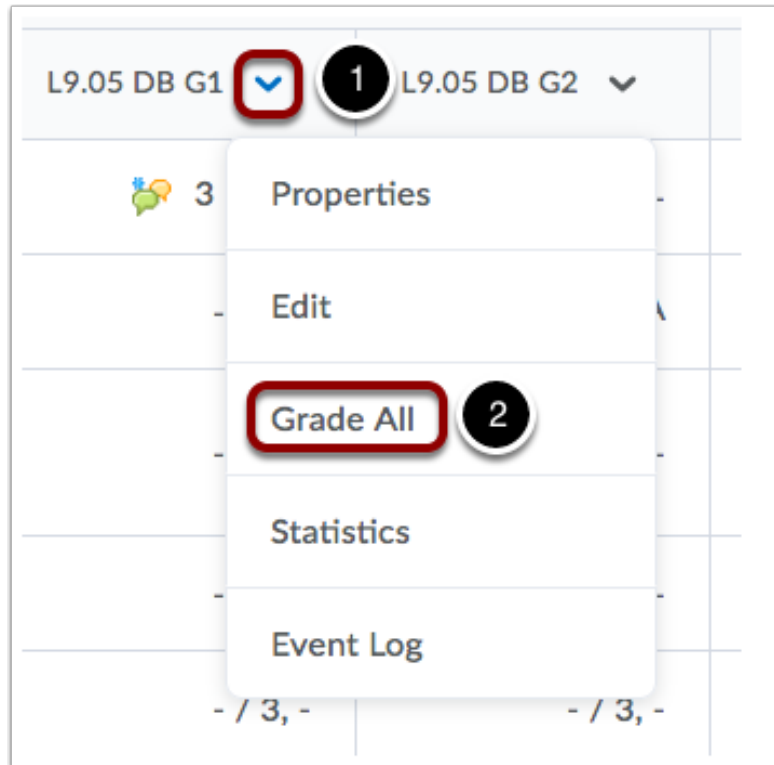> ℹ️ NOTE: If the topic you are grading [step 1] does not match the discussion group you are viewing [step 2], then I-Learn will display students from the wrong group. This could result in giving the students multiple grades for the same assignment and would impact their grade accordingly.

Assign Zeros

1. If students do not have a conversation icon under submission, give them a zero in the grade column.

2. **Click Save and Close.**

How Do I Assign 0's to Students Who Don't Post in a Whole Class Discussion Board?

Grades Tab

1. **Click** on **My Grades** in the upper navigation bar.

2. **Click Grades**.
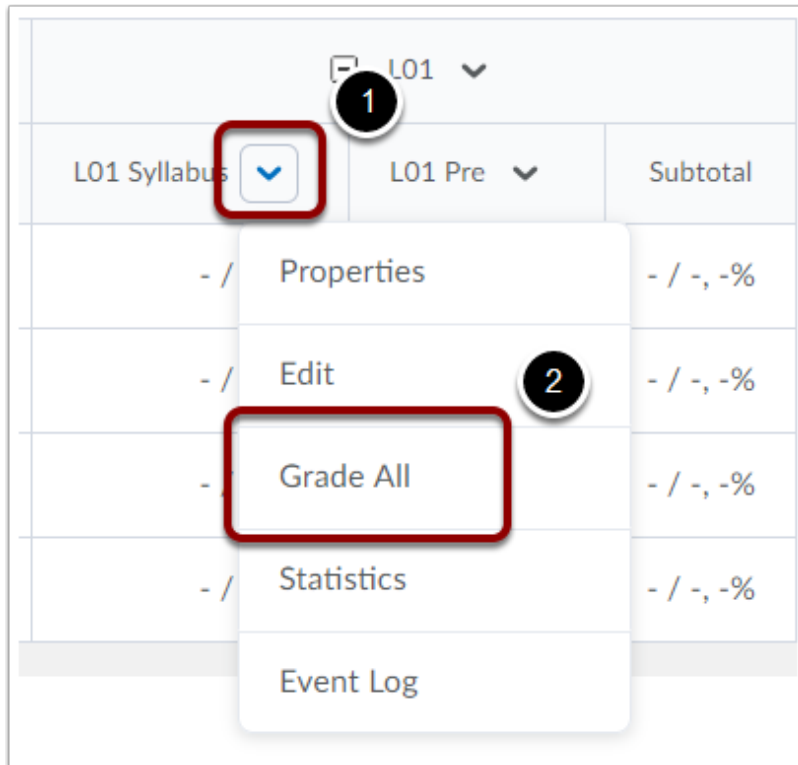
Grade All

1. **Click** the drop-down arrow next to the grade item's title.

2. **Click Grade All**.

Assign Zeros

1. If students do not have a conversation icon under submission, give them a zero in the grade column.
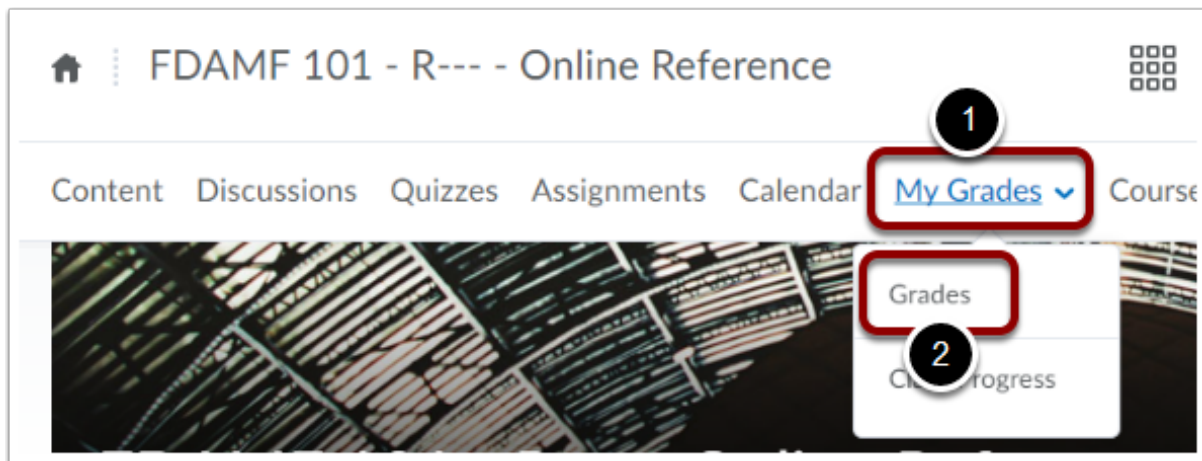
2. **Click Save and Close.**

Grading Discussion Boards (Video)

How Do I View Discussion Board Statistics?

How to view your course's discussion board statistics.

Discussions Tab
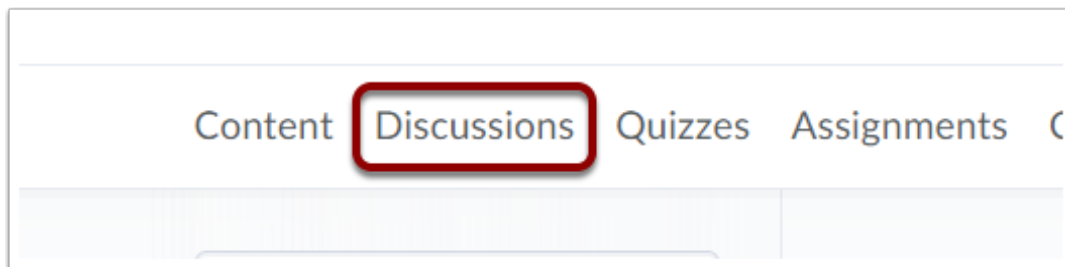
Click on the **Discussions** tab in the upper navigation menu.

Statistics
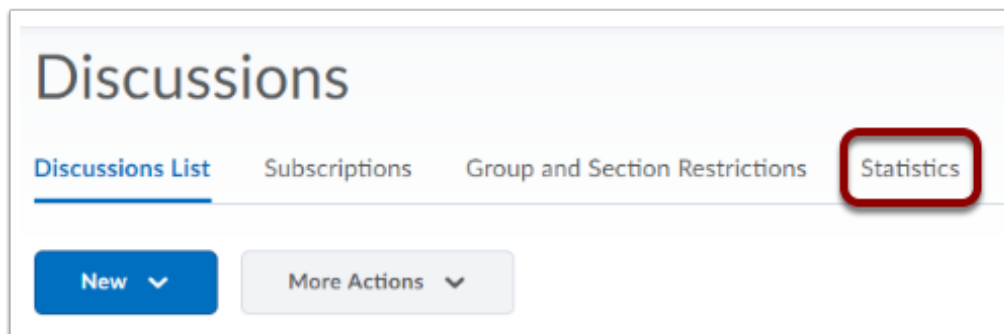
Click on **Statistics** at the top of the screen.

View Users' Overall Discussion Board Statistics

See students' overall discussion board participation here.

Forums and Topics

Click on Forums and Topics.

View Overall Participation in Forums and Topics

Forum and Topic Statistics

Forum/Topic Title	Number of Posts			
	Threads	Replies	Pinned	Unapproved
▼　　Lesson 01	0	0	0	0
L01 Questions and Conversations	0	0	0	0
L01 Discussion Board	0	0	0	0

See overall participation in forums and topics here.

How Do I Grade a Group Discussion Board?

How Do I Grade a Group Discussion Topic Shared Between All Groups?

Discussions
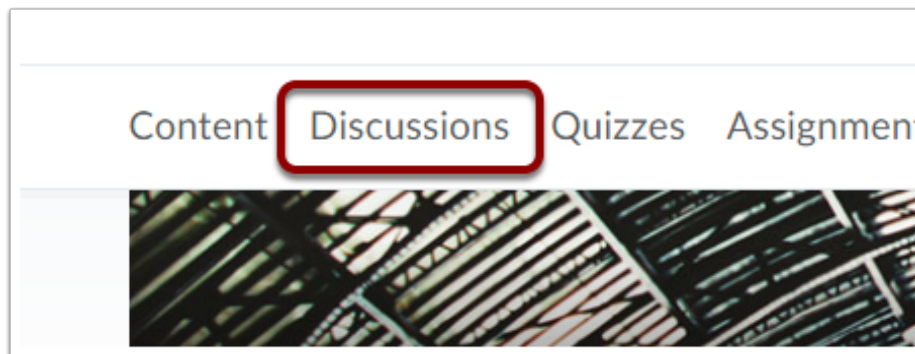
Select the **Discussions** tab in the upper navigation bar.
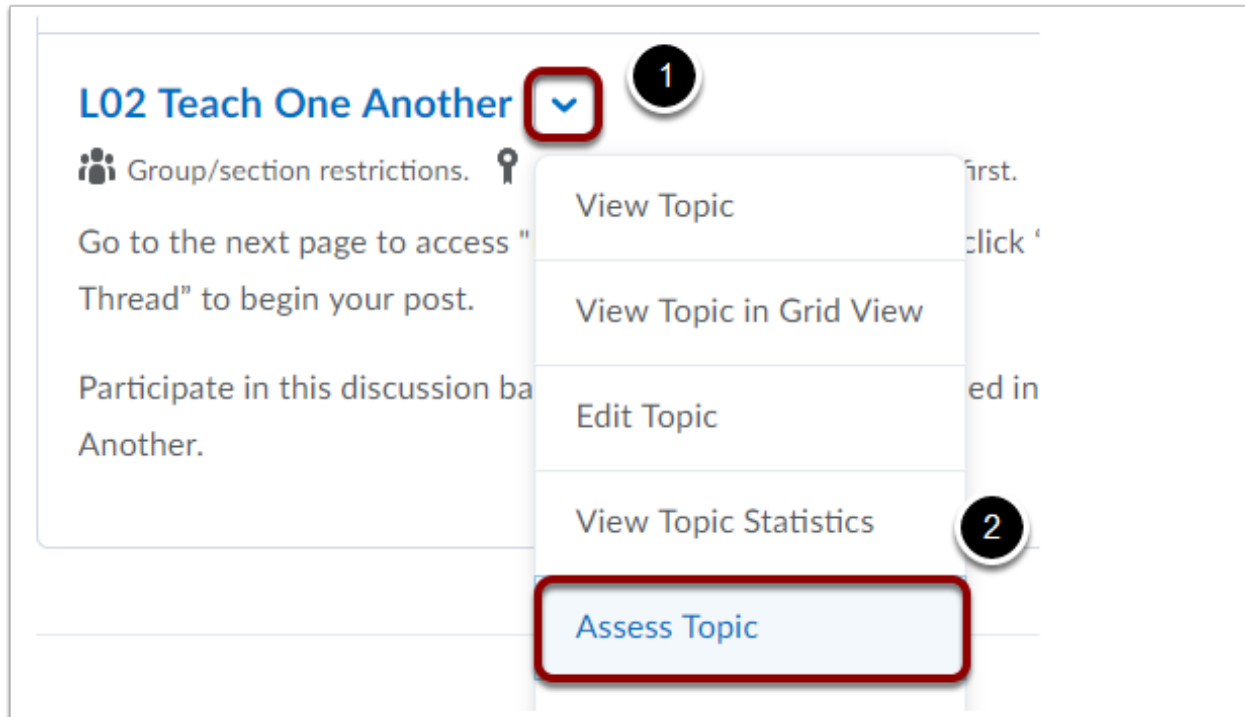
Assess Topic

1. Click the **drop-down arrow** next to the title of the discussion you wish to grade.

2. Select **Assess Topic**.

Topic Score

Select a student's **Topic Score** under his/her name.

Assess Topic

1. Give a score for the attempt.
2. Check the box *Publish score on save.*
3. Leave feedback, if applicable.
4. Click **Save and Close.**

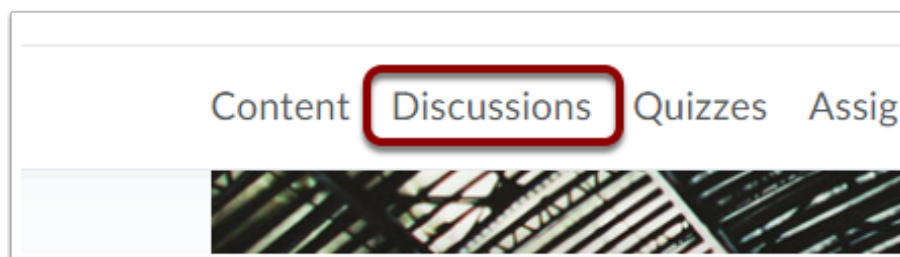## Repeat for Each Student

Repeat the previous two steps for each student until you have finished grading.

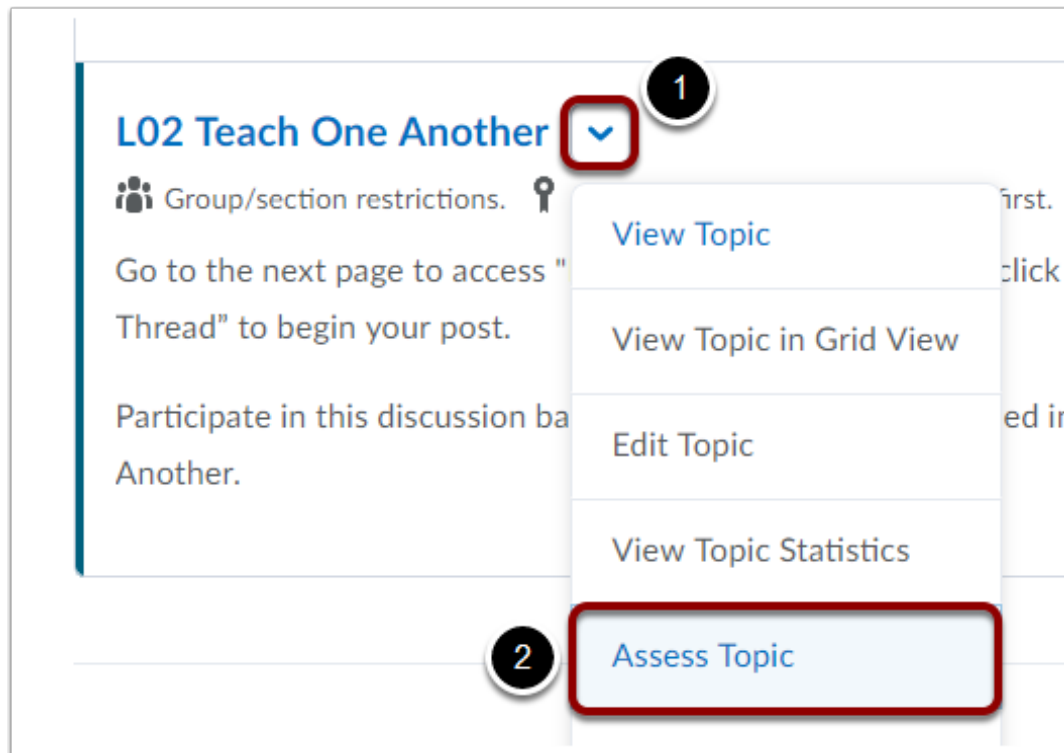# How Do I Grade a Group Discussion with One Grade Item for Each Group?

Discussions Tab

Navigate to the **Discussions** tab.
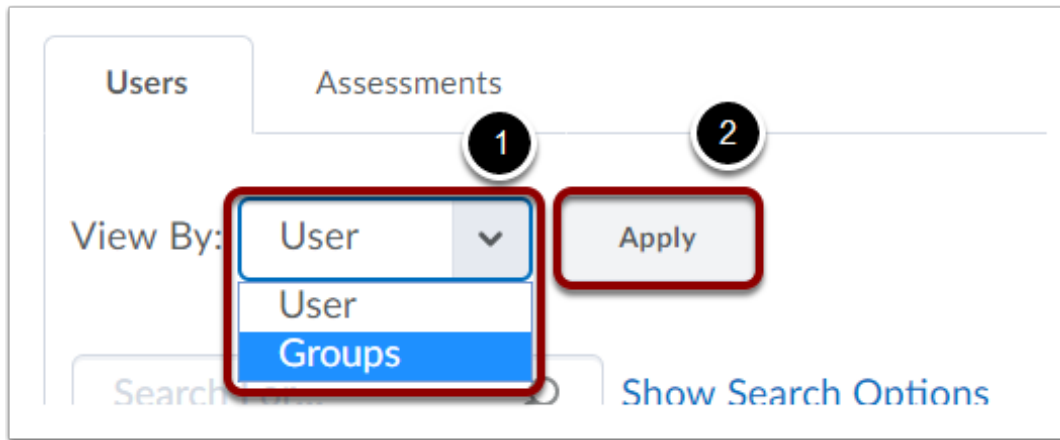
BYU-Idaho Online Knowledgebase

Discussions List

1. Click the drop-down arrow next to the first group's discussion title.
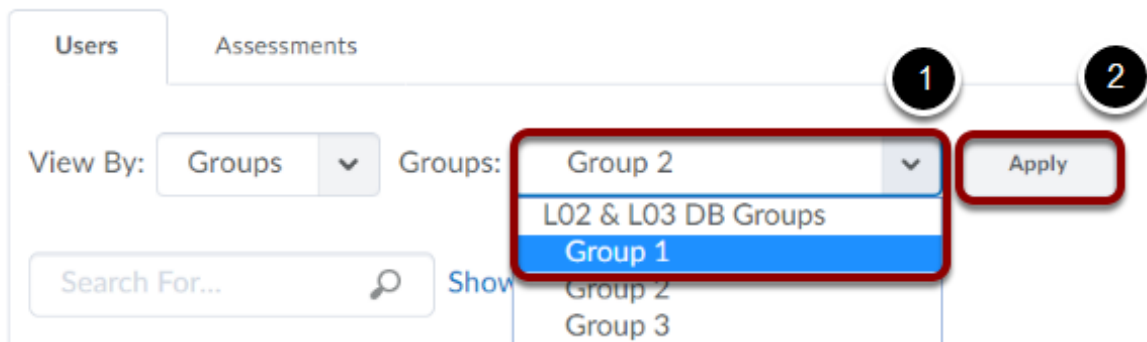2. Select **Assess Topic**.

> ❗ If you don't see "Assess Topic" in the menu, then there isn't a grade item connected to your group discussions. You will need to assign grades directly in the Gradebook.

View by Groups

1. Change the View By setting to **Groups**.
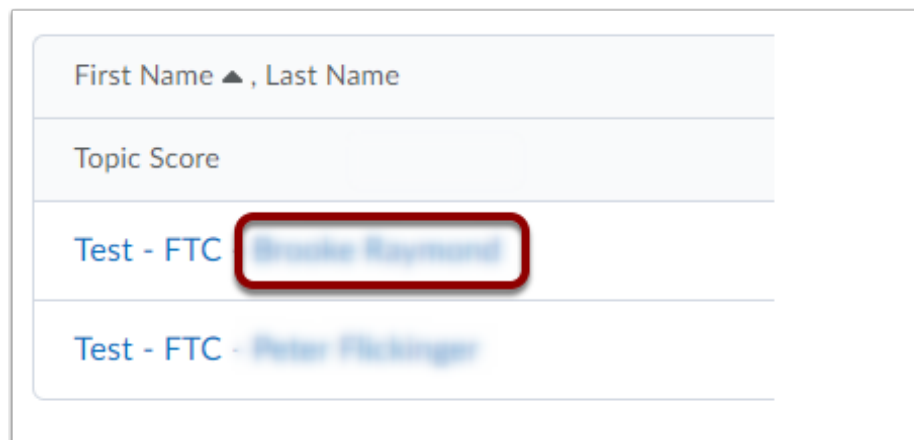2. Click **Apply**.

Match Group

1. Look at the group number that you are grading.
2. Change the group number in **Groups** to match the one you are grading.
3. **Click Apply.**

> 💡   If the topic you are grading [step 1] does not match the discussion group you are viewing [step 2], then I-Learn will display students from the wrong group. This could result in

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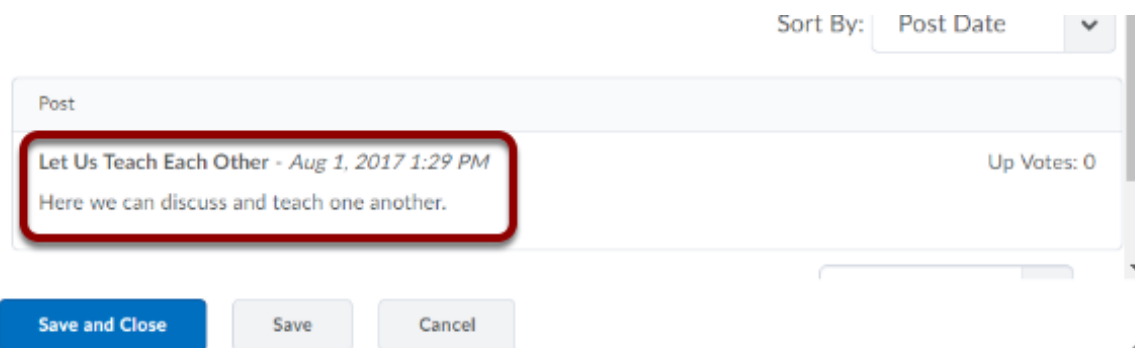giving the students multiple grades for the same assignment and would impact their grade accordingly.

Select Student

Now only the students in the corresponding group will appear below. Click on the first student's submission.

Read Post

Scroll to the bottom of the window and read the student's posts.
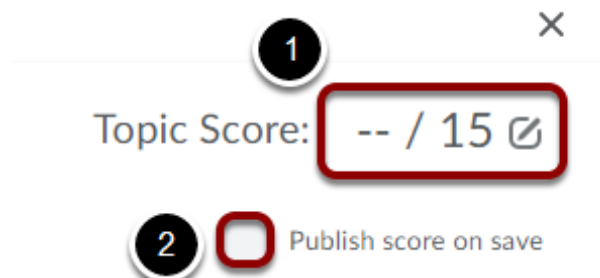
Enter Score

Enter the student's score in the upper right-hand corner of the window.

2. Check the box *Publish score on save*.

Save and Close

Click **Save and Close.**

Repeat

Repeat the previous four steps for each student in the group.