

DISCUSSION BOARDS

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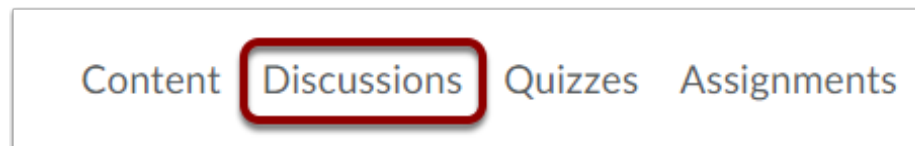
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Discussion Settings

How Do I Create a Discussion Board with Groups?

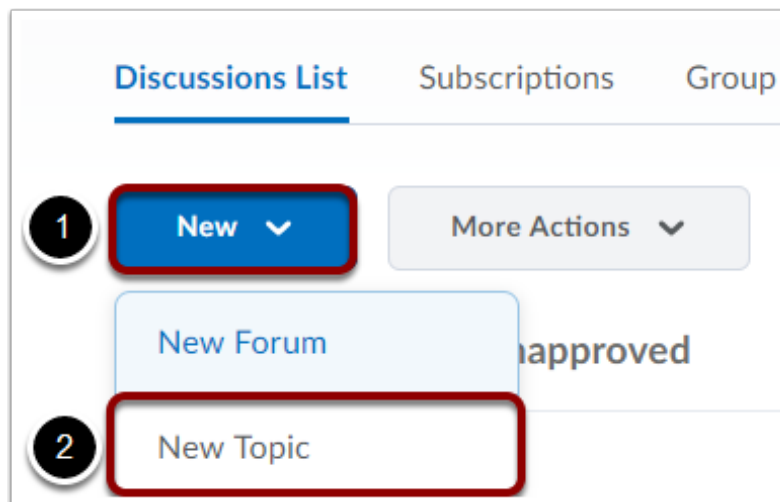
How Do I Create One Topic with Group Restrictions? (Recommended)

Discussions



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

The screenshot shows the 'New Topic Details' form with the following elements and numbered callouts:

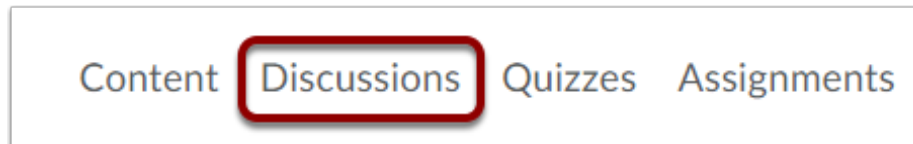
- 1:** The 'Forum' dropdown menu, currently showing '-- Choose a Forum --', with a '[New Forum]' link and a help icon.
- 2:** The 'Topic Type' section, where the radio button for 'Group or section topic, everyone can access this topic but students only see threads from their own group or section' is selected.
- 3:** The 'Group or Section Category' dropdown menu, currently showing 'L02 & L03 DB Groups'.
- 4:** The 'Title' text input field.
- 5:** The 'Save and Close' button at the bottom of the form.

Other visible elements include a 'Description' section with a rich text editor (containing icons for video, image, link, paragraph, bold, italic, underline) and buttons for 'Save and New', 'Save', and 'Cancel'.

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**.

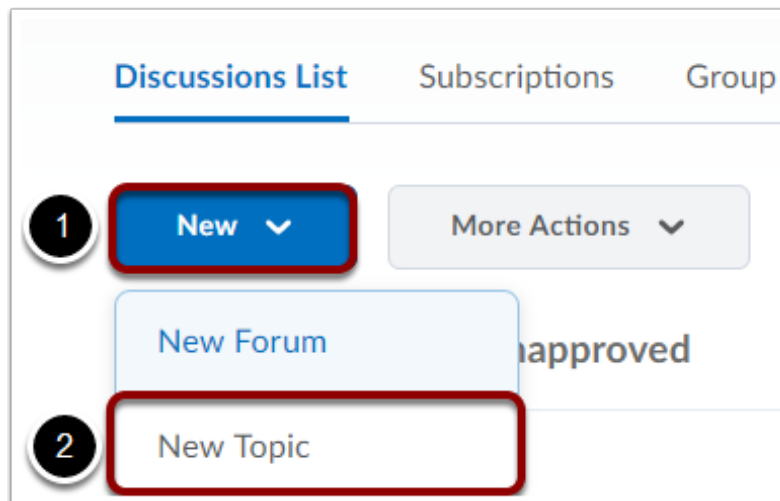
How Do I Create Multiple Topics with Group Restrictions?

Discussions



Select the Discussions tab located in the upper navigation bar of your course.

New Topic



1. Click **New**.
2. Select **New Topic**.

New Topic Details

The screenshot shows the 'New Topic Details' form with four tabs: Properties, Restrictions, Assessment, and Objectives. The 'Properties' tab is active. The form contains the following fields:

- 1** Forum *: A dropdown menu with the text "-- Choose a Forum --" and a "[New Forum]" link. A red box highlights this field.
- 2** Topic Type: A section with two radio button options. The first option, "Open topic, everyone can access this topic and its contents", is selected and highlighted with a red box. The second option is "Group or section topic, everyone can access this topic but stud".
- 3** Title *: A text input field with a red box around it.

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

The screenshot shows the 'Restrictions' tab selected in the 'New Topic Details' form. The tab is highlighted with a red box. The other tabs are Properties, Assessment, and Objectives.

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

Group and Section Restrictions

Group and Section Restrictions

▼ Hide Topic Group and Section Restrictions

1 ☒ Restrict this topic to the following groups and sections ?

2 Add Groups and Sections

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

Save and Close Save and New Save Cancel

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

Add Groups and Sections

Groups or Sections to Add

Group or Section Category

L02 & L03 DB Groups

<input type="checkbox"/>	Group or Section Name
<input type="checkbox"/>	L02 & L03 DB Groups
<input checked="" type="checkbox"/>	Group 1
<input type="checkbox"/>	Group 2
<input type="checkbox"/>	Group 3

Add Cancel

1. Select one group for the discussion board to be for.
2. Click Add.

Save and Close

Remove All Group and Section Restrictions

×

Only members of the following groups and sections may access this item:

L02 & L03 DB Groups: Group 1


Save and Close


Save and New


Save

Cancel

Click Save and Close.

 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:**

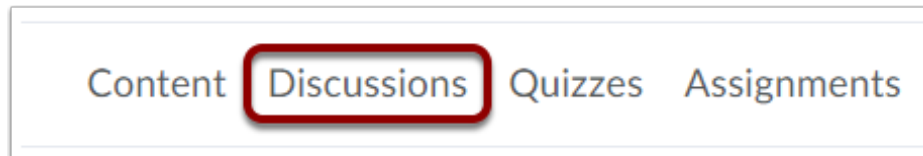
- [How Do I Grade a Group Discussion Board?](#)
- [How Do I Grade a Group Discussion Board Using a Rubric?](#)

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.

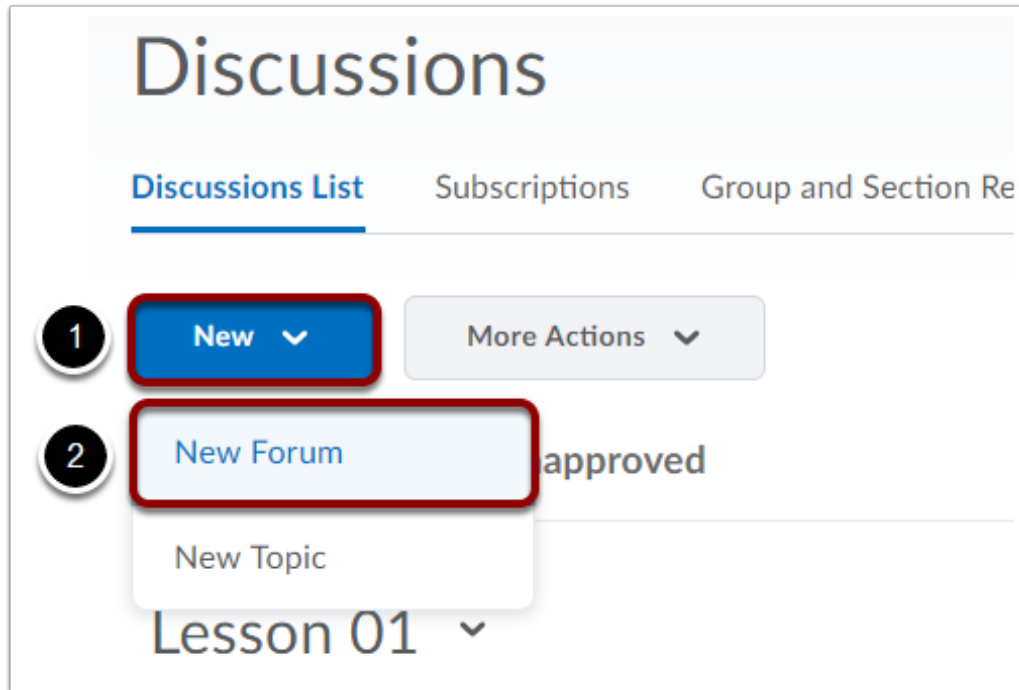
A Discussion Forum is Required to create Discussion Topics.

Discussions



Click on the Discussions tab.

New



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

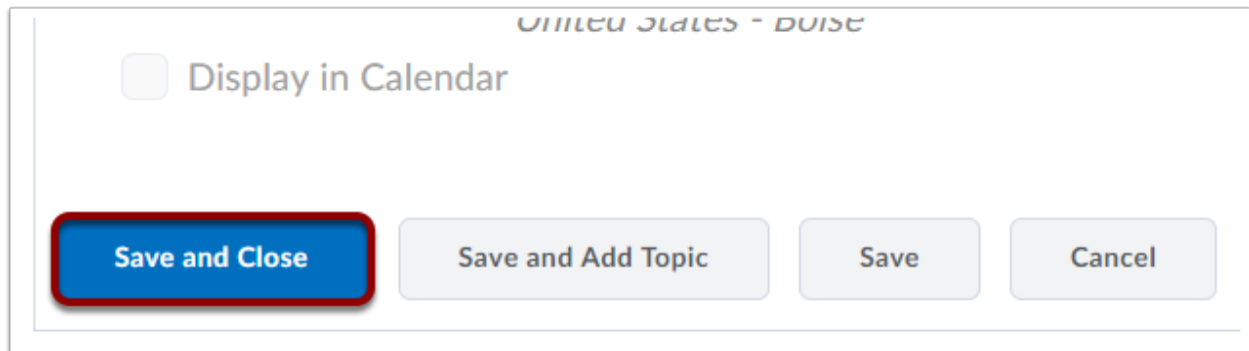
Enter Title

The screenshot shows the 'New Forum Details' form. The 'Title' field is highlighted with a red box. Below the field, there is a checkbox labeled 'Create a new topic in this forum with the same title' and a help icon (question mark).

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

Save and Close

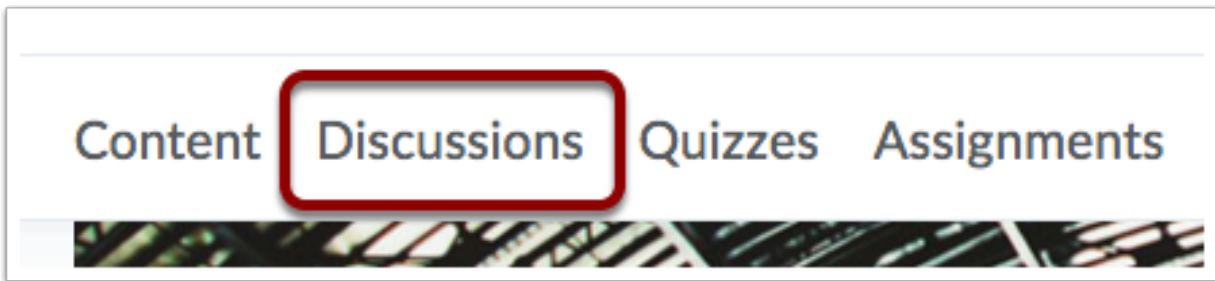


The screenshot shows a web interface for creating a new forum. At the top, there is a header "UNITED STATES - DUISE". Below this, there is a checkbox labeled "Display in Calendar". At the bottom, there are four buttons: "Save and Close" (highlighted with a red border), "Save and Add Topic", "Save", and "Cancel".

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

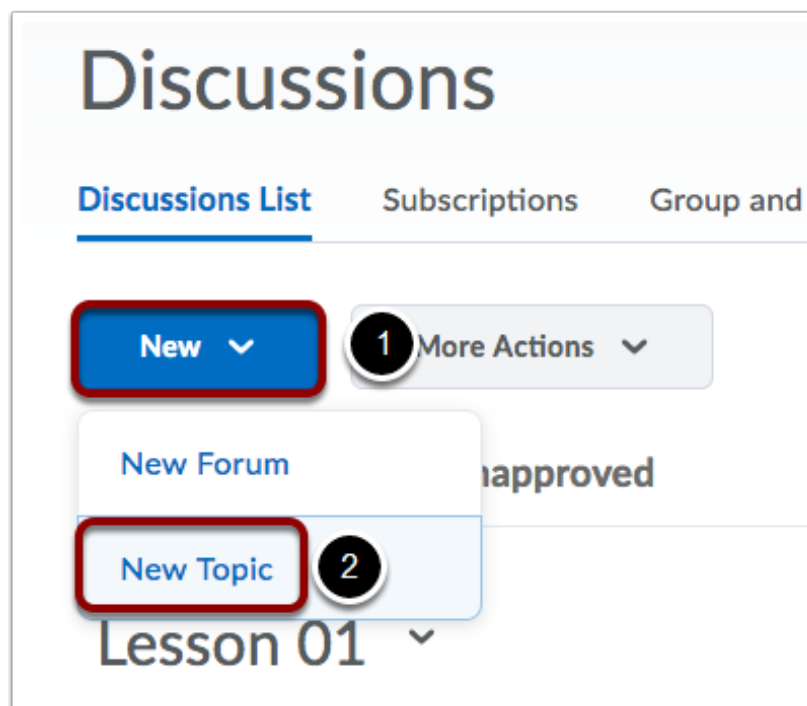
How Do I Create a New Discussion Board Topic?

Discussions



Click on the Discussions tab.

New

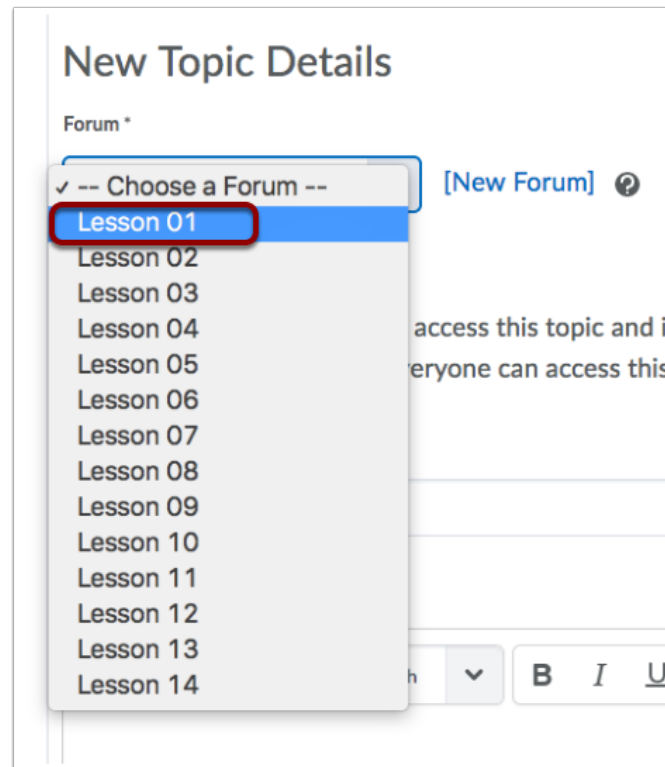


1. Click on the **New** button in the top right.

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2. Select New Topic.

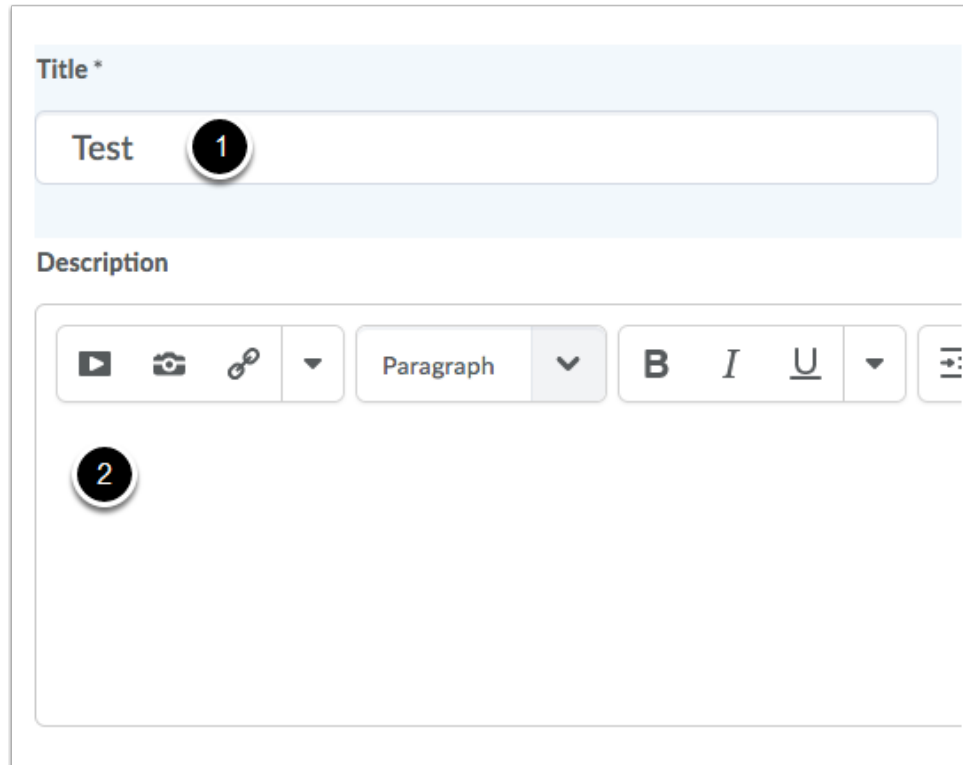
Choose Forum



The screenshot shows a web form titled "New Topic Details". Below the title is a label "Forum *" followed by a dropdown menu. The dropdown menu is open, displaying a list of forums: "Lesson 01", "Lesson 02", "Lesson 03", "Lesson 04", "Lesson 05", "Lesson 06", "Lesson 07", "Lesson 08", "Lesson 09", "Lesson 10", "Lesson 11", "Lesson 12", "Lesson 13", and "Lesson 14". The "Lesson 01" option is highlighted with a blue background and a red border. To the right of the dropdown menu is a link "[New Forum]" with a question mark icon. Below the dropdown menu, there is a text area with placeholder text "access this topic and it" and "everyone can access this". At the bottom of the form, there is a small dropdown menu with a downward arrow, followed by bold (B), italic (I), and underline (U) formatting buttons.

1. Click on the **drop down menu** titled Forum.
2. Choose which forum you want to add the discussion topic to.

Title



The image shows a form for creating a discussion board post. It has two main sections: 'Title *' and 'Description'. The 'Title *' section contains a text input field with the word 'Test' and a circular callout '1' pointing to it. The 'Description' section contains a rich text editor with a toolbar and a large text area. The toolbar includes icons for video, image, link, a dropdown arrow, a paragraph block, a dropdown arrow, bold (B), italic (I), underline (U), a dropdown arrow, and a list icon. A circular callout '2' points to the text area below the toolbar.

1. Name the discussion topic in the **Title** box.
2. Fill in other desired information in the **Description** box.

Options

Options

☐ Allow anonymous posts ?

☐ A moderator must approve individual posts before they are visible

☐ Users must start a thread before they can read and reply

Rate Posts

No Ratings

▼

?

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

Visibility

Visibility

- ☒ Topic is always visible
- ☐ Hide this topic
- ☐ Topic is visible for a specific date range
 - ☐ Has Start Date

8/1/20179:29 AMNow

United States - Boise
 - ☐ Has End Date

8/8/201711:29 AMNow

United States - Boise
 - ☐ Display in Calendar

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

Locking Options

Locking Options

▼ [Hide locking options](#)

Locking Options

☒ Unlock topic

☐ Lock topic

☐ Unlock topic for a specific date range

☐ Has Start Date

8/1/2017 9:29 AM Now

United States - Boise

☐ Has End Date

8/8/2017 11:29 AM Now

United States - Boise

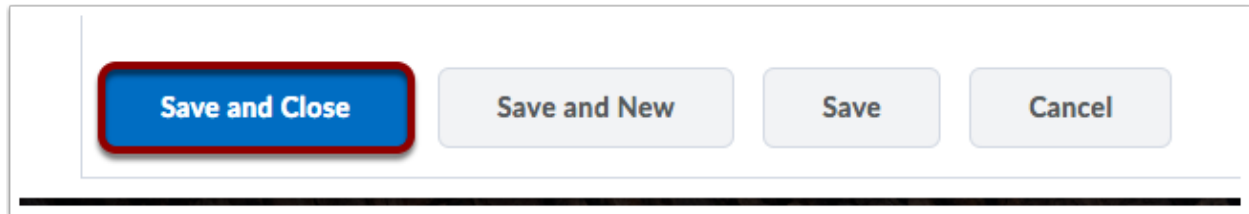
☐ Display in Calendar

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.

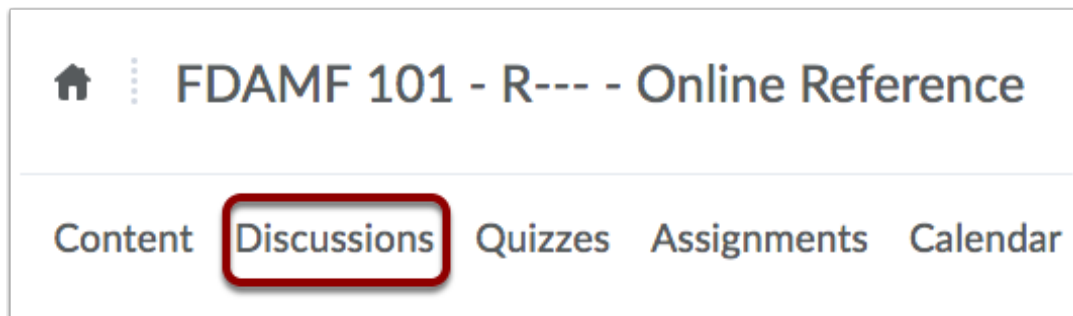
Save and Close



Click on the Save and Close button.

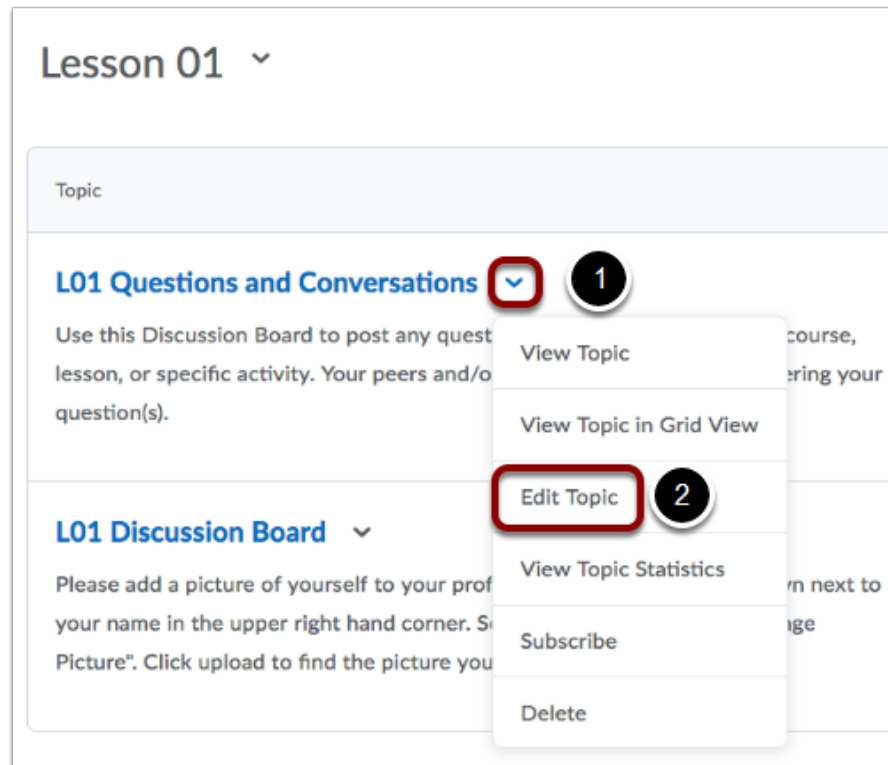
How Do I Edit a Discussion Board Topic/ Forum?

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

Options

- ☐ Allow anonymous posts 1
- ☐ A moderator must approve individual posts before they display in the topic
- ☐ Users must start a thread before they can read and reply to other threads

Rate Posts

Up Vote Only Rating Scheme 2

Availability 3

[Show topic visibility options](#)

Locking Options 4

[Hide locking options](#)

Locking Options

- ☒ Unlock topic
- ☐ Lock topic
- ☐ Unlock topic for a specific date range
 - ☐ Has Start Date
 - 8/1/2017 8:41 AM Now
 - ☐ Has End Date
 - 8/8/2017 10:41 AM Now
- ☐ Display in Calendar

United States - Boise

Save and Close Save and New Save Cancel

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

8/8/2017

10:41 AM

Now

United States - Boise

☐ Display in Calendar

Save and Close

Save and New

Save

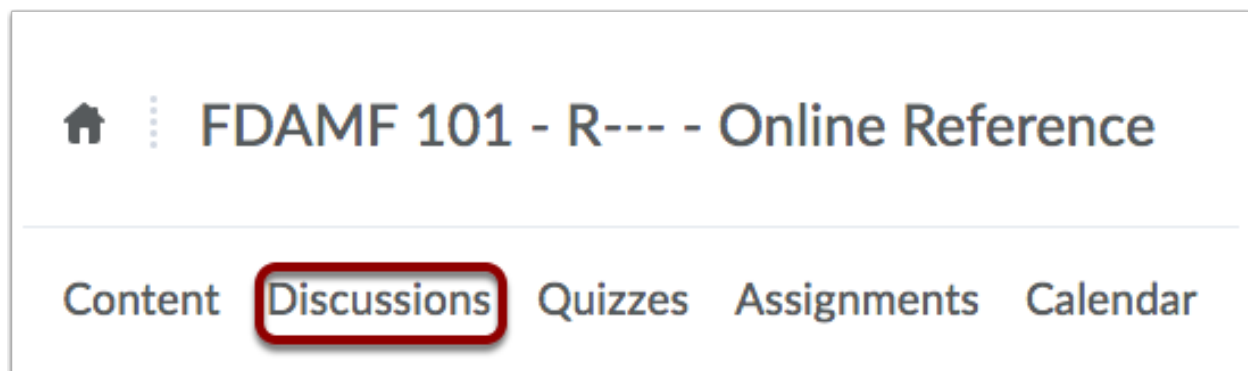
Cancel

Click on the Save and Close button.

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

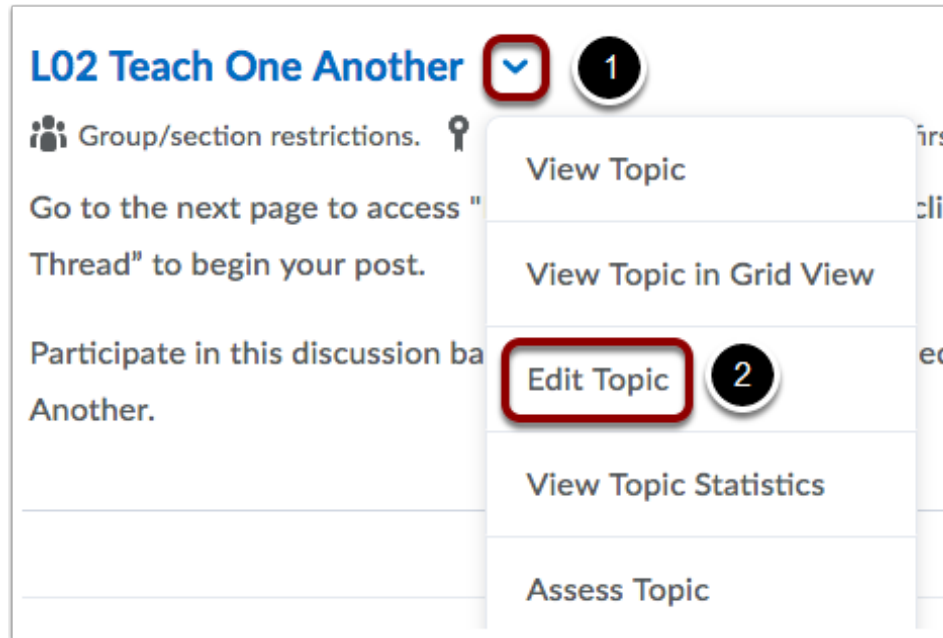
Lock dates can be used to restrict a student's ability to contribute to the discussion thread. A student will have view access, but will be unable to contribute to a discussion thread that is locked.

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

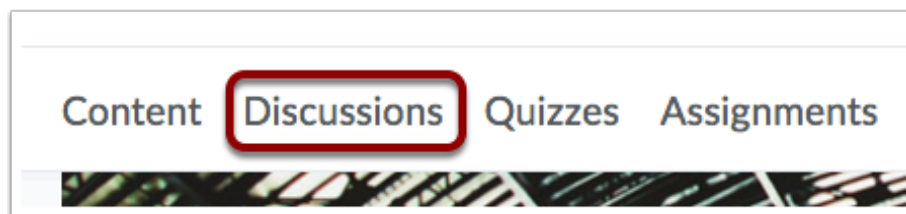
The screenshot shows a 'Locking Options' dialog box. At the top, the title 'Locking Options' is enclosed in a red box with a circled '1' next to it. Below the title is a dropdown menu labeled 'Hide locking options'. Underneath, the 'Locking Options' section contains three radio buttons: 'Unlock topic', 'Lock topic', and 'Lock topic for a specific date range'. The third option is selected and has a circled '2' next to it. Below these are two checked checkboxes: 'Has Start Date' and 'Has End Date', both enclosed in red boxes. The 'Has Start Date' box has a circled '3' next to it. Below the 'Has Start Date' checkbox are input fields for '8/1/2017', '8:47 AM', and a 'Now' button. Below the 'Has End Date' checkbox are input fields for '8/8/2017', '10:47 AM', and a 'Now' button. Both date ranges are followed by the text 'United States - Boise'. At the bottom of the dialog is a 'Display in Calendar' checkbox. At the very bottom are four buttons: 'Save and Close' (enclosed in a red box), 'Save and New' (with a circled '4' next to it), 'Save', and 'Cancel'.

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?

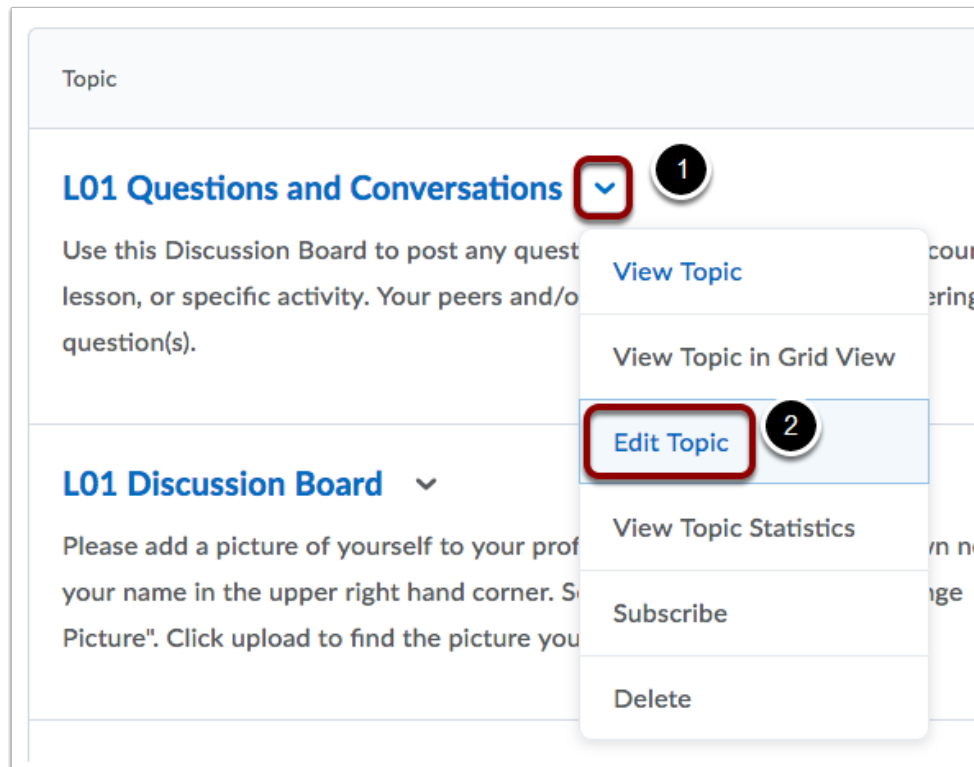
Visibility on a discussion board allows you to hide the discussion board from your students in both the Content Area as well as the Discussion tab.

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

The screenshot shows the 'Visibility' section of a form. The 'Visibility' header is circled in red. There are three radio button options: 'Topic is always visible' (selected), 'Hide this topic', and 'Topic is visible for a specific date range'. Under the third option, there are two checkboxes: 'Has Start Date' (annotated with a red arrow and a black circle with the number 1) and 'Has End Date' (annotated with a red arrow and a black circle with the number 2). Below 'Has Start Date' are input fields for '8/1/2017', '9:29 AM', and a 'Now' button. Below 'Has End Date' are input fields for '8/8/2017', '11:29 AM', and a 'Now' button. Both date ranges are set to 'United States - Boise'. At the bottom, there is a checkbox labeled 'Display in Calendar' (annotated with a black circle with the number 3) which is also circled in red.

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

The screenshot shows a row of four buttons: 'Save and Close' (highlighted with a red border), 'Save and New', 'Save', and 'Cancel'.

Click Save and Close.

Check

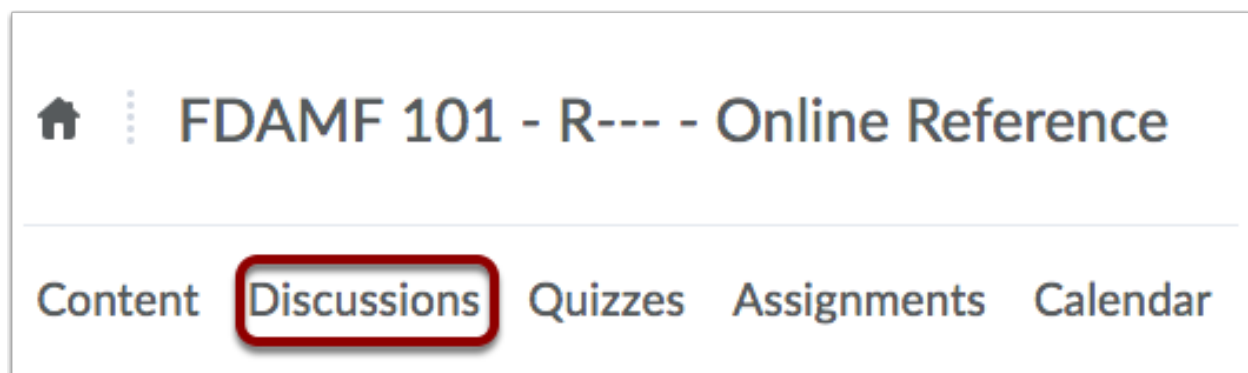
L01 Questions and Conversations ▾	0	0
 Available: Tuesday, August 1, 2017 11:51 AM MDT	Tuesday, August 8, 2017 1:51 PM	
MDT.		
Use this Discussion Board to post any questions you may have about the course, lesson, or specific activity. Your peers and/or instructor may help in answering your question(s).		

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?

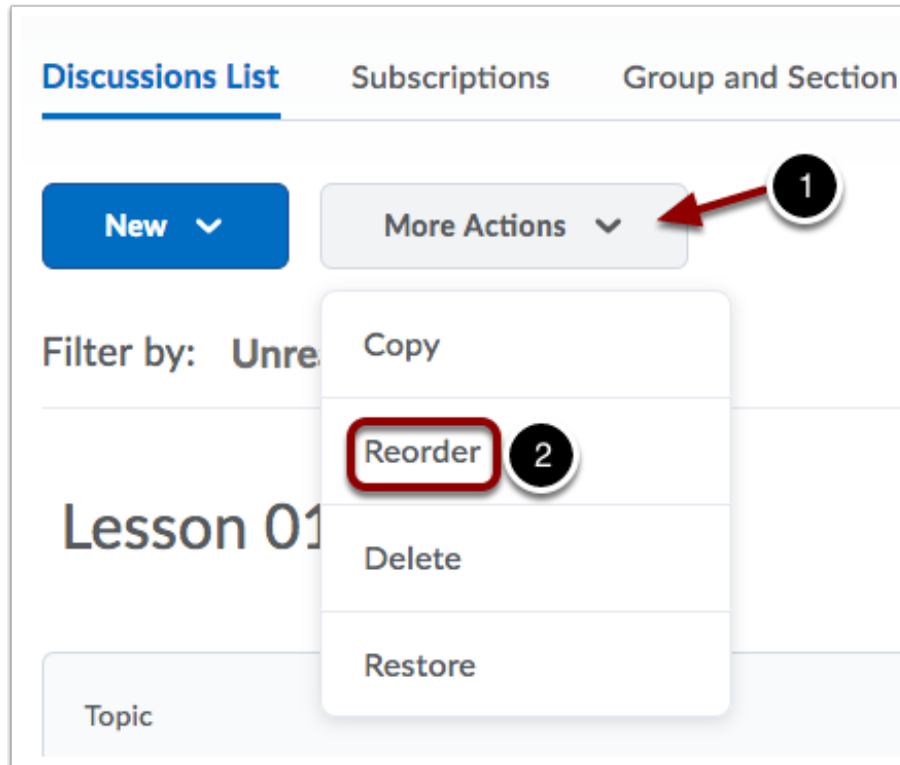
[Follow these instructions to learn how to reorder discussion board topics.](#)

Discussions Tab



Click on Discussions in the upper menu.

More Actions



Click on More Actions and then Reorder.

Reorder Topics

Reorder Forums and Topics

[Expand All](#) [Collapse All](#)

Forum/Topic Title	Sort Order
▼ Lesson 01	1 ▼
L01 Questions and Conversations	1 ▼
L01 Discussion Board	2 ▼
mnbmknbk	3 ▼
▼ Lesson 02	2 ▼
L02 Questions and Conversations	1 ▼
L02 Teach One Another	2 ▼

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

L03 Tez

▼ Lesson 04

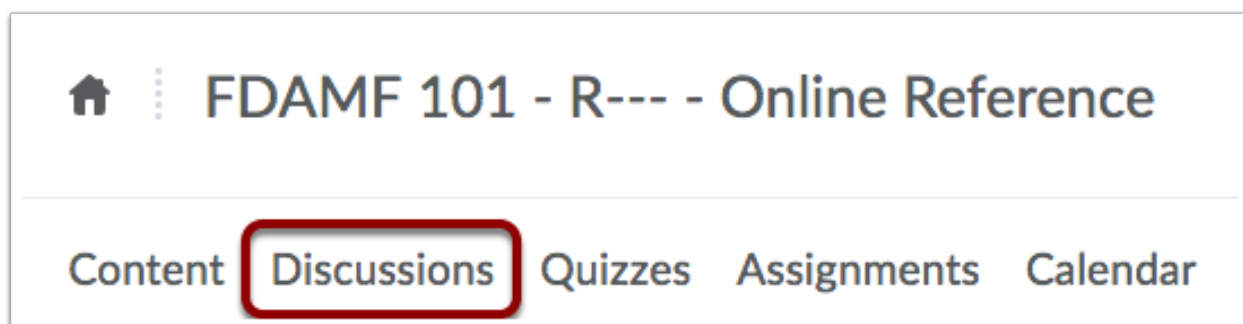
Save Cancel

L04 Qu

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

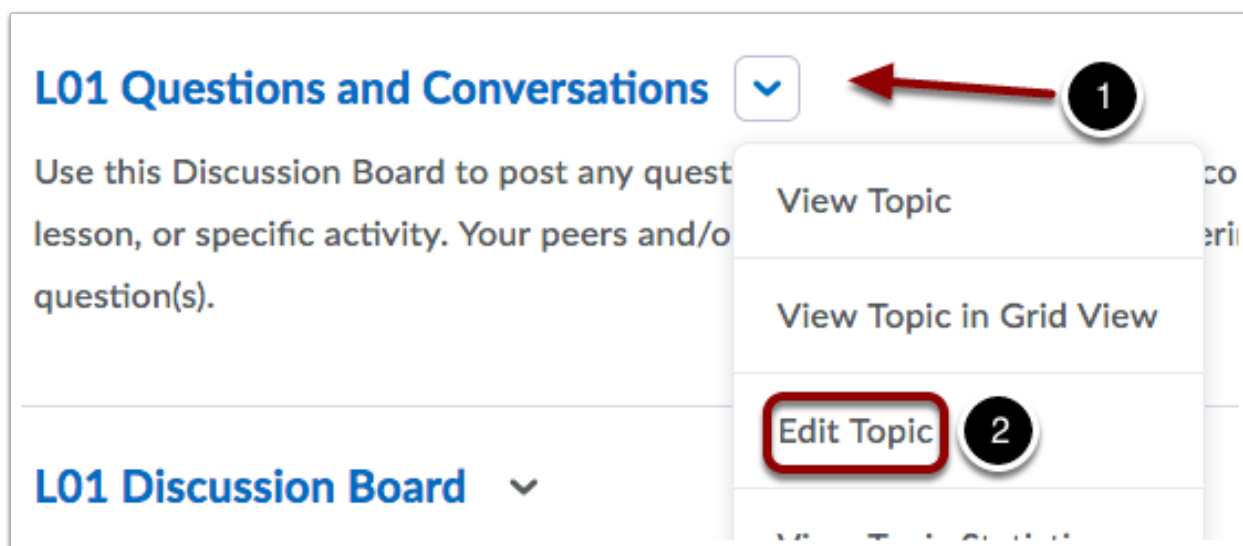
How Do I Connect a Grade Item With a Discussion Board?

Discussions



Click on the Discussions tab.

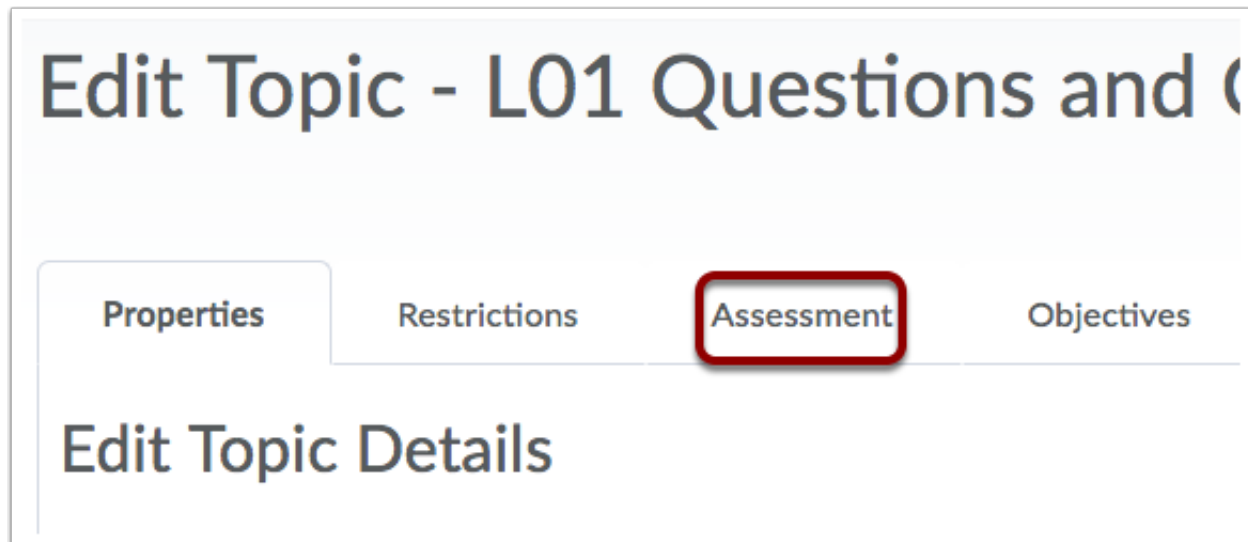
Find the Discussion Board



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



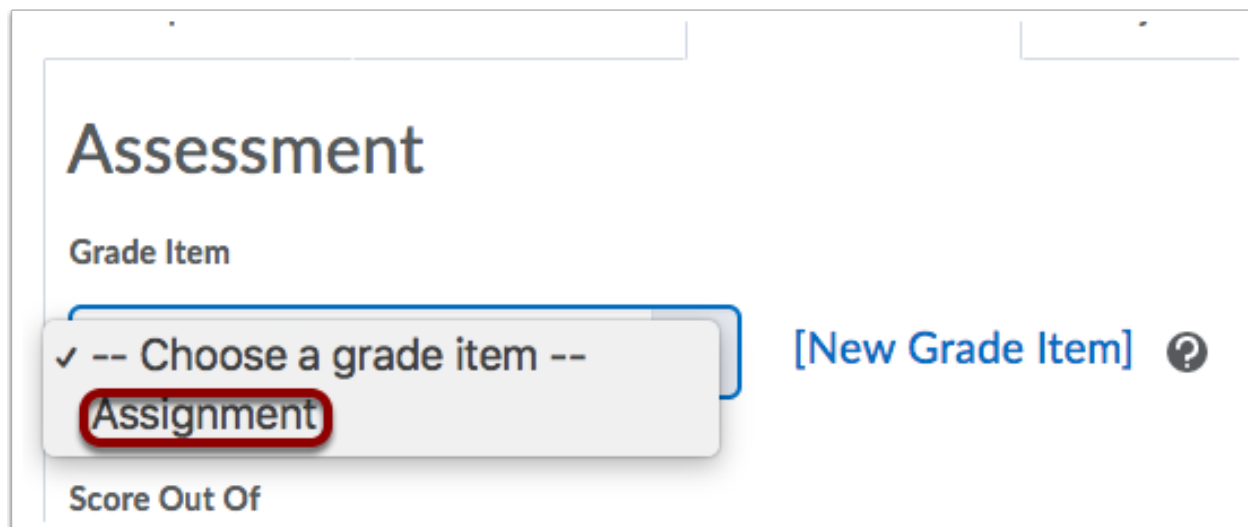
Edit Topic - L01 Questions and C

Properties Restrictions **Assessment** Objectives

Edit Topic Details

Click on the Assessment tab.

Add an Existing Grade Item



Assessment

Grade Item

✓ -- Choose a grade item --

Assignment

[New Grade Item] ?

Score Out Of

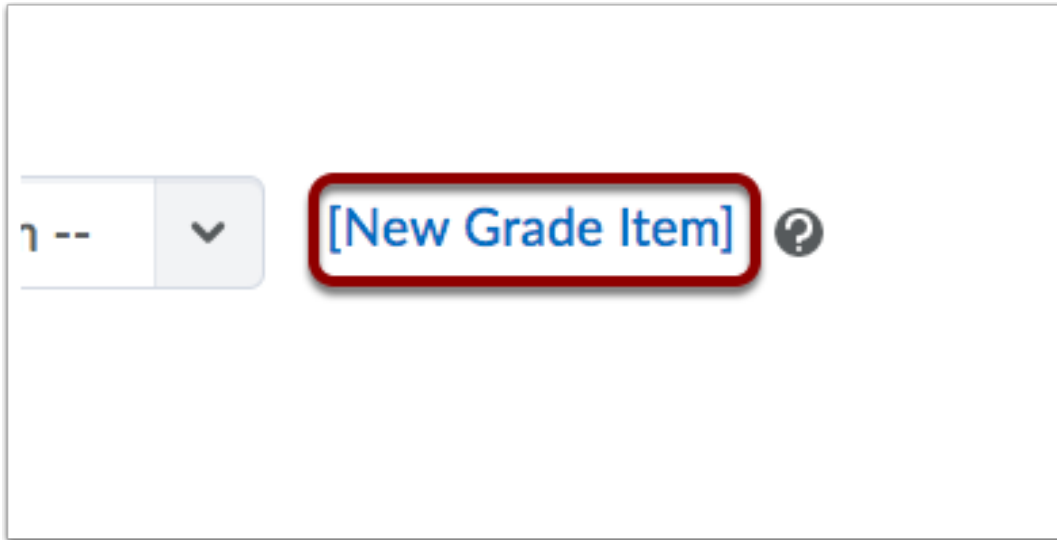
NOTE: If you have not created the Grade Item yet, skip to the next step.

1. Click on the drop down menu.

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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

New Grade Item

General

Type
Numeric

Name * 1

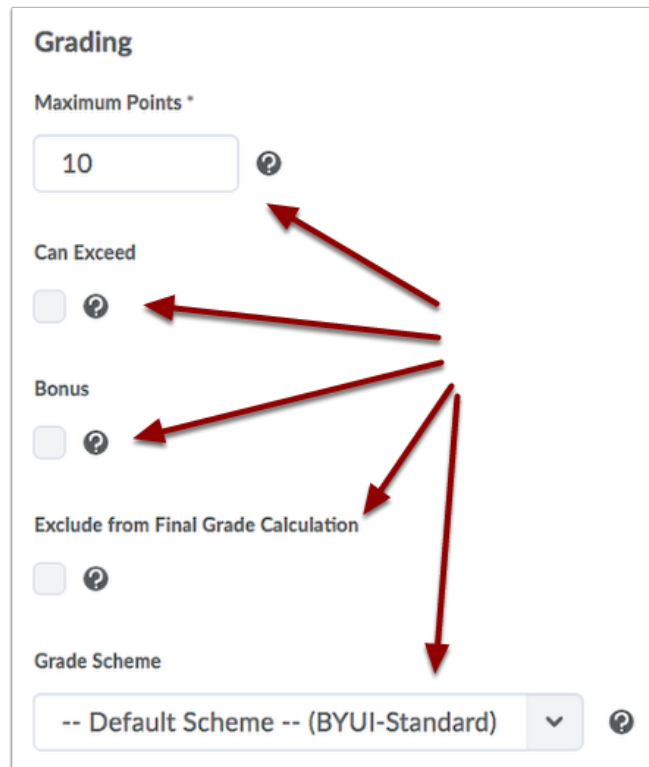
Short Name 2

Category 3

None

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



The image shows a 'Grading' settings form. It contains the following fields and options:

- Maximum Points ***: A text input field containing the number '10'. A grey question mark icon is to its right. A red arrow points from a central point to this icon.
- Can Exceed**: A checkbox that is currently unchecked. A grey question mark icon is to its right. A red arrow points from the central point to this icon.
- Bonus**: A checkbox that is currently unchecked. A grey question mark icon is to its right. A red arrow points from the central point to this icon.
- Exclude from Final Grade Calculation**: A checkbox that is currently unchecked. A grey question mark icon is to its right. A red arrow points from the central point to this icon.
- Grade Scheme**: A dropdown menu showing '-- Default Scheme -- (BYUI-Standard)'. A grey question mark icon is to its right. A red arrow points from the central point to this icon.

A central point from which five red arrows originate, pointing to the grey question mark icons next to each of the five settings listed above.

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

The screenshot shows a user interface for managing rubrics and visibility. It is divided into two main sections: 'Rubrics' and 'Restrictions'.

Rubrics Section:

- Contains an 'Add Rubric' button, which is pointed to by a red arrow and a circular callout with the number '1'.
- Below the button, it says 'No rubrics selected.'
- There is a blue link that says '[Create Rubric in New Window]'.

Restrictions Section:

- Contains a 'Visibility' sub-section.
- Under 'Visibility', there are three radio button options:
 - The first option, 'Grade item is always visible', is selected (indicated by a filled radio button) and is pointed to by a red arrow and a circular callout with the number '2'.
 - The second option is 'Hide this grade item'.
 - The third option is 'Grade item is visible for a specific date range'.
- Below the third option, there are two checkboxes:
 - 'Has Start Date': This checkbox is unchecked. Below it are three input fields: '8/1/2017', '10:39 AM', and 'Now'. Below these fields is the text 'United States - Boise'.
 - 'Has End Date': This checkbox is unchecked. Below it are three input fields: '8/8/2017', '10:39 AM', and 'Now'. Below these fields is the text 'United States - Boise'.

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



United States - E


☐ Display in Calendar

Save Cancel

Click the Save button.

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

Save and Close



-- Select a calculation method --

☐ Include ur

Save and Close Save and New Save Cancel

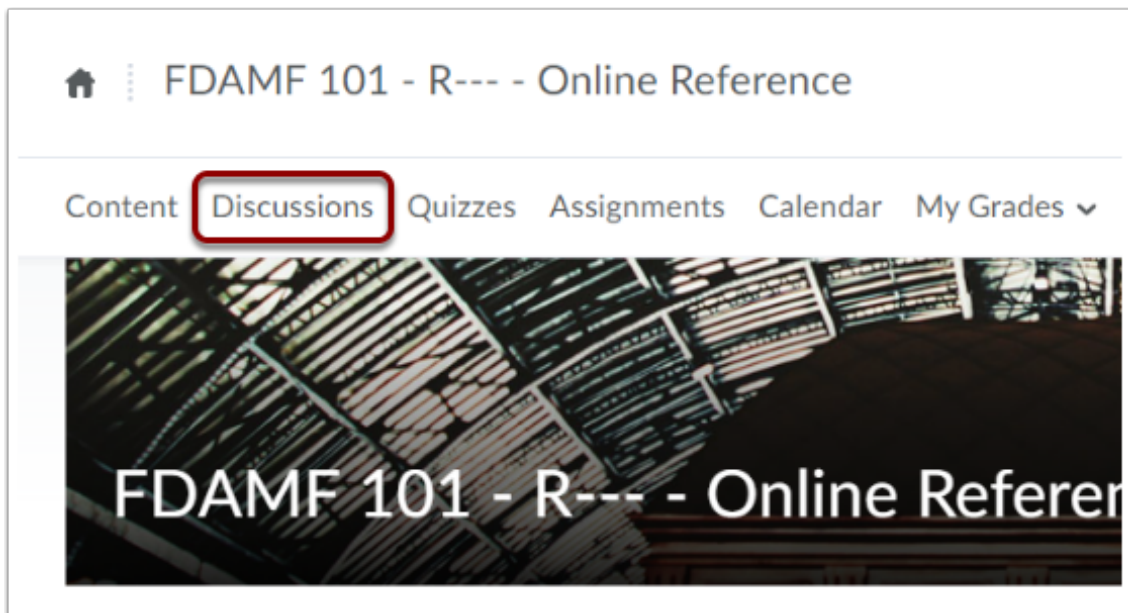
Click the Save and Close button in the Discussion Topic.

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.

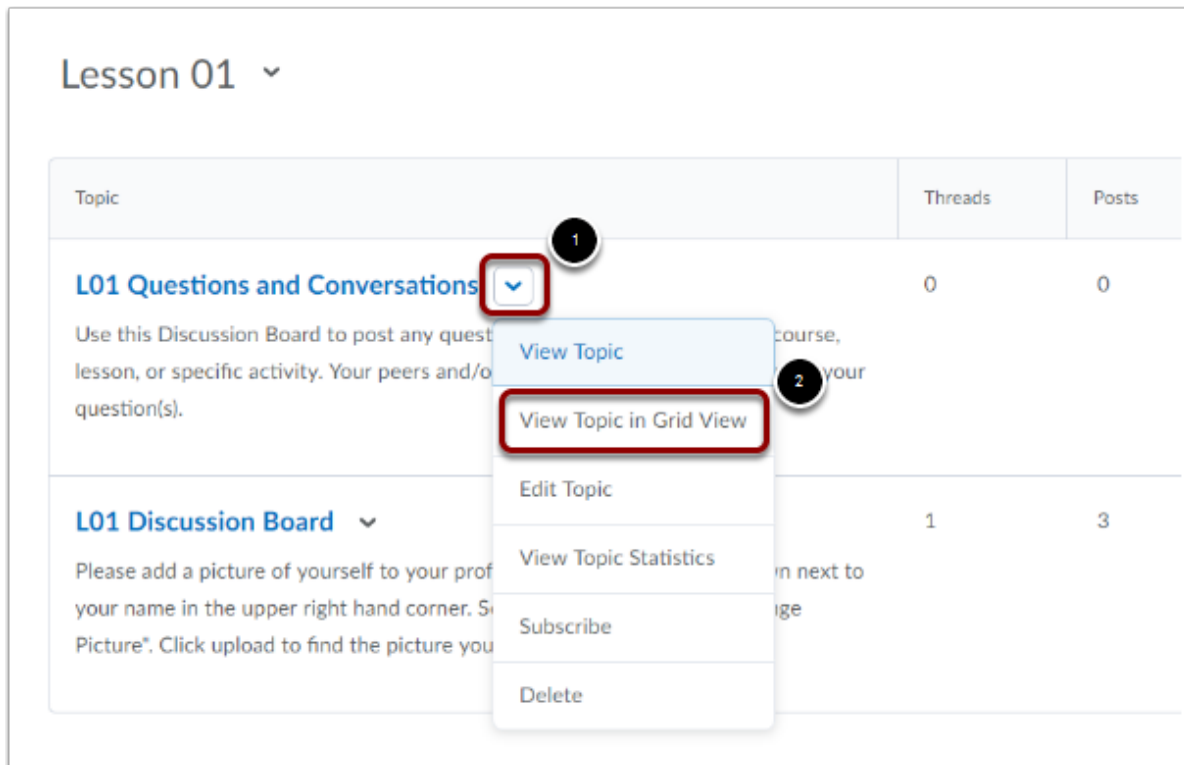
NOTE: [Grid View](#) is only visible if you access your discussion board from the [Discussions](#) tab. If you access your discussion board from the [Content](#) area it will always show [Reading View](#).

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**.

Example

The screenshot displays a discussion board interface. At the top, there are action links: "Mark Read", "Mark Unread", "Delete", and "Print". Below these is a table with columns for checkboxes, flags, stars, votes, and subjects. The table contains three rows, all with "Group 1 Discussion" as the subject. The second row's subject is highlighted with a red box. Below the table, there are buttons for "Reply", "Edit Post", and "More Actions". Underneath these buttons are links for "Subscribe", "Unsubscribe", and "Open in a New Window". The post details show a profile picture, a plus icon, the text "Group 1 Discussion", a flag icon, the number "0", and the timestamp "Jul 28, 2017 10:21 AM". The main content of the post is a block of Lorem Ipsum text.

<input type="checkbox"/>			Votes	Subject
<input type="checkbox"/>			0	Group 1 Discussion
<input type="checkbox"/>			0	Group 1 Discussion
<input type="checkbox"/>			0	Group 1 Discussion

[Reply](#) [Edit Post](#) [More Actions](#) ▼

[★ Subscribe](#) [☆ Unsubscribe](#) [🔗 Open in a New Window](#)

Group 1 Discussion
 0 Jul 28, 2017 10:21 AM

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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

Method 2: From the Discussion Settings

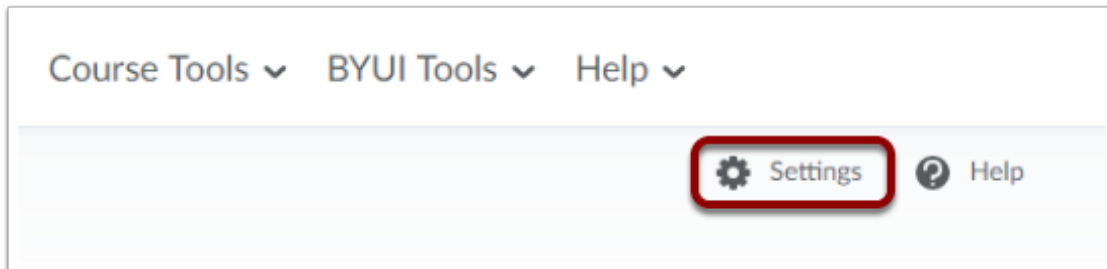
The screenshot shows a navigation menu for "FDAMF 101 - R--- - Online Reference". The menu includes tabs for "Content", "Discussions", "Quizzes", "Assignments", "Calendar", and "My Grades". The "Discussions" tab is highlighted with a red box.

🏠 FDAMF 101 - R--- - Online Reference

[Content](#) [Discussions](#) [Quizzes](#) [Assignments](#) [Calendar](#) [My Grades](#) ▼

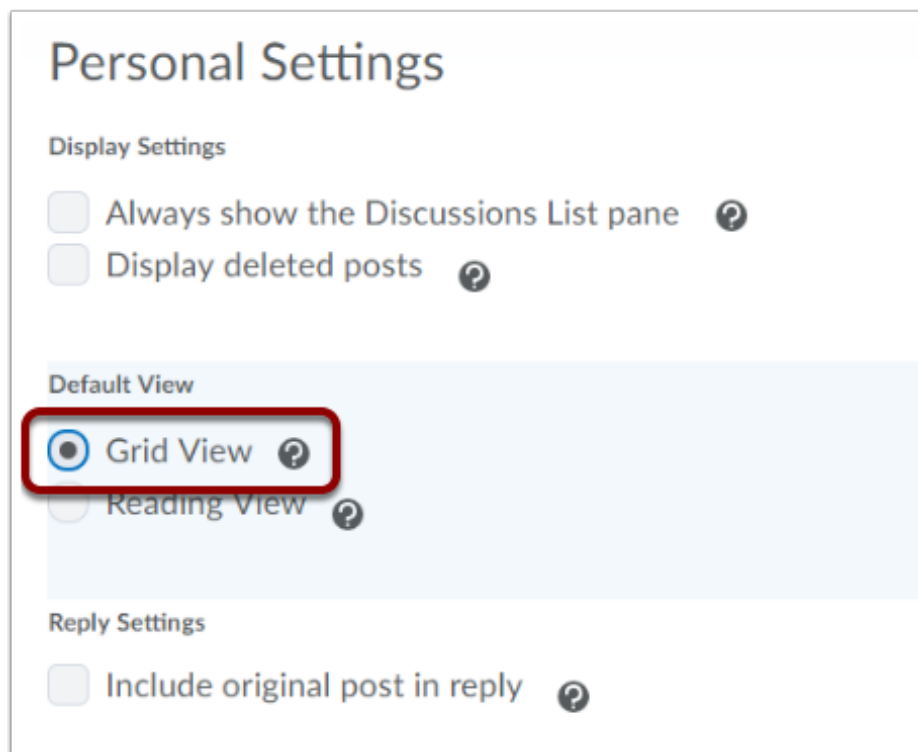
Click on the Discussions tab.

Settings



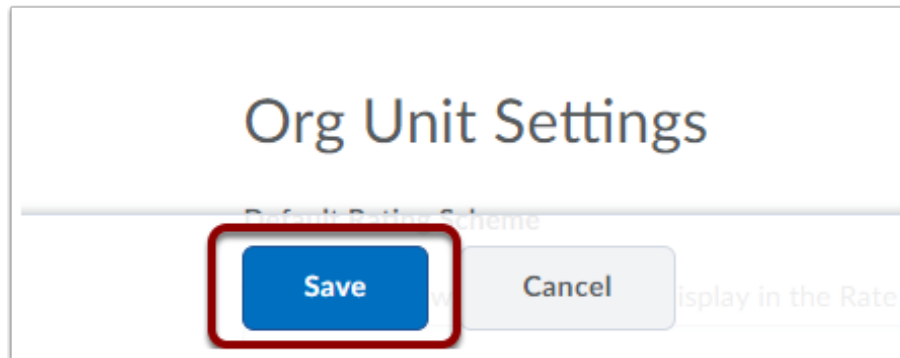
Click on the Settings link in the top right.

Select Grid View



Click on the radius button to select Grid View.

Save

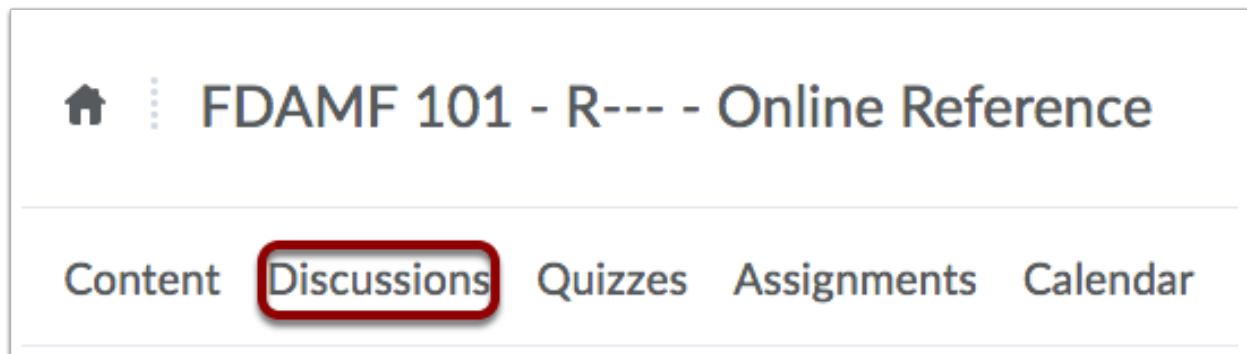


Click on the **Save** button in the bottom left.

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

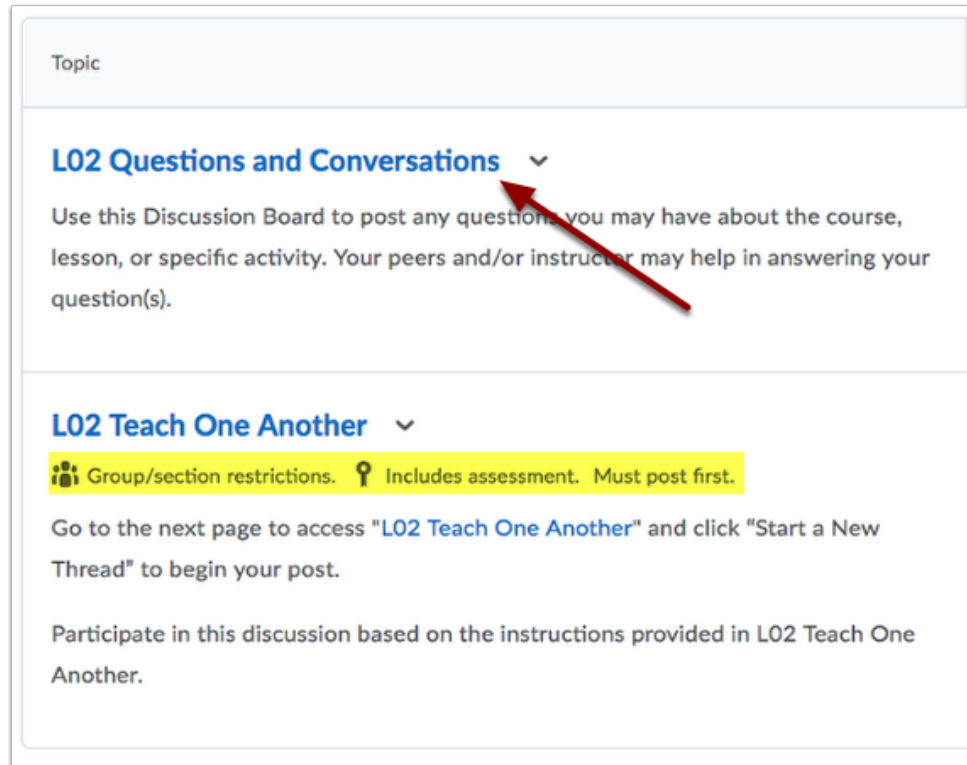
How Do I Assign a Group of Students to a Specific Topic in a Discussion Board?

Discussions



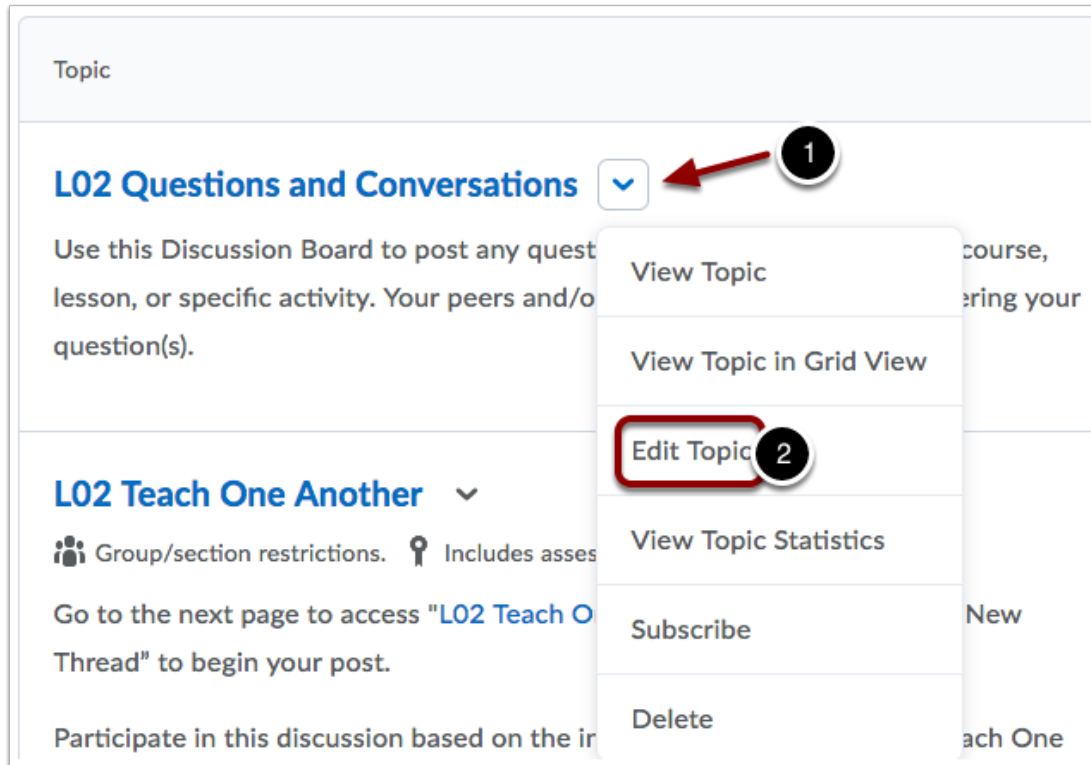
Click on the Discussions tab.

Locate Discussion



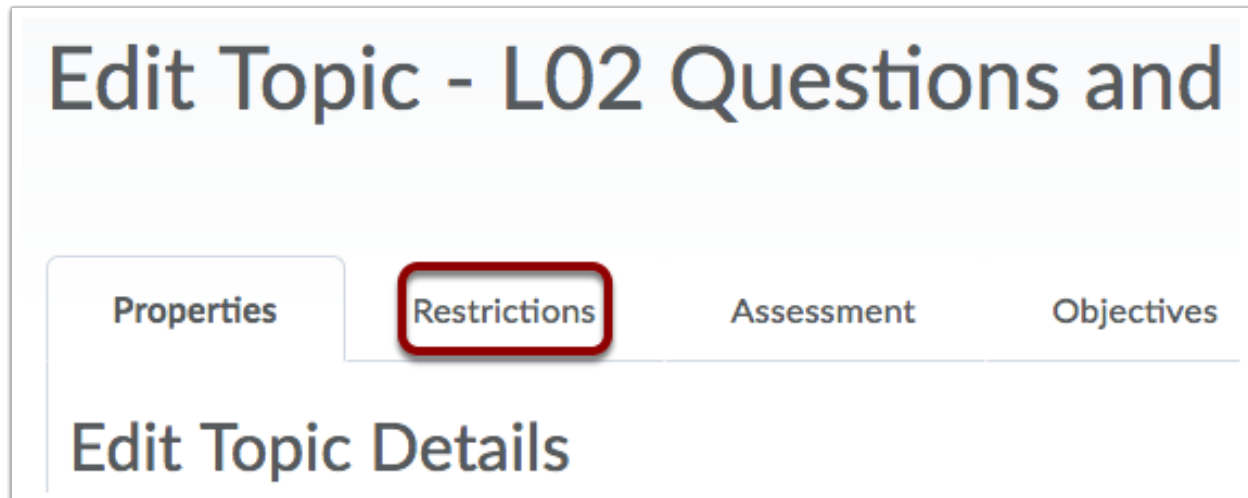
Notice that there are no *Group/section restrictions* under L02 Questions and Conversations. This means there are no groups assigned to this discussion topic.

Edit Discussion



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

Restrictions



Edit Topic - L02 Questions and

Properties **Restrictions** Assessment Objectives

Edit Topic Details

Click on the Restrictions tab.

Group and Section Restrictions



Group and Section Restrictions

1 Hide Topic Group and Section Restrictions

☒ Restrict this topic to the following groups and sections ?

Add Groups and Sections 2

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


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

Add Groups and Sections ×

Groups or Sections to Add

Group or Section Category

L02 & L03 DB Groups 

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

Add Groups and Sections ×

<input type="checkbox"/>	Group or Section Name
	L02 & L03 DB Groups
<input type="checkbox"/>	Group 1
<input checked="" type="checkbox"/>	Group 2
<input type="checkbox"/>	Group 3
<input type="checkbox"/>	Group 4

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

Add

Cancel

Click the Add button.

Save and Close

Group and Section Restrictions

▼ [Hide Topic Group and Section Restrictions](#)

☒ Restrict this topic to the following groups and sections ?

[Add Groups and Sections](#)

Remove All Group and Section Restrictions
×




Only members of the following groups and sections may access this item:

L02 & L03 DB Groups: Group 2 ×

Save and Close 2 [Save and New](#) [Save](#) [Cancel](#)

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

Check

Topic	Threads
L02 Questions and Conversations ▼  Group/section restrictions. 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).	0
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.	0

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

Remove Restriction

Group and Section Restrictions

▼ Hide Topic Group and Section Restrictions

☒ Restrict this topic to the following groups and sections ?

Add Groups and Sections

Remove All Group and Section Restrictions

×

Only members of the following groups and sections may access this item:

L02 & L03 DB Groups: Group 2

×

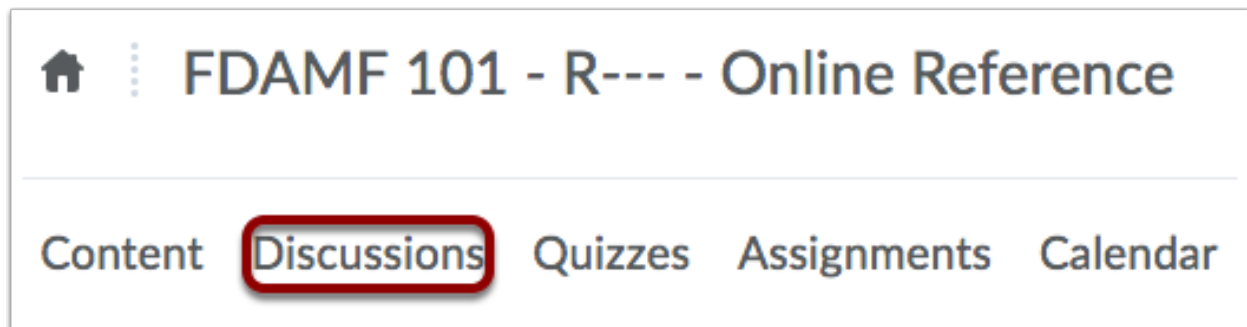
If you need to remove a restriction click on the "X"



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 lose access to their discussion posts.

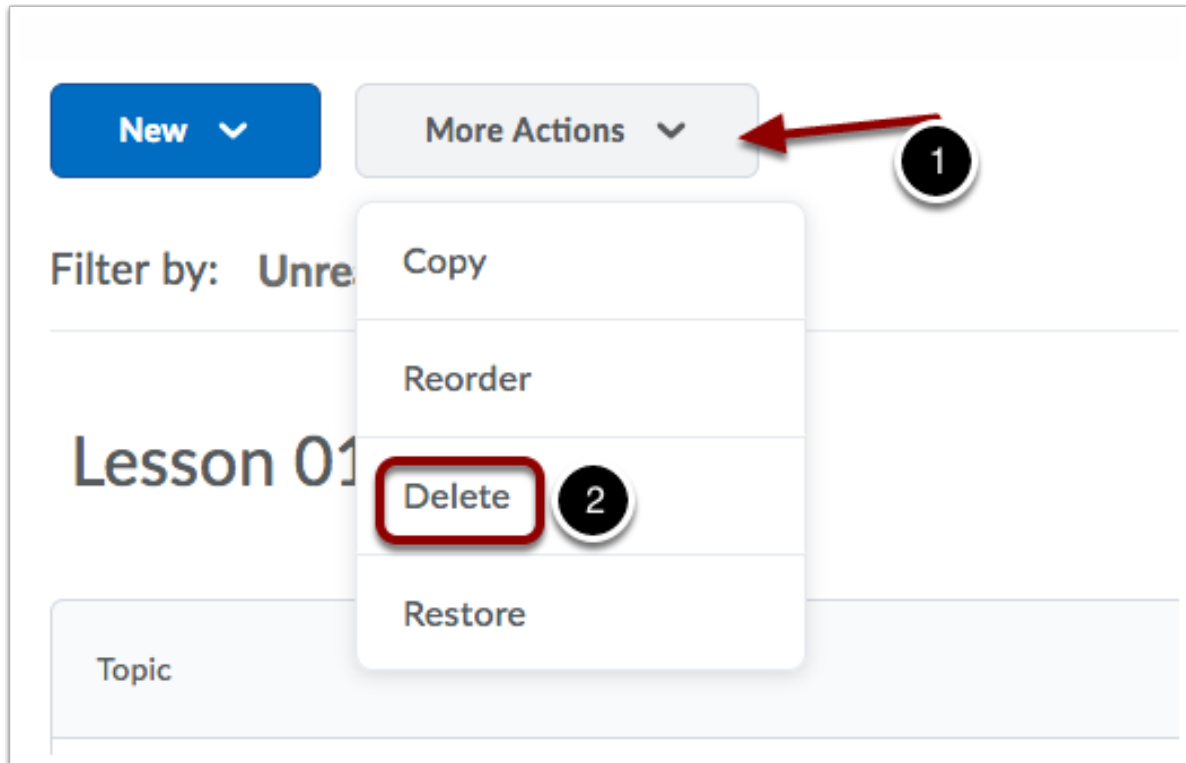
How Do I Delete a Discussion Forum/Topic?

Option 1



Click on the discussions tab.

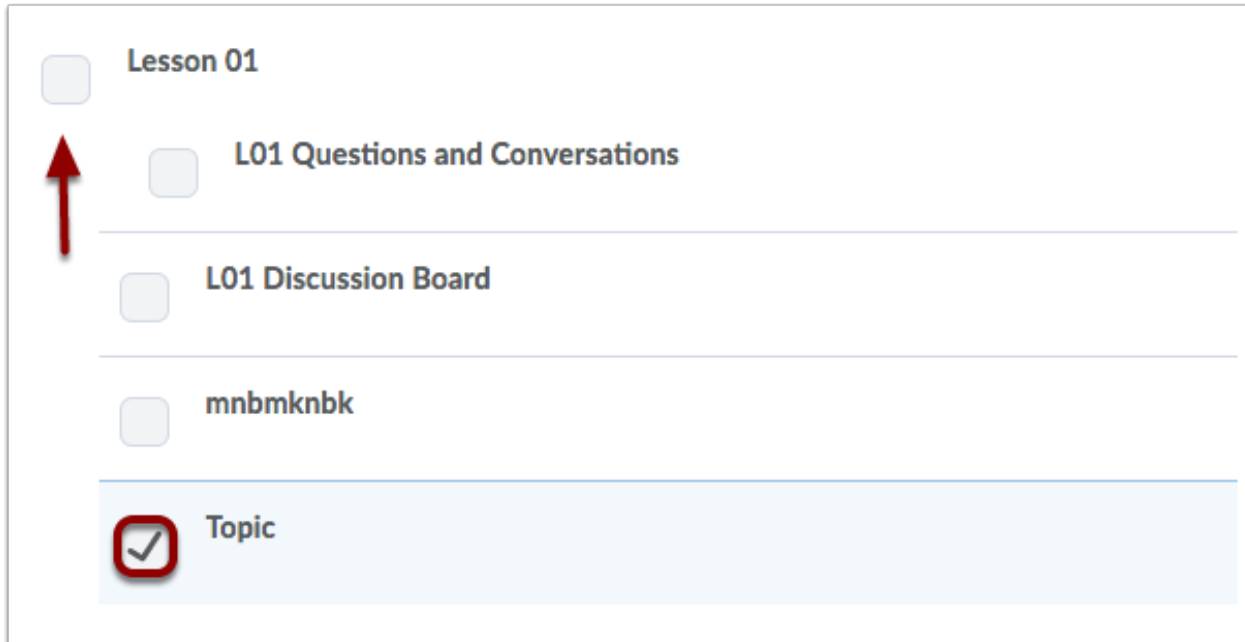
More Actions



1. Click on More Actions.

2. Click Delete.

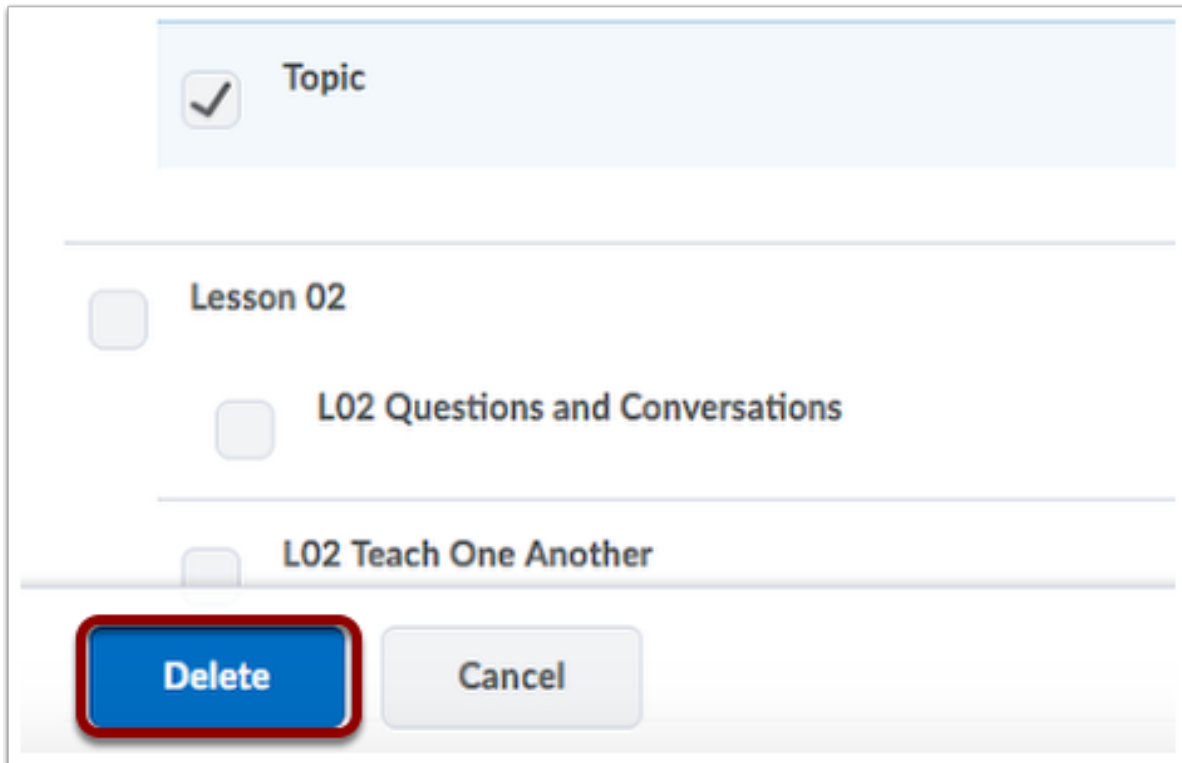
Select



<input type="checkbox"/>	Lesson 01
<input type="checkbox"/>	L01 Questions and Conversations
<input type="checkbox"/>	L01 Discussion Board
<input type="checkbox"/>	mnbmknbk
<input checked="" type="checkbox"/>	Topic

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



☒ Topic

☐ Lesson 02

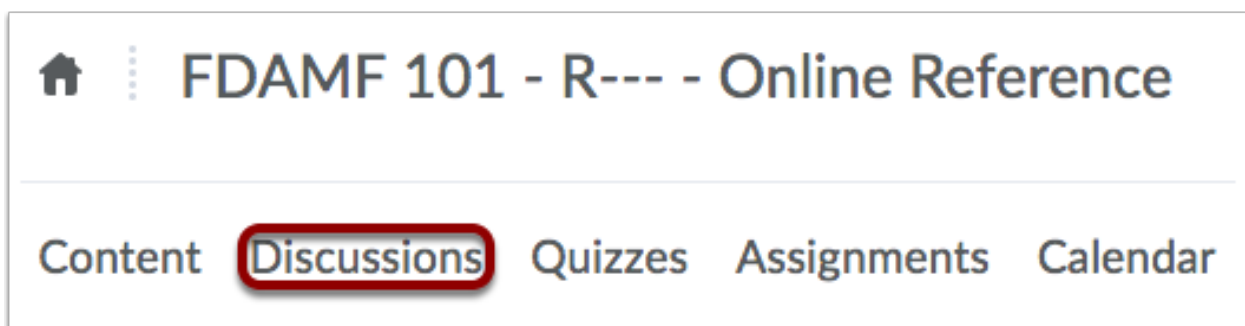
☐ L02 Questions and Conversations

☐ L02 Teach One Another

Delete Cancel

Click the Delete button.

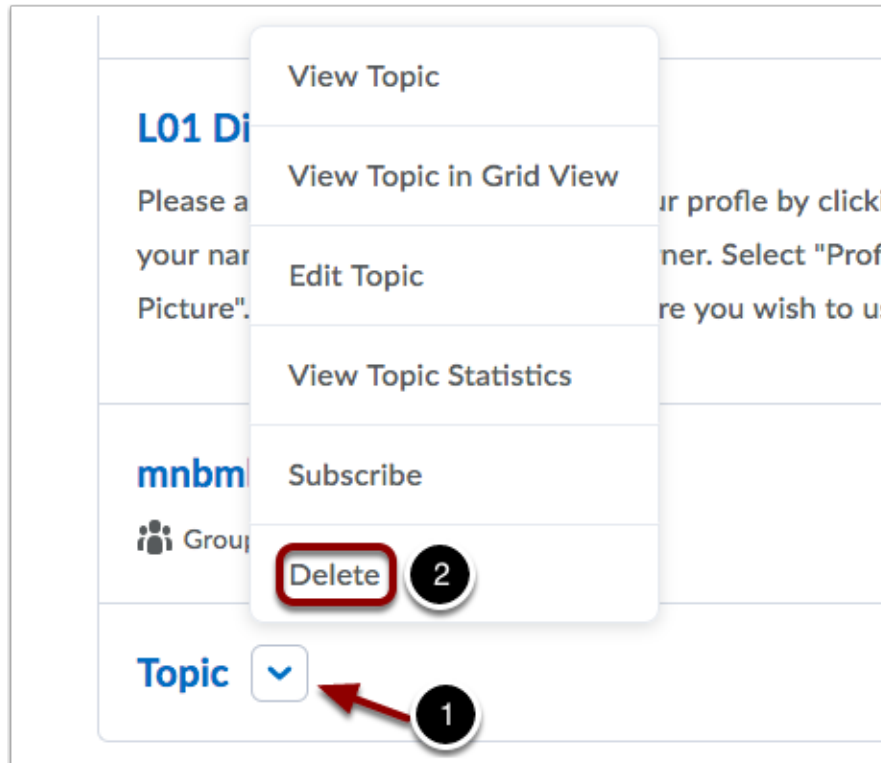
Option 2



🏠 ⋮ FDAMF 101 - R--- - Online Reference


Content **Discussions** Quizzes Assignments Calendar

Edit Topic



1. Click the drop down arrow next to the Topic or Forum you wish to delete.
2. Click Delete

Check

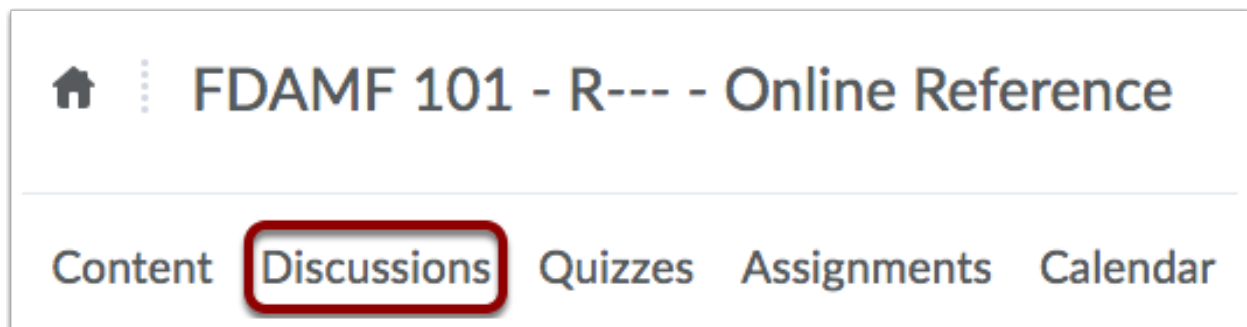
Topic	Threads
L01 Questions and Conversations ▾ Use this Discussion Board to post any questions you may have about the course, lesson, or specific activity. Your peers and/or instructor may help in answering your question(s).	0
L01 Discussion Board ▾ Please add a picture of yourself to your profile by clicking on the drop down next to your name in the upper right hand corner. Select "Profile" then click "Change Picture". Click upload to find the picture you wish to use then click "Add".	0
mnbmknbk ▾  Group/section restrictions.	0

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

How Do I Copy a Discussion Forum/Topic?

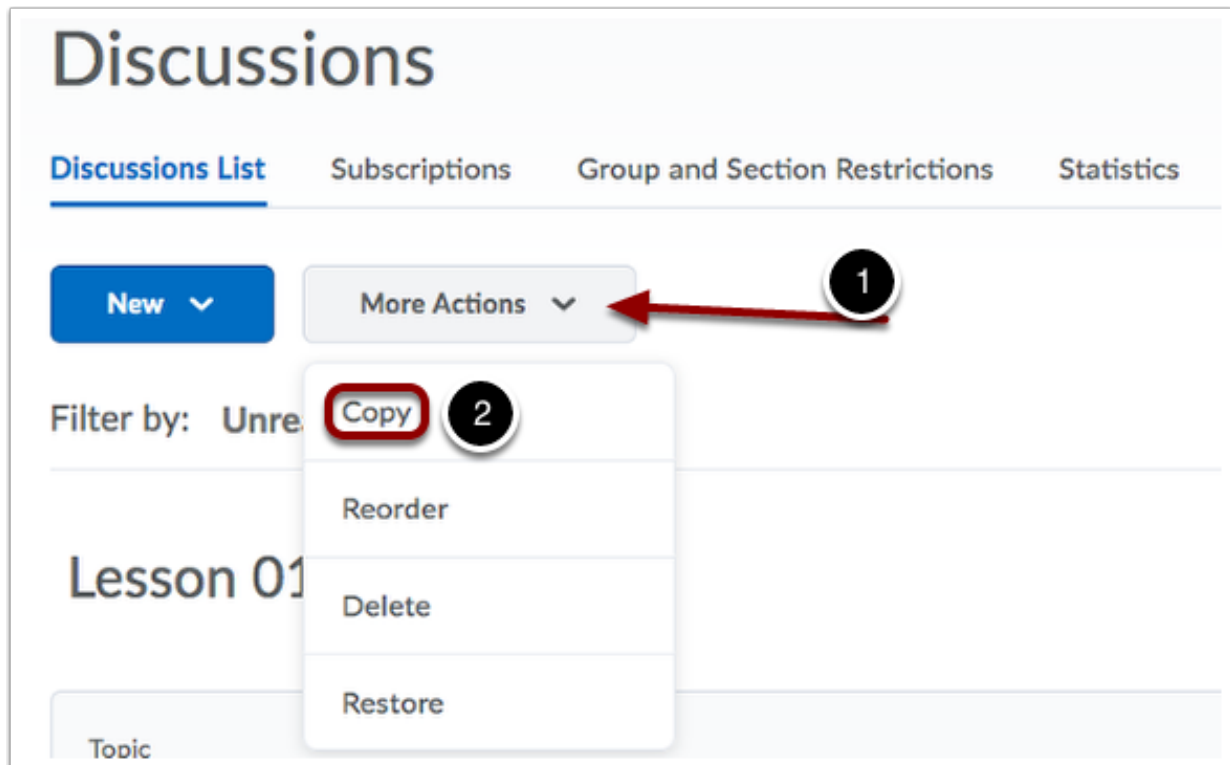
Copying a Forum or topic can help streamline the process of creating multiple discussion boards. When copying a Forum all of the topics within the forum will be copied as well, along with any setting or group restrictions associated with the forum topics.

Discussions




Click on the Discussions tab.


More Actions



1. Click on More Actions.
2. Then click Copy.

Copy Forum or Topic

 **Copy a Forum**
Create a copy of a forum and its associated properties

 **Copy a Topic**
Create a copy of a topic in another forum or multiple forums

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

Choose a Forum

Copy a Forum

Forum to Copy: *

✓ -- Choose a forum --
Lesson 01
Lesson 02
Lesson 03
Lesson 04
Lesson 05
Lesson 06
Lesson 07
Lesson 08
Lesson 09
Lesson 10
Lesson 11
Lesson 12
Lesson 13
Lesson 14

?

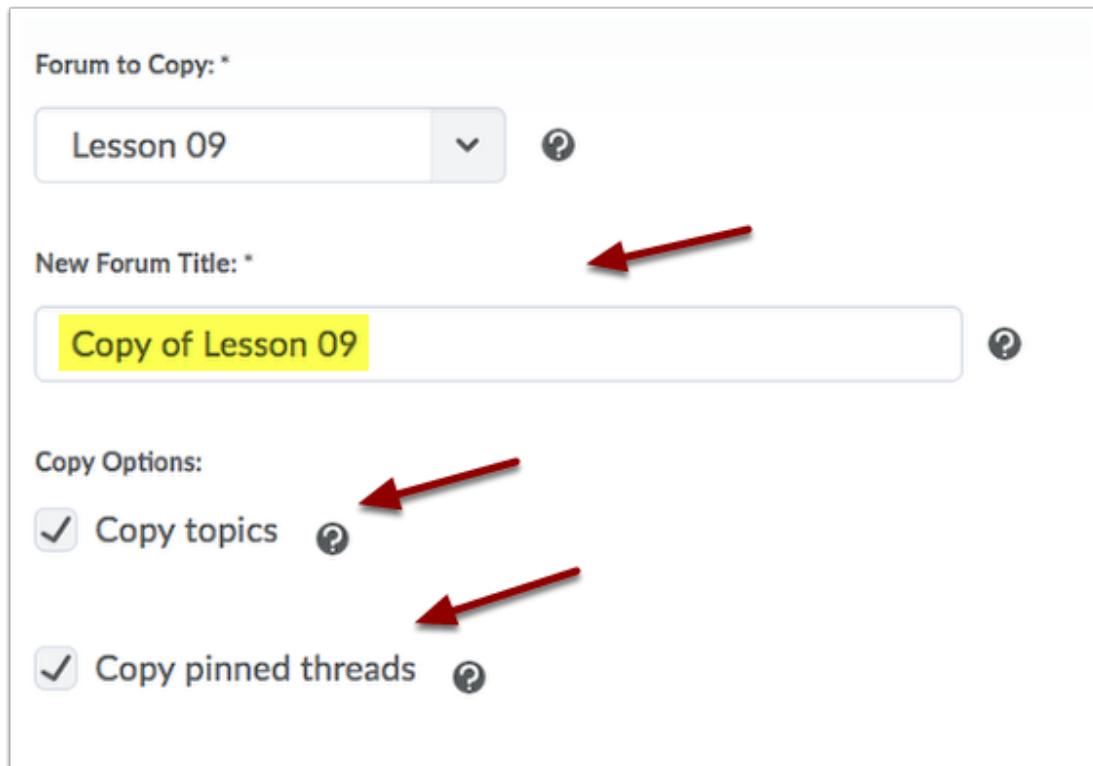
?

The image shows a screenshot of the 'Copy a Forum' interface. A red arrow labeled '1' points to the 'Forum to Copy: *' dropdown menu. The dropdown menu is open, showing a list of forums from 'Lesson 01' to 'Lesson 14'. 'Lesson 09' is highlighted with a red box and labeled '2'. There are also question mark icons next to the dropdown menu and the input field below it.

BYU-Idaho Online Knowledgebase

1. Click on Choose a Forum.
2. Then select the forum you want to copy.

Select Options



Forum to Copy: *

Lesson 09

New Forum Title: *

Copy of Lesson 09

Copy Options:


☒ Copy topics


☒ Copy pinned threads

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

Copy

Copy Options:

☒ Copy topics 

☒ Copy pinned threads 


Copy **Cancel**

Click on Copy.

Check

Copy of Lesson 09 ▾	
Topic	Thread
L09 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).	0
L09 Teach One Another ▾	0

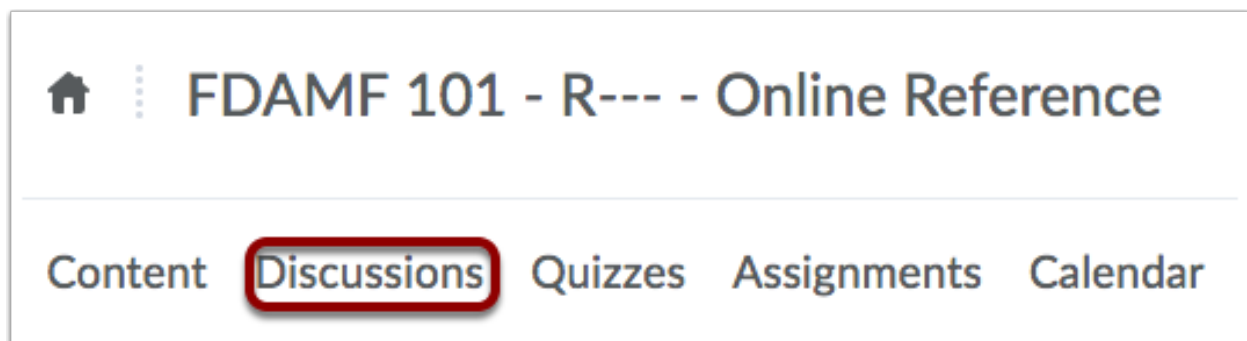
Check to see your copied forum listed among your discussion boards.

-  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?

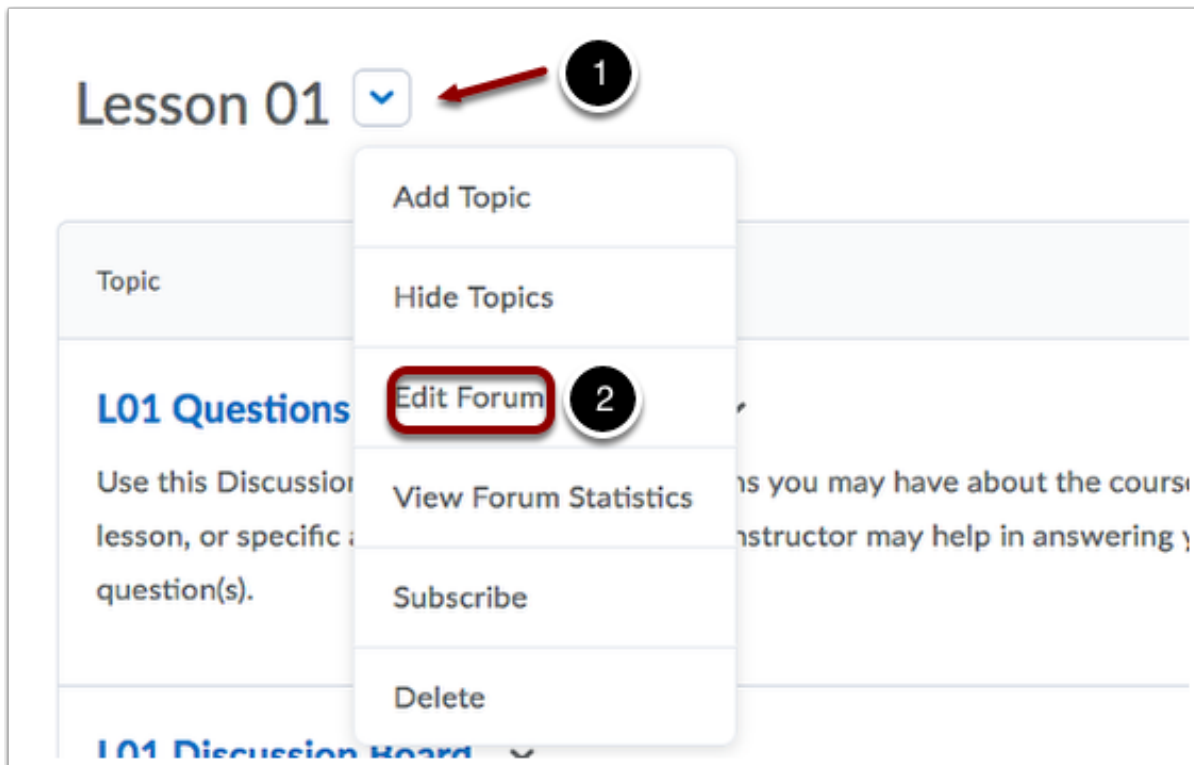
This setting allows the Instructor to require a student to post their own response to a discussion thread before seeing the responses of others. This helps when the Instructor wants to encourage students to contribute an original thought rather than depending on the comments of others to inform their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

Options

☐ Allow anonymous posts ?

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

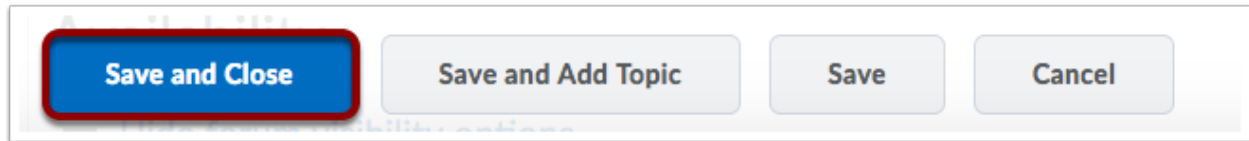
☒ Users must start a thread before they can read and reply to other threads in each topic ?

☐ Display forum description in topics ?

BYU-Idaho Online Knowledgebase

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

Save

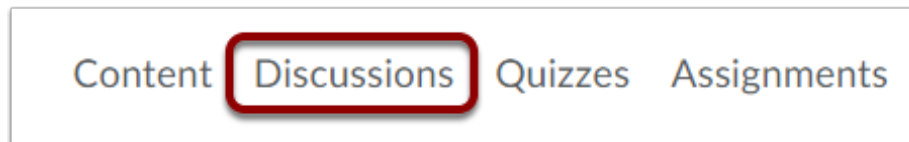


Click on Save and Close.

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

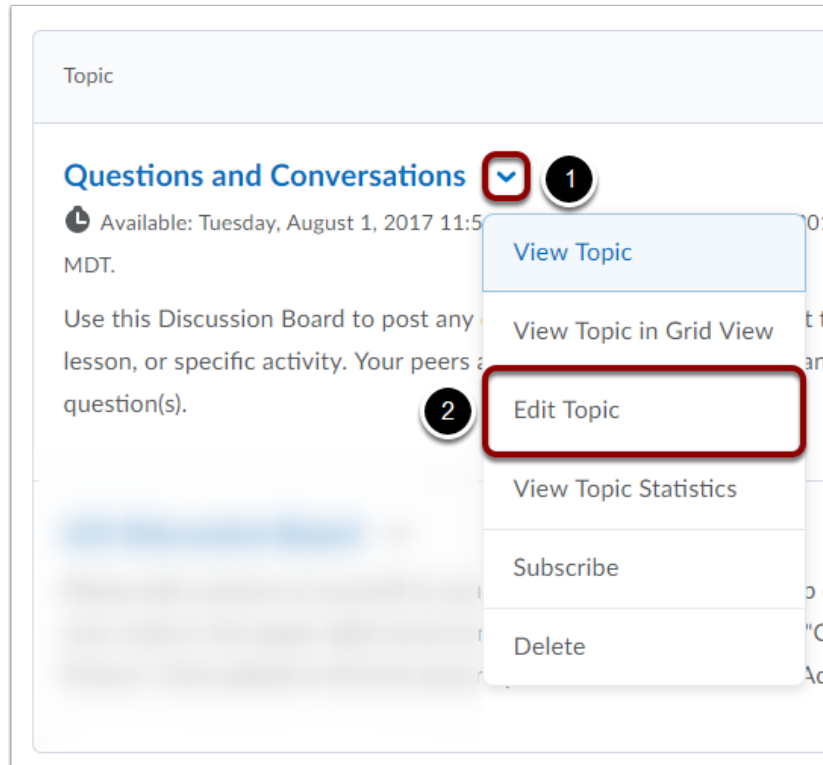
Each Online Instructor has a discussion board titled Questions and Conversations in their course. This discussion board is a single topic that appears in each lesson throughout the entire semester. Some Instructors prefer to have a separate discussion board topic for each week rather than just adding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

Discussions Tab



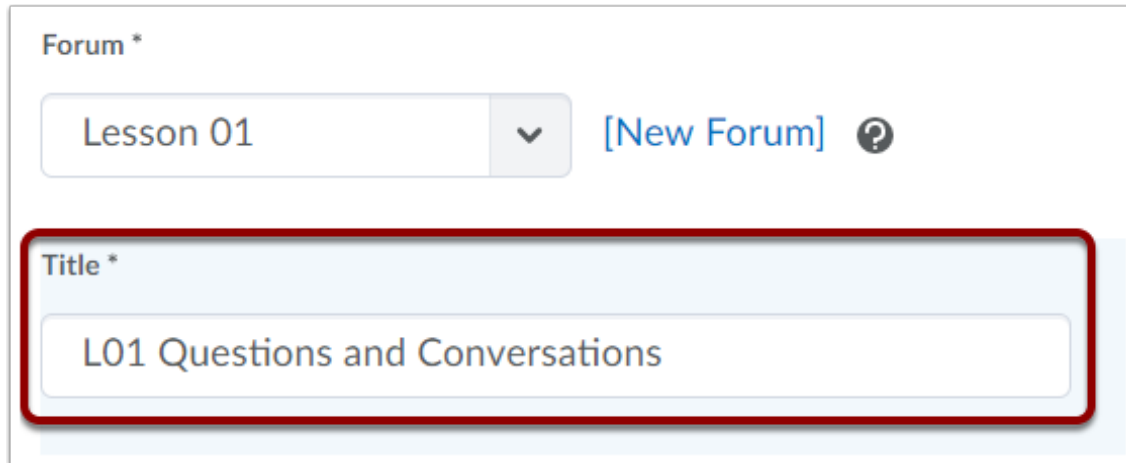
Click the Discussion tab

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



Forum *

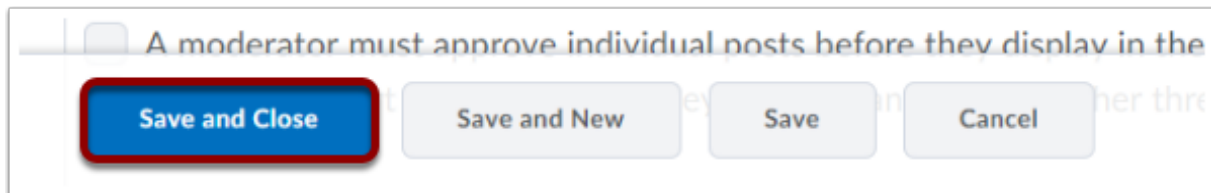
Lesson 01 [New Forum] ?

Title *

L01 Questions and Conversations

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

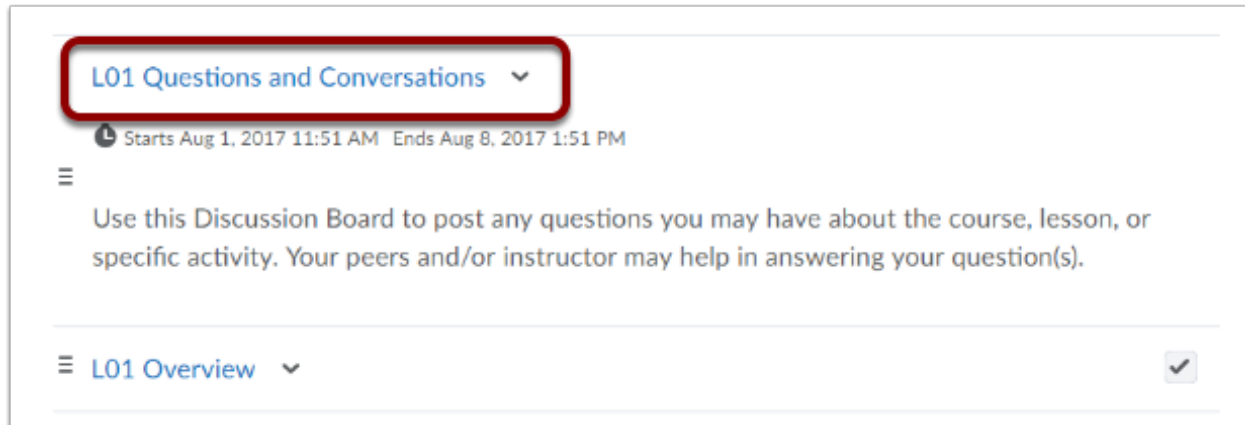


☐ A moderator must approve individual posts before they display in the

Save and Close Save and New Save Cancel

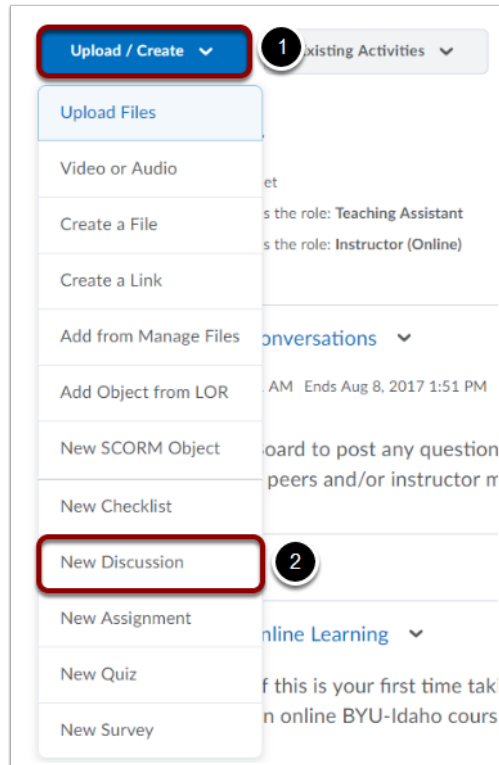
Click Save and Close

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

Create a Discussion in "Lesson C"

L02 Questions & Conversations Lesson 01

1 Instructions 2 Lesson 01 Lesson 02 Lesson 03 Lesson 04 Lesson 05 Lesson 06 Lesson 07 Lesson 08 Lesson 09 Lesson 10 Lesson 11 Lesson 12 Lesson 13 Lesson 14

3 Publish Save as Draft Cancel

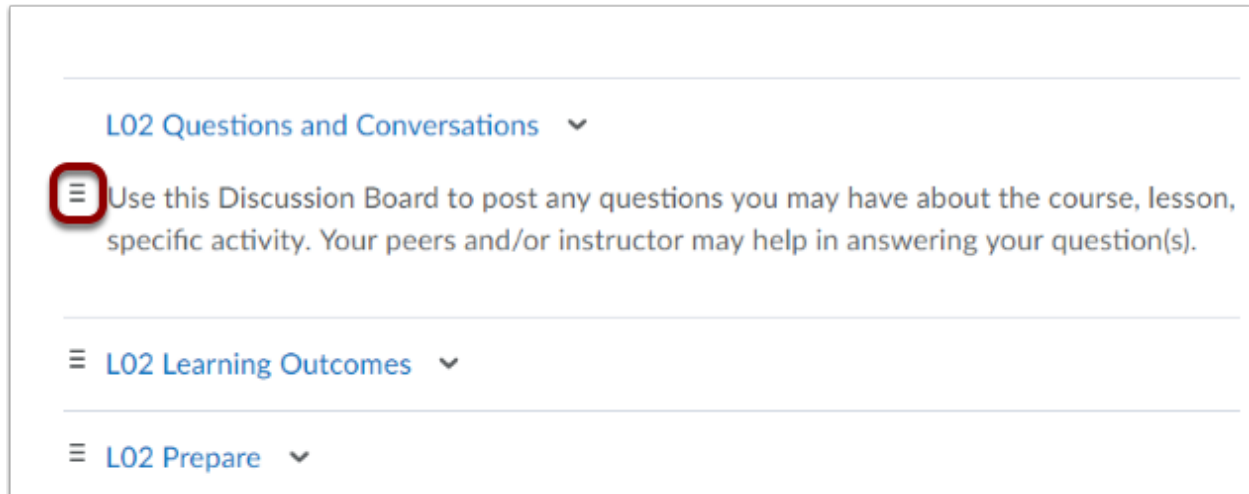
1. Title your **New Topic**. In this example we are putting this **New Topic** in L02
2. Select the Discussion Forum the Topic will be added to. In this case it is the **Questions and Conversations** Forum
3. Click **Publish**

Content Tab

Content Discussions Quizzes Assignments

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.

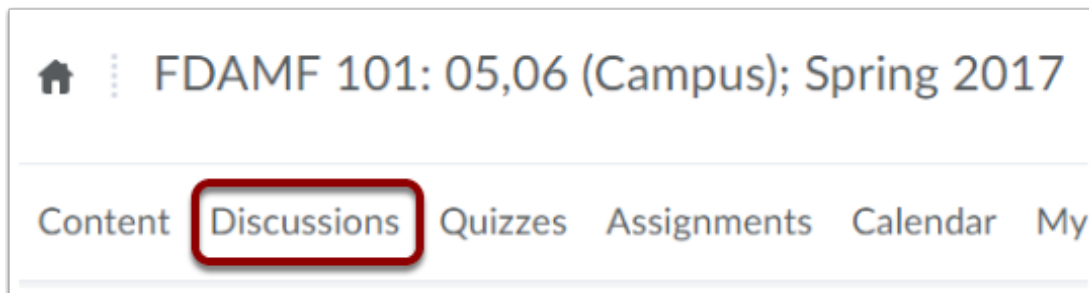
Repeat

Repeat the above 6 steps for each lesson.

How Do I Subscribe to a Discussion Board Topic?

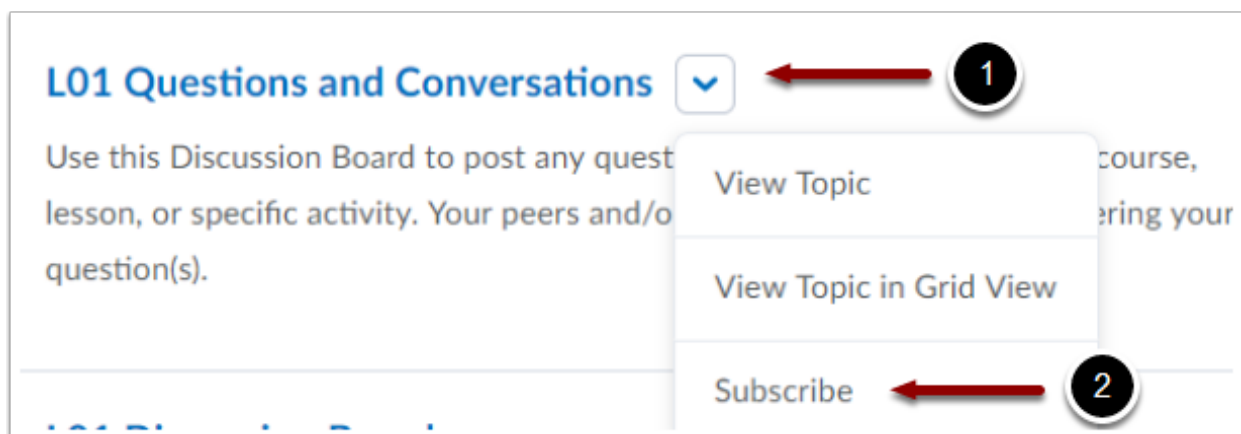
This tutorial will cover how to subscribe to a discussion board topic.

Discussions



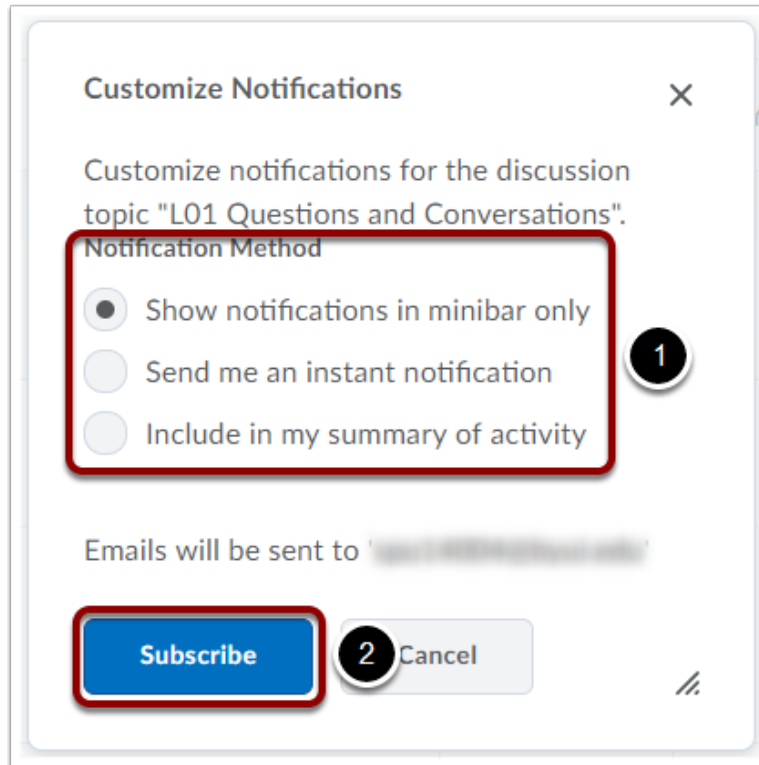
Click on Discussions.

Subscribe



1. Click on the drop-down arrow next to the discussion you wish to subscribe to.
2. Select Subscribe.

Customize Notifications



Customize Notifications ✕

Customize notifications for the discussion topic "L01 Questions and Conversations".

Notification Method

☒ Show notifications in minibar only

☐ Send me an instant notification

☐ Include in my summary of activity

Emails will be sent to [blurred email address]

Subscribe 2 Cancel

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

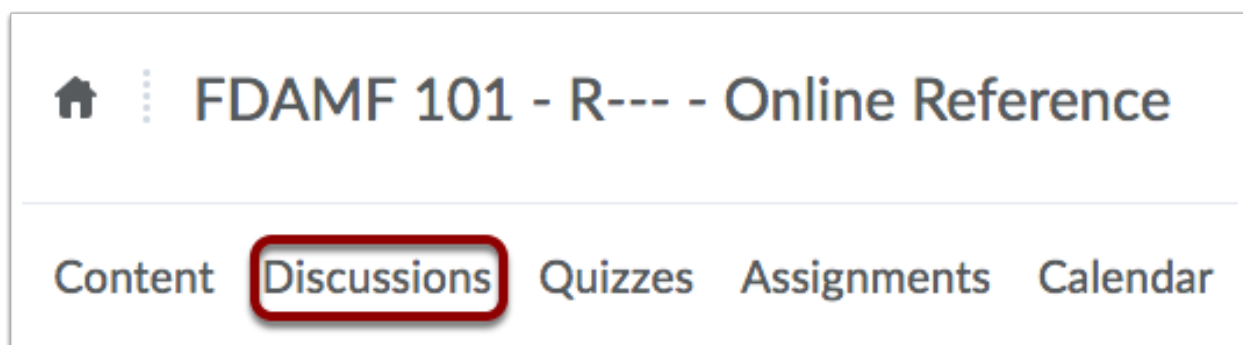
How to Use Discussion Boards (Video)

Questions and Conversations (Video)

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

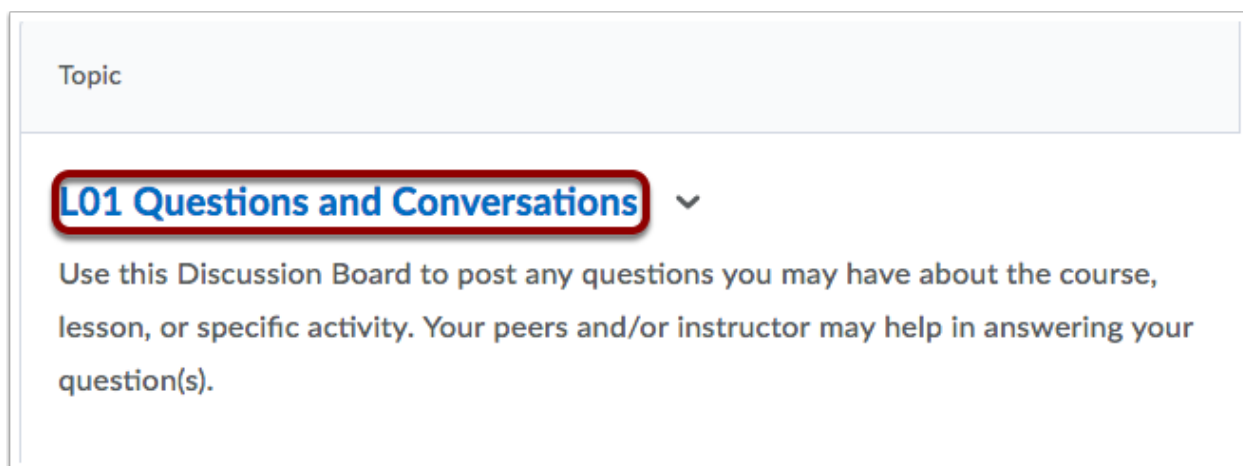
How to post a thread in multiple discussion topics at one time.

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

L01 Questions and Conversations ▾

☆ [Subscribe](#)

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).

Start a New Thread

Click Start a New Thread.




Enter Content

L01 Questions and Conversations ▾

☆ [Subscribe](#)




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).

1



Paragraph ▾

B *I* U ▾



▾

2

1. Enter a title for the post.
2. Type the text of the discussion post.

Post to Other Topics

☐ Pin thread ☒ Subscribe to this thread

[▶ Add attachments](#)

Post to: Lesson 01 > L01 Questions and Conversations

[▶ Post to other topics](#)

Below the text box, click Post to other topics.

Add Topics

☐ Pin thread ☒ Subscribe to this thread

[▶ Add attachments](#)

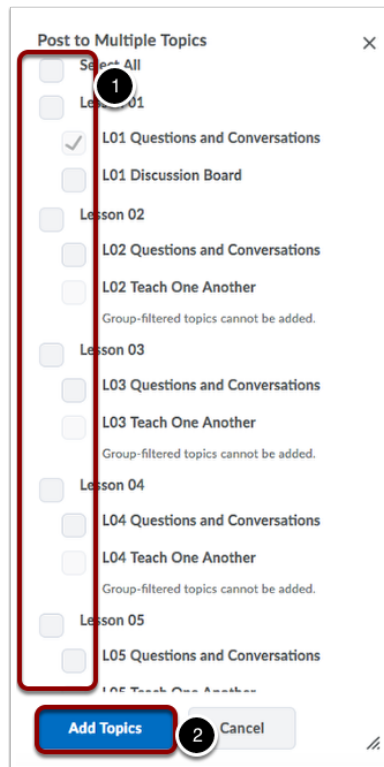
Post to: Lesson 01 > L01 Questions and Conversations

[▼ Hide topic list](#)

[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

Post to: Lesson 01 > L01 Questions and Conversations

▼ [Hide topic list](#)

Lesson 02 > L02 Questions and Conversations

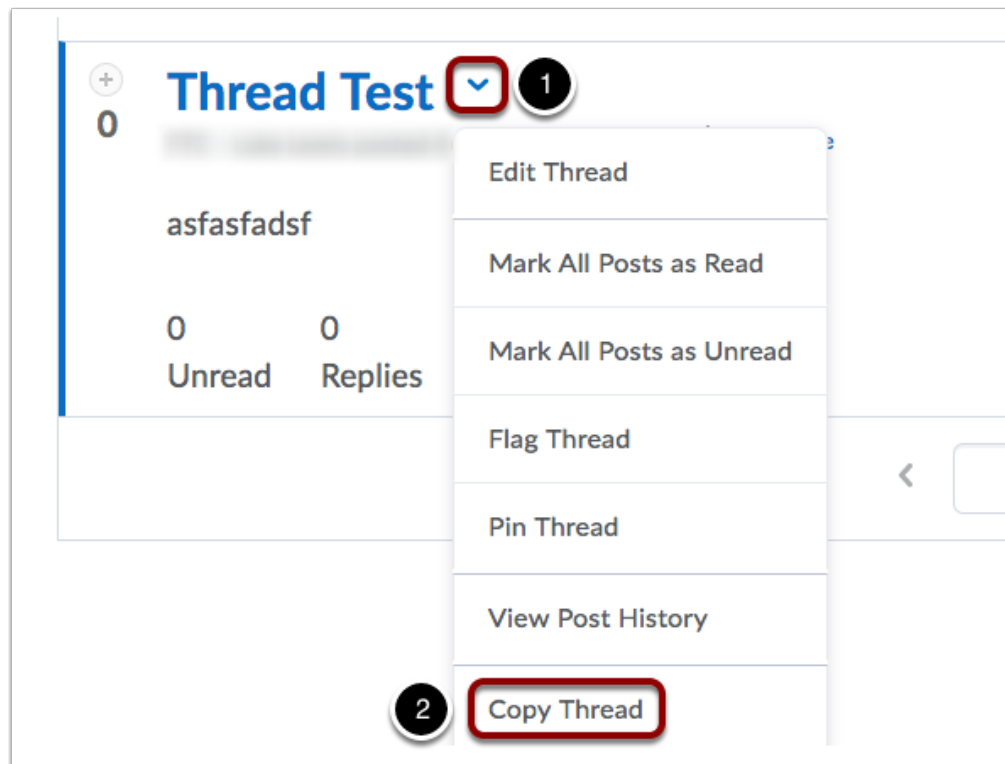
[Add Topics](#)

[Post](#) [Cancel](#)

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

Copy

Post to Copy

Thread Test (FTC - Luke Lewis - 8/1/2017 12:02 PM)

Destination Forum *

-- Choose a forum --

Destination Topic *

-- Choose a topic --

Copy Options

☐ Delete original post after copy completes

☒ Copy replies

Copy

Close

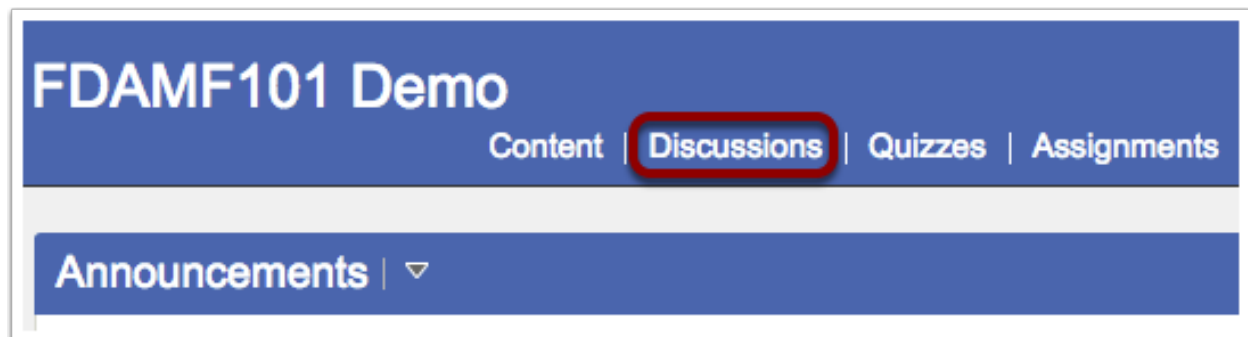
1. Choose a destination forum and a destination topic.
2. If applicable, check the box next to 'Copy replies.'
3. Click Copy.

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

Discussion Grading

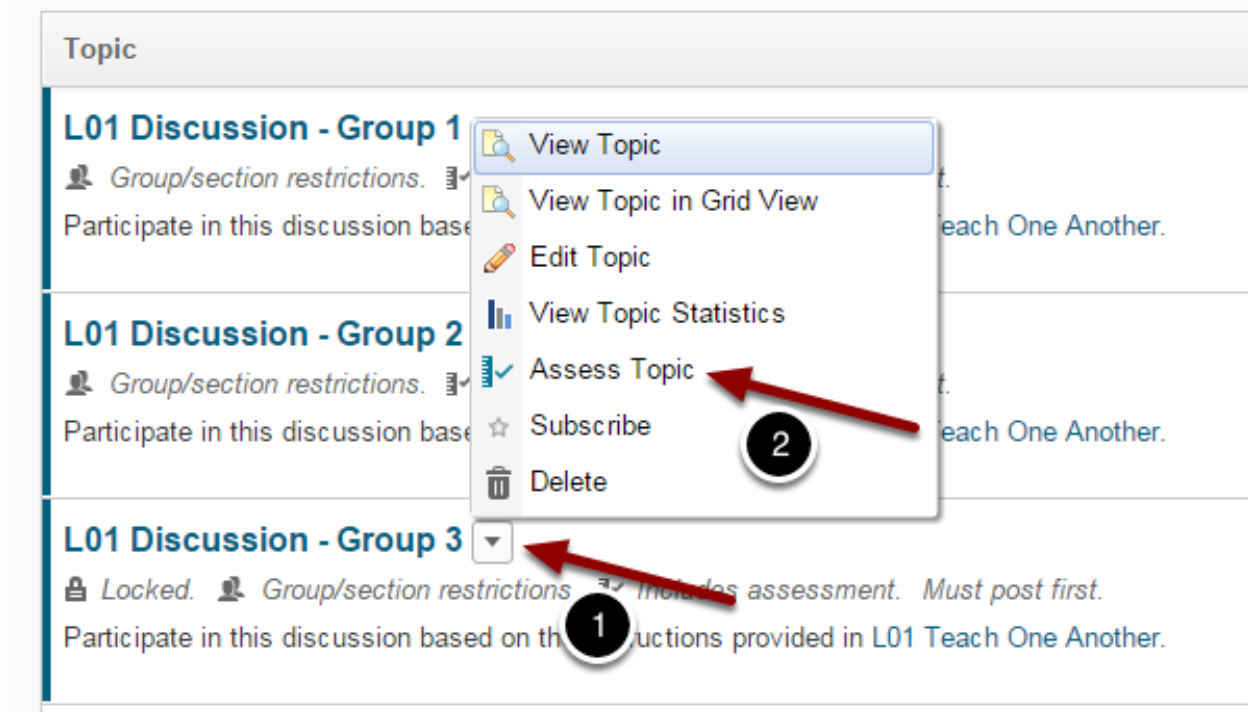
How Do I Grade a Whole Class Discussion Board Using a Rubric?

Discussions Tab



Select the Discussions tab in the upper navigation bar.

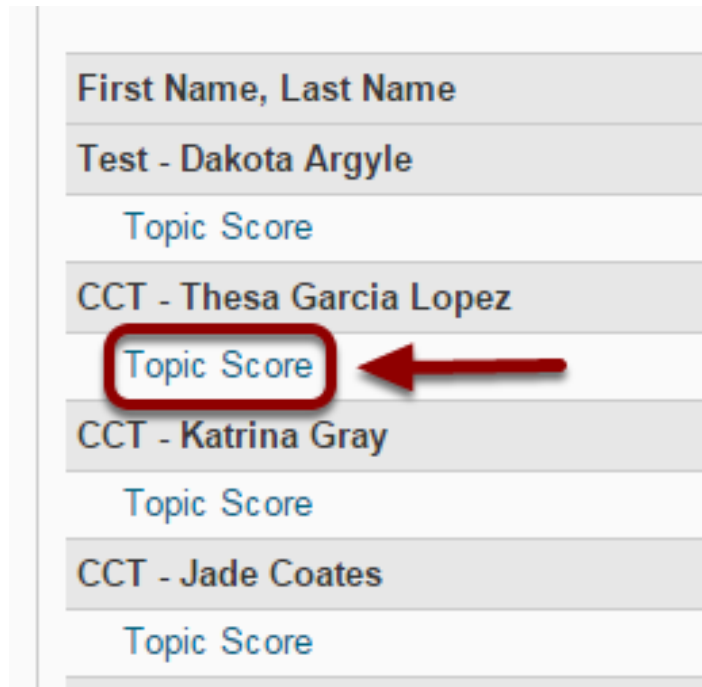
Discussions List



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



First Name, Last Name
Test - Dakota Argyle
Topic Score
CCT - Thesa Garcia Lopez
Topic Score
CCT - Katrina Gray
Topic Score
CCT - Jade Coates
Topic Score

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

Read Posts

20 ▾ per page

Post

Lesson 1 - May 14, 2015 12:31 PM

Up Votes: 0

What were the causes of the growing separation between England and the American colonies between 1763 and 1776?

After the French and Indian War, Great Britain started taxing the colonists heavily to make up the costs of that war. The colonists felt this was unfair, because many of their people had fought in that war and died as well as British troops, and they had already taxed themselves to support the war. Being taxed again by Britain felt unfair, as they had already paid their dues for the war.

20 ▾ per page

Save and Close

Save

Cancel

//

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

Thought Development

	Proficient 10 POINTS	Competent 5 POINTS	Novice 3 POINTS
Development of thought (full explanation, detail, insight) <div>10 / 10</div> <div>+ FEEDBACK</div>	Fully developed thought ✓	Thought development is fairly weak	Thought was not developed

Timeliness

	On time 5 POINTS	Late 3 POINTS	Very Late 1 POINT
Posting on time <div>3 / 5</div> <div>+ FEEDBACK</div>	<input type="radio"/>	<input checked="" type="radio"/> ✓	<input type="radio"/>

Click on the desired rubric score for each grading criteria.

View Overall Score

The screenshot shows the 'Assess Topic' interface for 'L02 Discussion Board > L02 Discussion - Group 3'. At the top, the user 'AcademicThree Ithaca' is listed with '1 thread, 2 replies'. A 'Topic Score' of 13 / 15 is displayed, with a checkbox for 'Publish score on save' checked. Below this, the 'Overall Score' is shown as 13 / 15, with a '+ FEEDBACK' button and a '1' in a circle. The 'Overall Score' is highlighted with a red box. To the right, three performance levels are listed: 'Proficient 5 OR MORE' (highlighted with a blue box and a checkmark), 'Competent 3 OR MORE', and 'Novice 0 OR MORE'. A '2' in a circle is also visible near the Topic 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

The screenshot shows a text entry area with the title 'Founding Fathers - Mar 10, 2015 9:34 PM' and the text 'As I study more about Washington, I'm amazed by how he took a led them to win a war against one of the world's superpowers of th'. Below the text entry area, there are three buttons: 'Save and Close' (highlighted with a red box and a red arrow), 'Save', and 'Cancel'.

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

Repeat



The screenshot shows a form with the following fields:

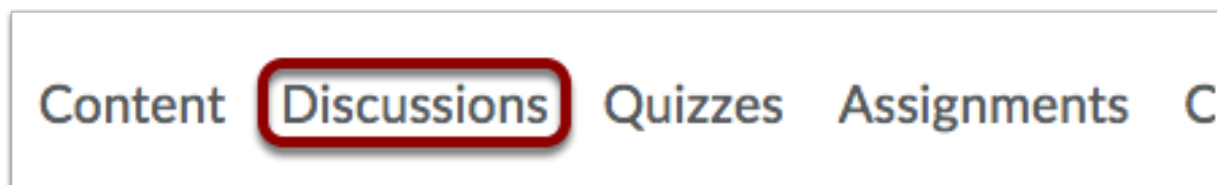
First Name, Last Name
Test - Cary Johnson
Topic Score
AcademicFour Ithaca
Topic Score

A red arrow points to the **Topic Score** field in the third row.

Repeat these steps for each student in the group.

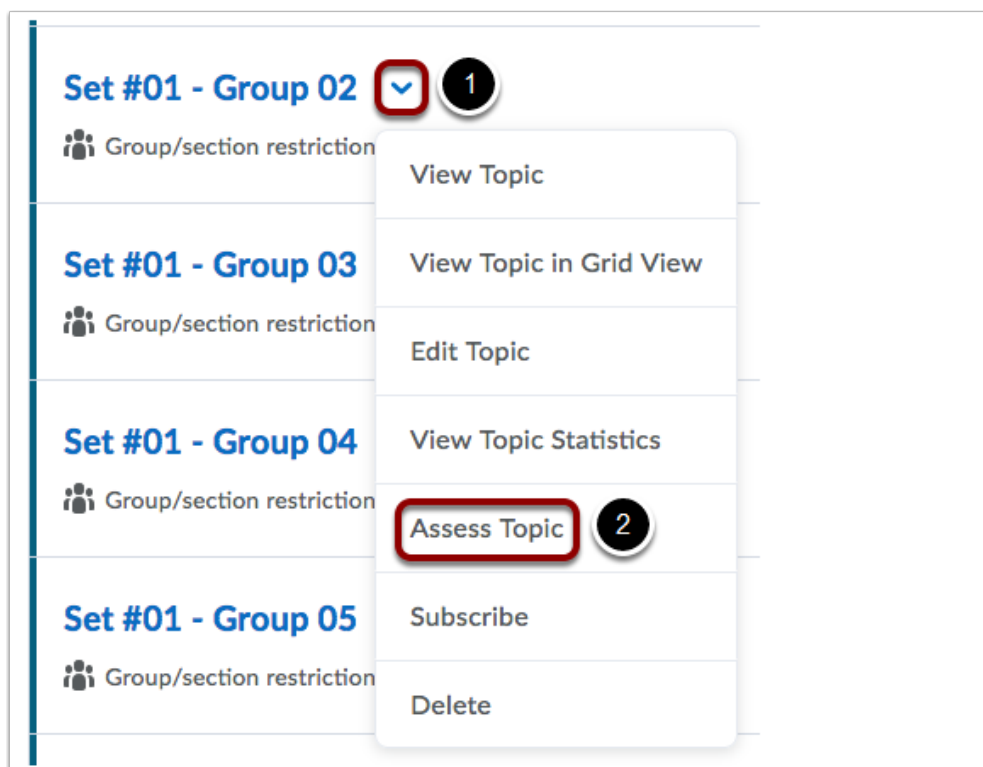
How Do I Grade a Group Discussion Board Using a Rubric?

Discussions Tab



Navigate to the Discussions tab in the upper navigation bar.

Discussions List

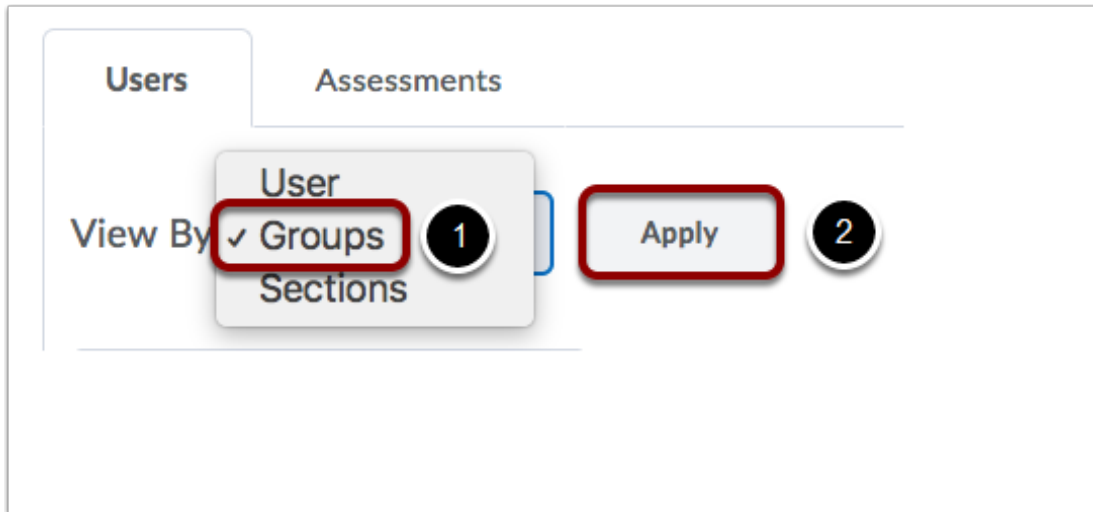


1. Click the drop-down arrow next to the discussion's title.

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2. Select Assess Topic.

View by Groups



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

2. Then, click Apply.

Select Group

Assess Topic - Set #01 - Group 02

Publish All Scores to Grades Retract All Scores Manage Columns

Users Assessments

View By: Groups Groups ✓

Search For... Show

View Options

Set #01
Group 01
Group 02
Group 03
Group 04
Group 05
Group 06
Group 07

Apply

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.

i 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

First Name, Last Name
Topic Score
Topic Score
Topic Score

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

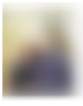
Read Post


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

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

Grade with Rubric






Topic Score: -- / 3 

☐ Publish score on save

L09.03 Discussion Board Rubric


Description

	Score
The initial response accurately identifies examples of logos, ethos, and/or pathos with specific evidence from the videos -- / 1  + FEEDBACK	1 POINT 
Response posts are substantive and answers the question of why you agree or	1 POINT 

Click on the desired rubric score for each grading criteria.

View Overall Score

Overall Score

-- / 6 

[+ FEEDBACK](#)


Level 1
0 OR MORE

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

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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.

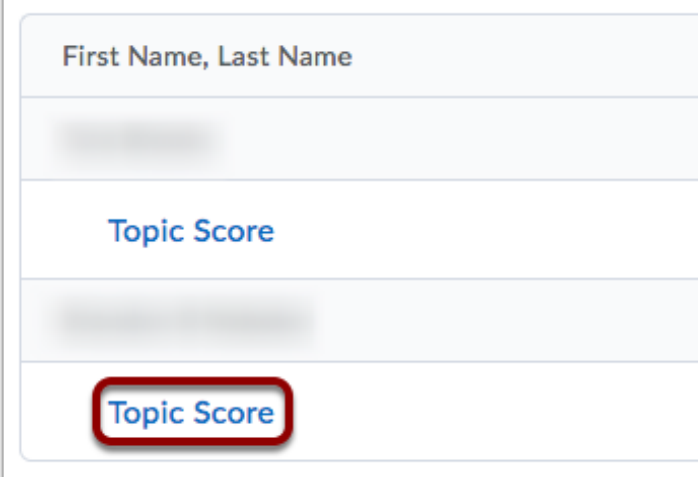
Save and Close



A horizontal bar containing three buttons: "Save and Close" (blue with white text, highlighted with a red border), "Save" (light gray with dark gray text), and "Cancel" (light gray with dark gray text).

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

Repeat



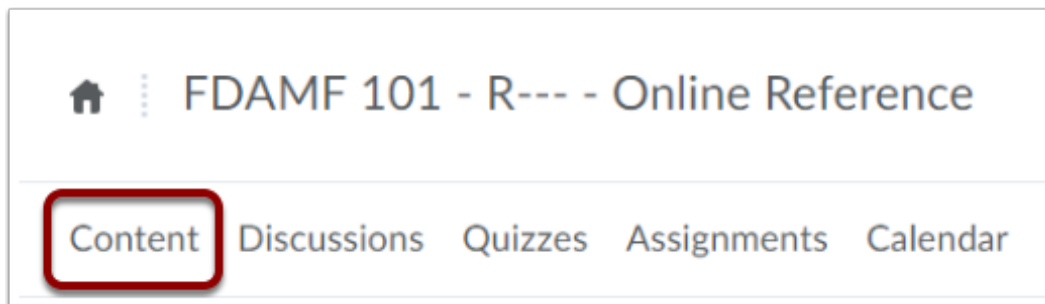
A form with four sections. The first section is labeled "First Name, Last Name" and contains a blurred input field. The second section is labeled "Topic Score" in blue text and contains a blurred input field. The third section is labeled "Topic Score" in blue text and contains a blurred input field. The fourth section is labeled "Topic Score" in blue text and contains a button with the same text, which is highlighted with a red border.

Repeat these steps for each student in the group.

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

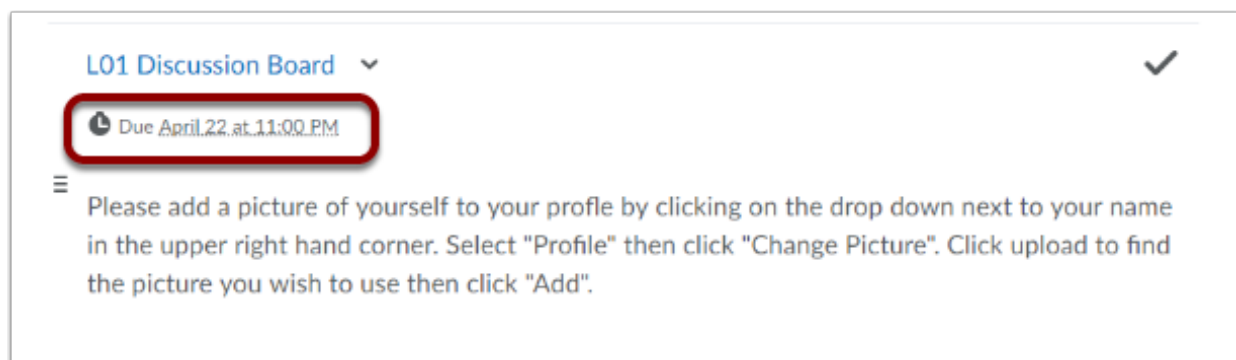
How to know if a discussion board post was submitted on time.

Content Tab



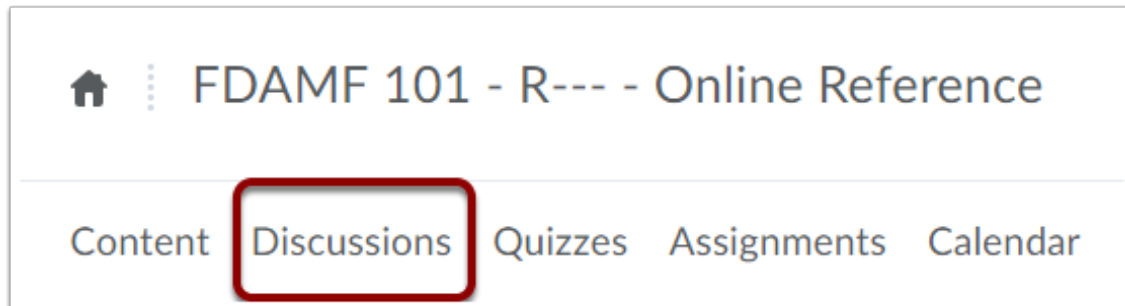
Click on the Content tab in the upper navigation bar.

Check Due Date



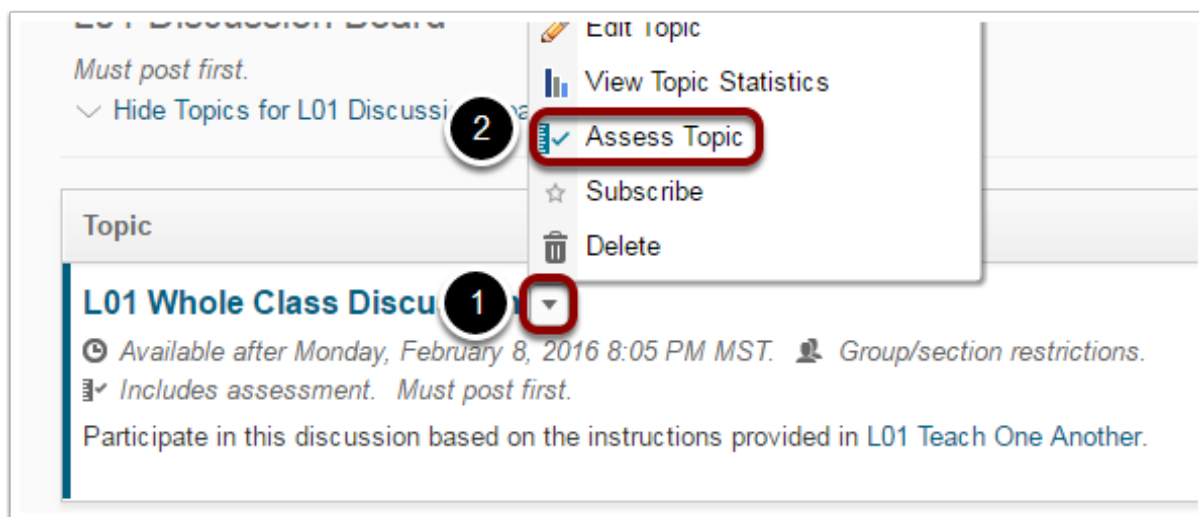
Check the **due date** for the discussion board in Content.

Discussions Tab

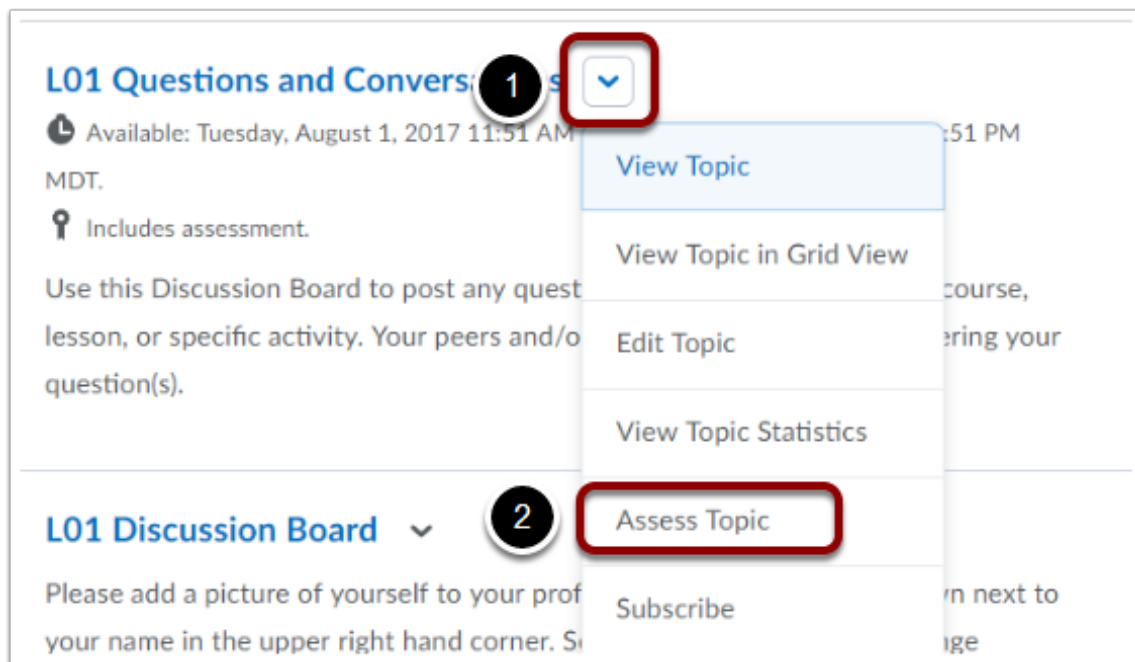


Click on the Discussions tab in the upper navigation bar.

Assess Topic

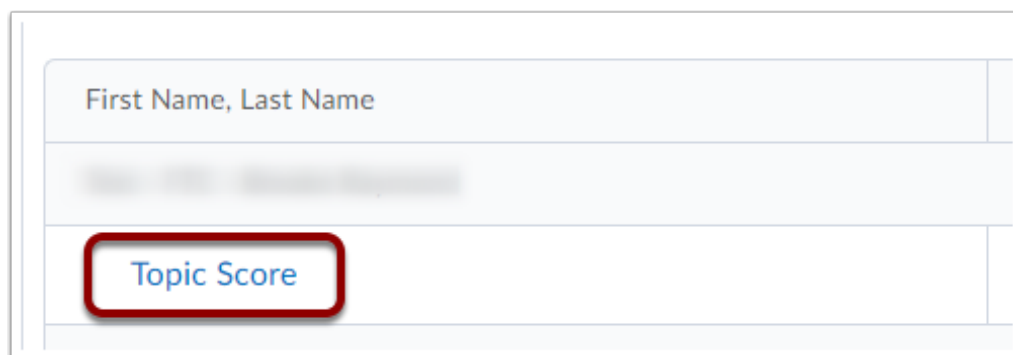


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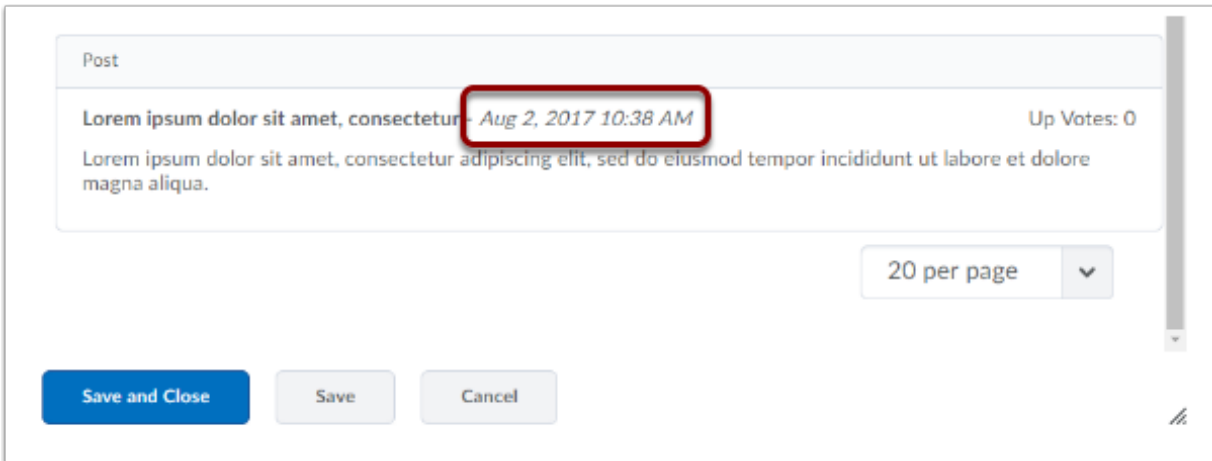
1. Click on the drop-down arrow next to the discussion board's title.
2. Select Assess Topic.

Topic Score



Click on Topic Score under the student's name.

Check Dates



The screenshot shows a web interface for editing a post. At the top, there is a header bar labeled "Post". Below it, the post content area contains two lines of placeholder text: "Lorem ipsum dolor sit amet, consectetur" and "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua." The date "Aug 2, 2017 10:38 AM" is displayed next to the first line of text and is highlighted with a red rectangular box. To the right of the date, it says "Up Votes: 0". Below the post content, there is a dropdown menu set to "20 per page". At the bottom of the interface, there are three buttons: "Save and Close" (in blue), "Save", and "Cancel". A small icon of a pencil is visible in the bottom right corner.

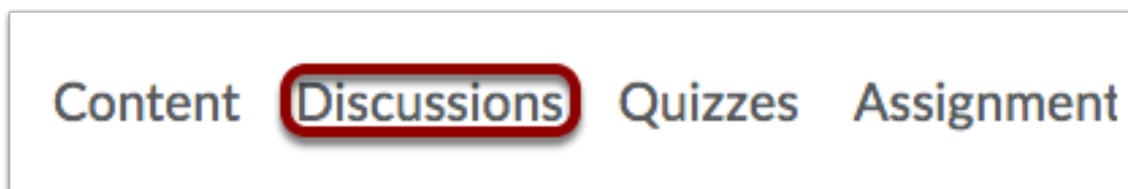
View the dates that the student made their posts in the discussion board. If they were posted after the due date in Content, the post was late.

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.

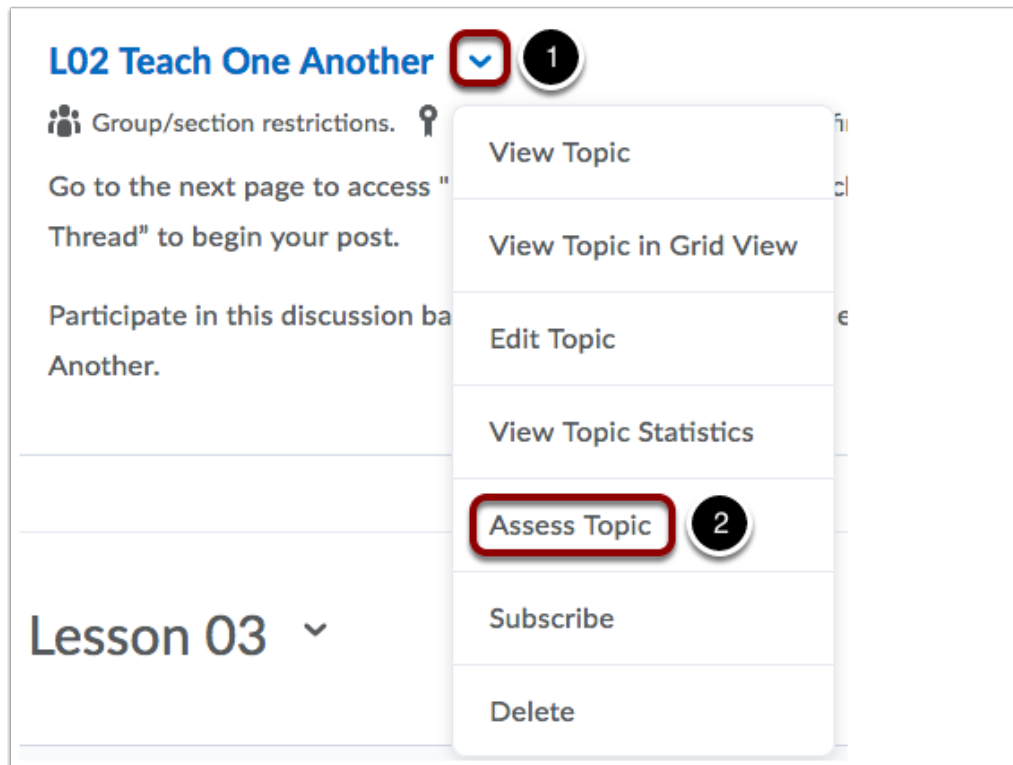
This article describes the process of grading a whole class discussion.

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

First Name, Last Name
Test - FTC Shila Tietjen
Topic Score
Test - FTC - Peter Flickinger
Topic Score
Test - FTC - Evan Peterson
Topic Score
Test - FTC - Connor Spurling

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.

 **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

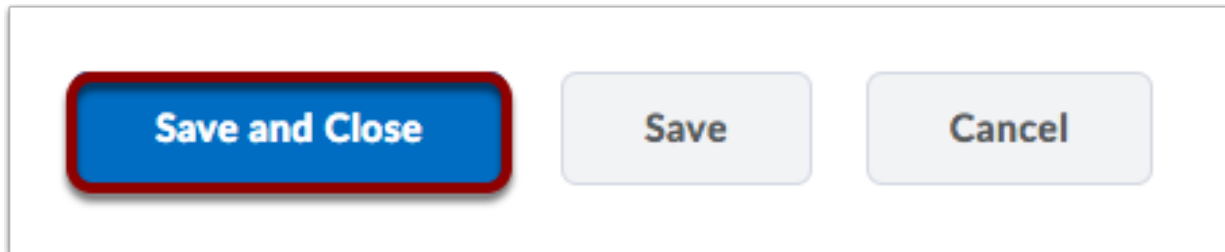


☒ Publish score on save

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.

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Save and Close



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

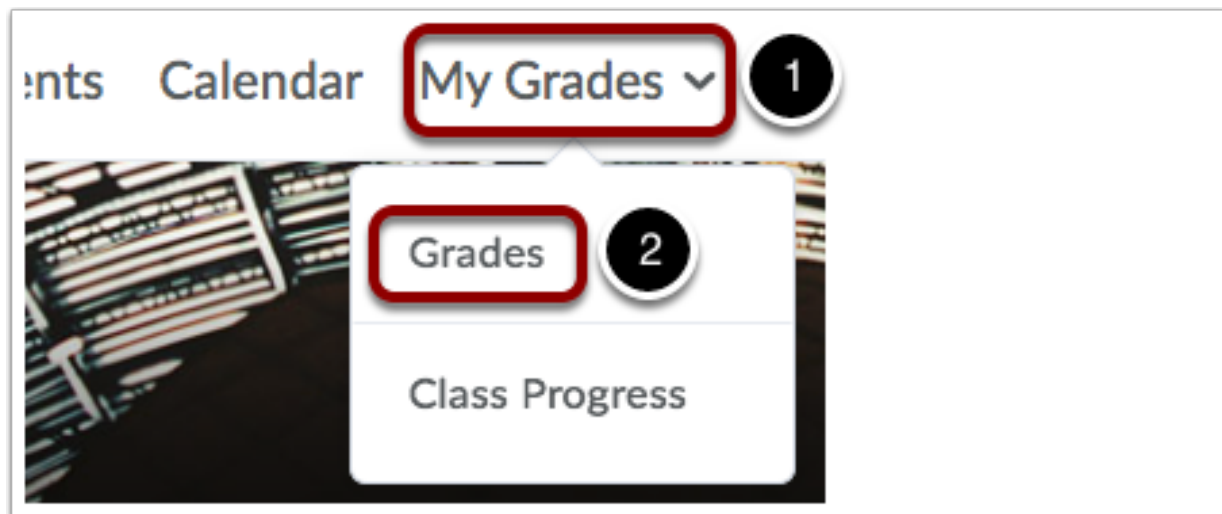
Repeat Process

First Name, Last Name
Test - FTC Shila Tietjen
Topic Score
Test - FTC - Peter Flickinger
Topic Score
Test - FTC - Evan Peterson
Topic Score
Test - FTC - Connor Spurling
Topic Score
Test - FTC - Brooke Raymond
Topic Score

Repeat the previous four steps for each individual student.

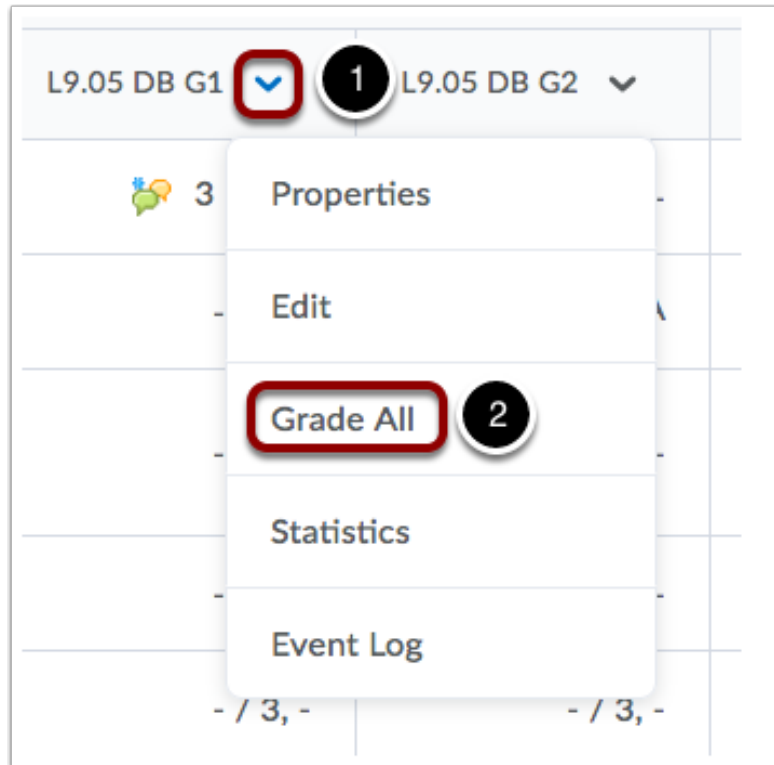
How Do I Assign 0's to Students Who Don't Post in a Group Discussion Board?

Grades Tab



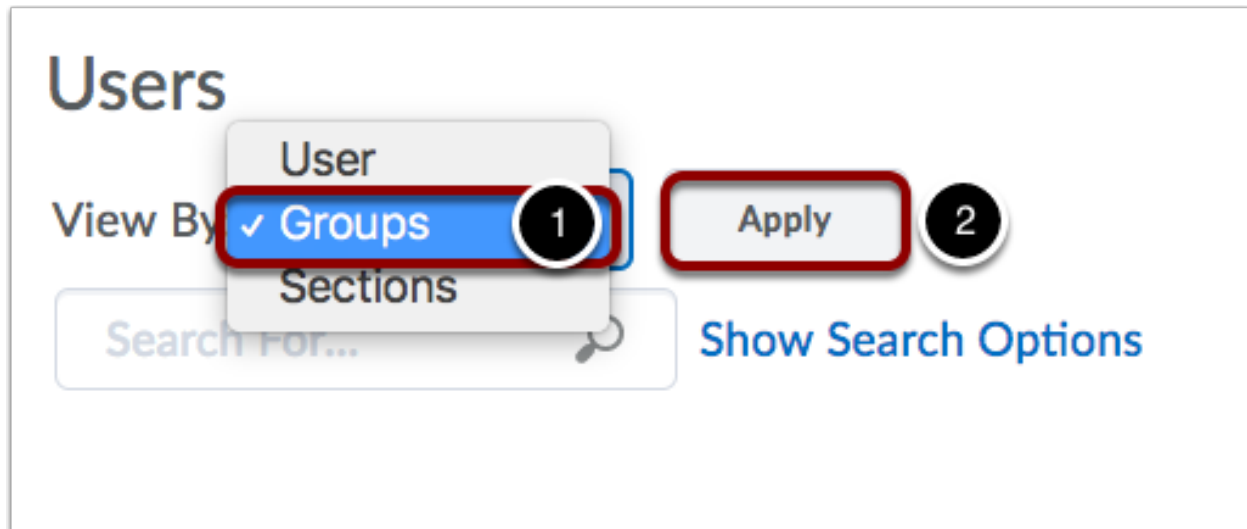
1. Click on My Grades in the upper navigation bar.
2. Click Grades.

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

Grade Item: L9.05 Discussion Board
(Group 01) 1

▶ Show details and overall feedback

Users

View By: Groups ▾ Groups ✓

Search For... 🔍 Show

Grade Clear Exempt

Last Name ▲, First Name

Set #01

- Group 01 2
- Group 02
- Group 03
- Group 04
- Group 05
- Group 06
- Group 07

Set #02





- Group 01

Apply 3

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.

i 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

<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade
<input type="checkbox"/>	 [blurred]		<input type="text" value="5"/> / 10
<input type="checkbox"/>	 [blurred]		<div>1</div> <div><input type="text" value="0"/></div> / 10
<input type="checkbox"/>	 [blurred]		<input type="text"/> / 10

2

Save and Close

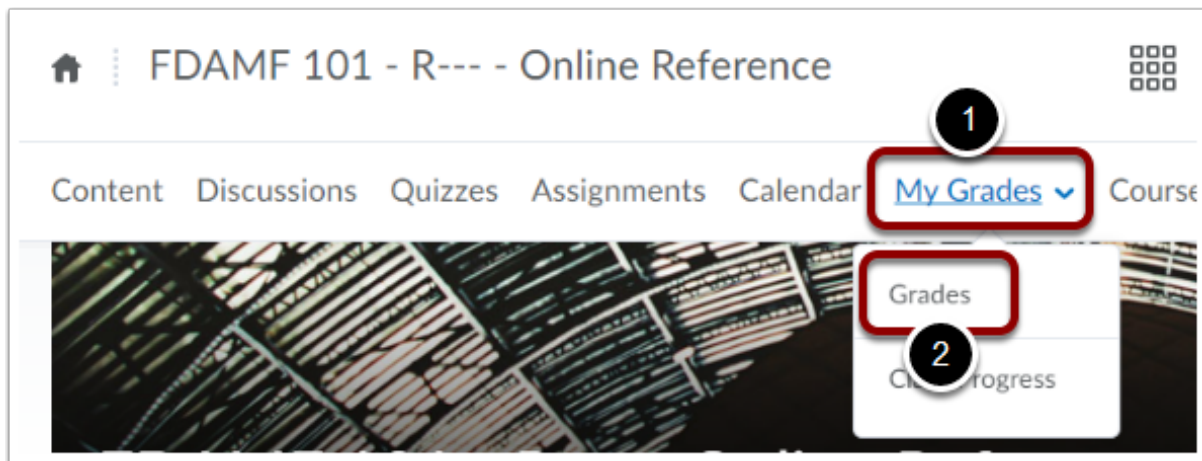
Save

Cancel

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

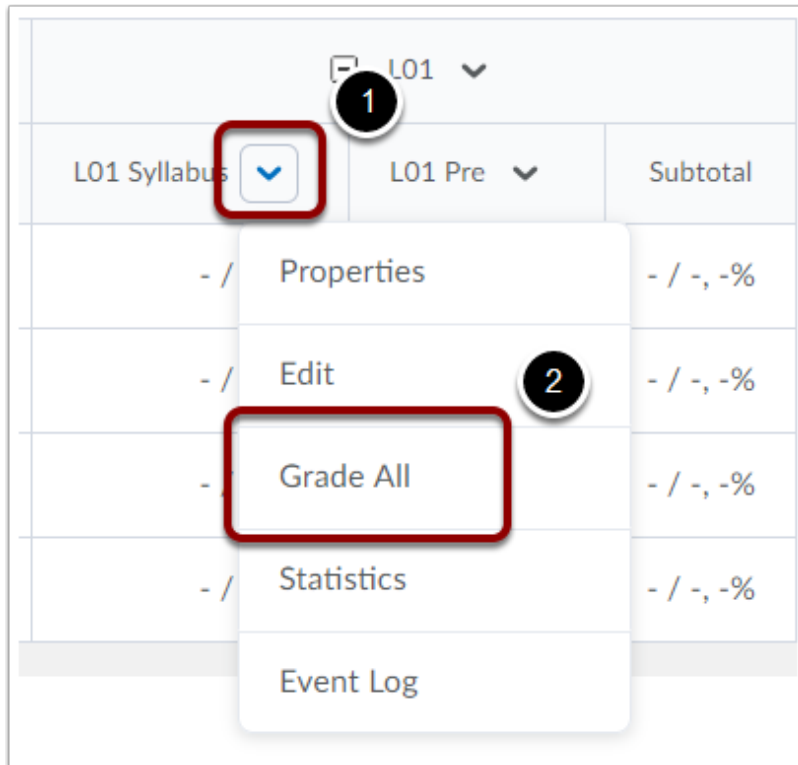
How Do I Assign 0's to Students Who Don't Post in a Whole Class Discussion Board?

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

<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Scheme	Feedback	Event Log
<input type="checkbox"/>	Flickinger, Test - FTC - Peter		<input type="text" value="10"/> / 10	-		
<input type="checkbox"/>	Raymond, Test - FTC - Brooke		<input type="text" value="10"/> / 10	-		
<input type="checkbox"/>	Spurling, Test - FTC - Connor		<input type="text" value="0"/> / 10	-		
<input type="checkbox"/>	Tietjen, Test - FTC Shila		<input type="text" value="0"/> / 10	-		

20 per page ▼

1

2

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

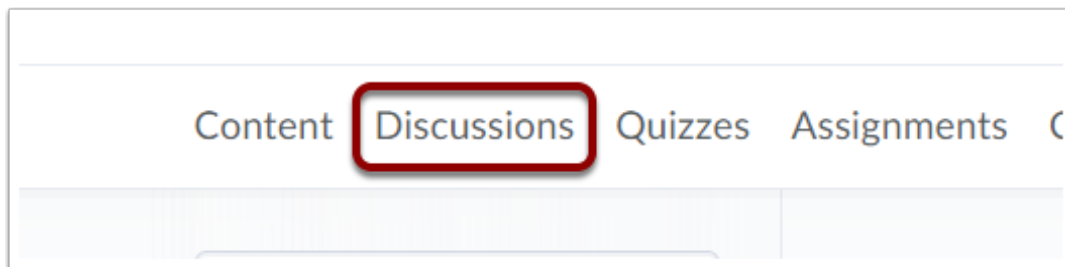
2. Click Save and Close.

Grading Discussion Boards (Video)

How Do I View Discussion Board Statistics?

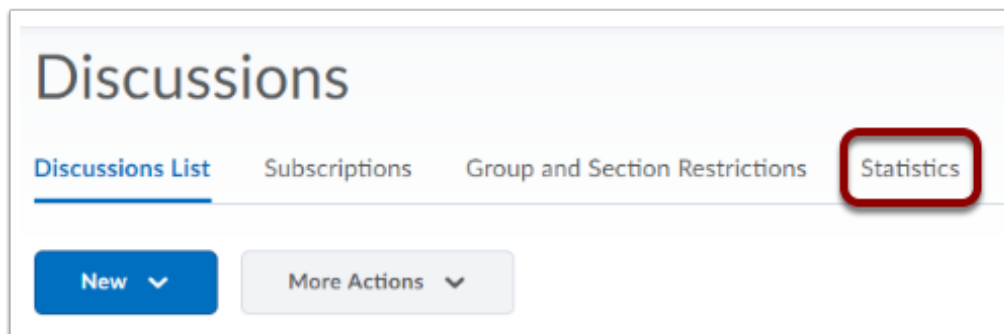
[How to view your course's discussion board statistics.](#)

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

Org Unit Statistics

Total Threads (All Forums): 0

Total Replies (All Forums): 0

Unapproved Posts: 0

User Statistics

View By: User ▼ Apply

Search For...



[Show Search Options](#)

Last Name ▲, First Name	Number of Posts				
	Threads	Replies	Read (including own)	Unapproved	Scored
Forrester, Peter	0	0	0	0	0
Kaymanis, Rose - FNU - Ground	0	0	0	0	0
Spencer, Rose - FNU - Graduate	0	0	0	0	0
Thompson, Rose - FNU - School	0	0	0	0	0

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

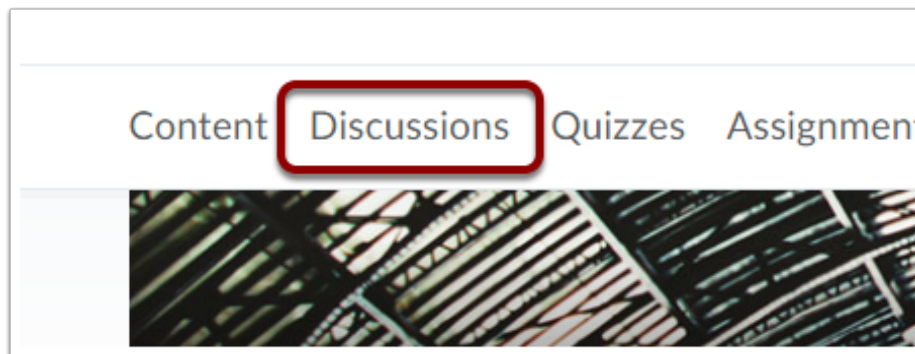
Forum/Topic Title	Number of Posts			
	Threads	Replies	Pinned	Unapproved
▼ Lesson 01	0	0	0	0
L01 Questions and Conversations	0	0	0	0
L01 Discussion Board	0	0	0	0

See overall participation in forums and topics here.

How Do I Grade a Group Discussion Board?

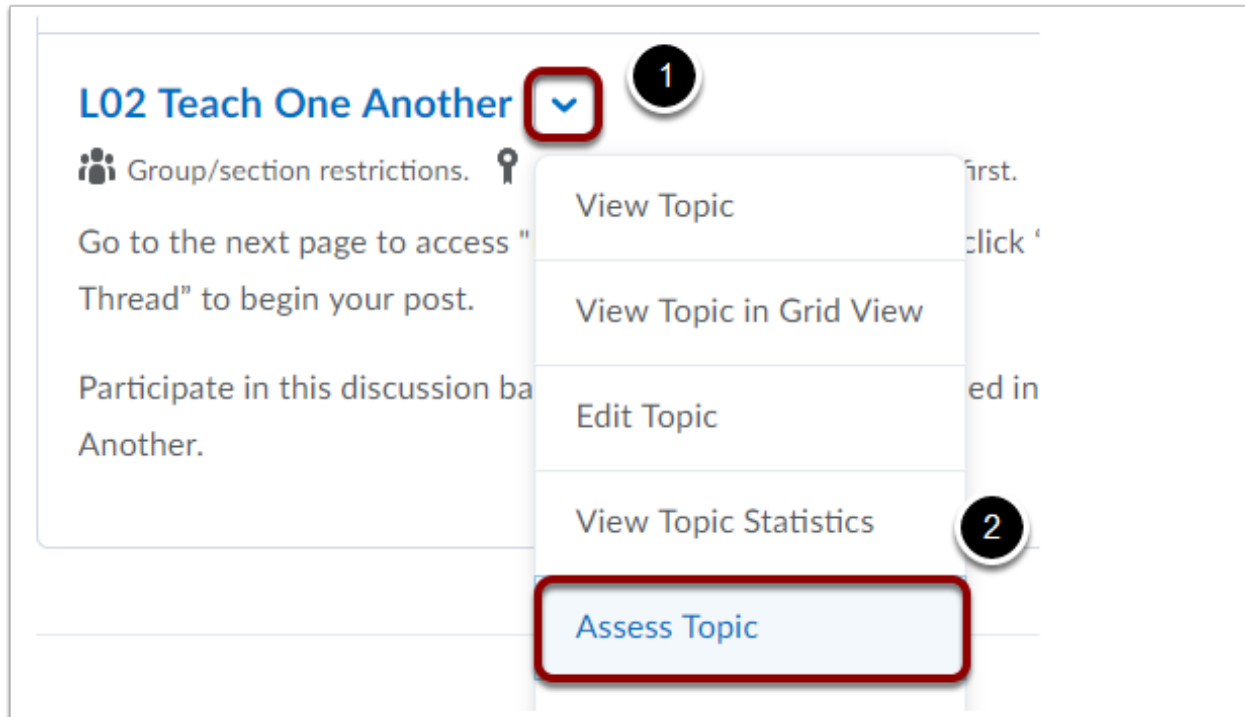
How Do I Grade a Group Discussion Topic Shared Between All Groups?

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**.

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Topic Score

First Name, Last Name	
Test - FTC - <i>Student Name</i>	
Topic Score	
Test - FTC - <i>Student Name</i>	
Topic Score	
Test - FTC <i>Student Name</i>	
Topic Score	

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

Assess Topic

Assess Topic - Lesson 02 > L02 Teach One Another

Test - FTC - Brooke Raymond
0 posts

1 Topic Score: -- / 15

2 ☐ Publish score on save

General Feedback

3

Paragraph B I U

4

Save and Close Save Cancel

Sort By: Post Date

No items found.

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**.

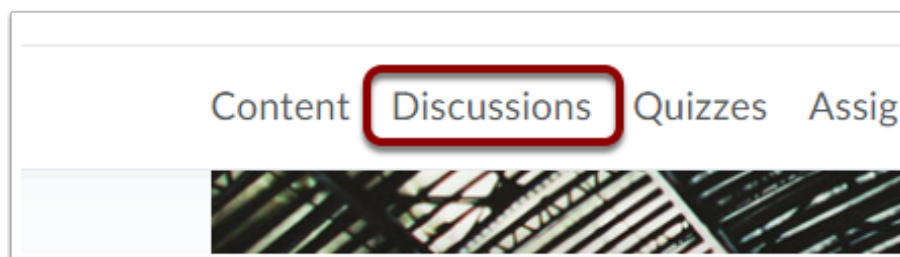
Repeat for Each Student

First Name, Last Name
Test - FTC <small>Brooks Raymond</small>
Topic Score
Test - FTC <small>Connor Spurling</small>
Topic Score
Test - FTC <small>Willie Torgeson</small>
Topic Score

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

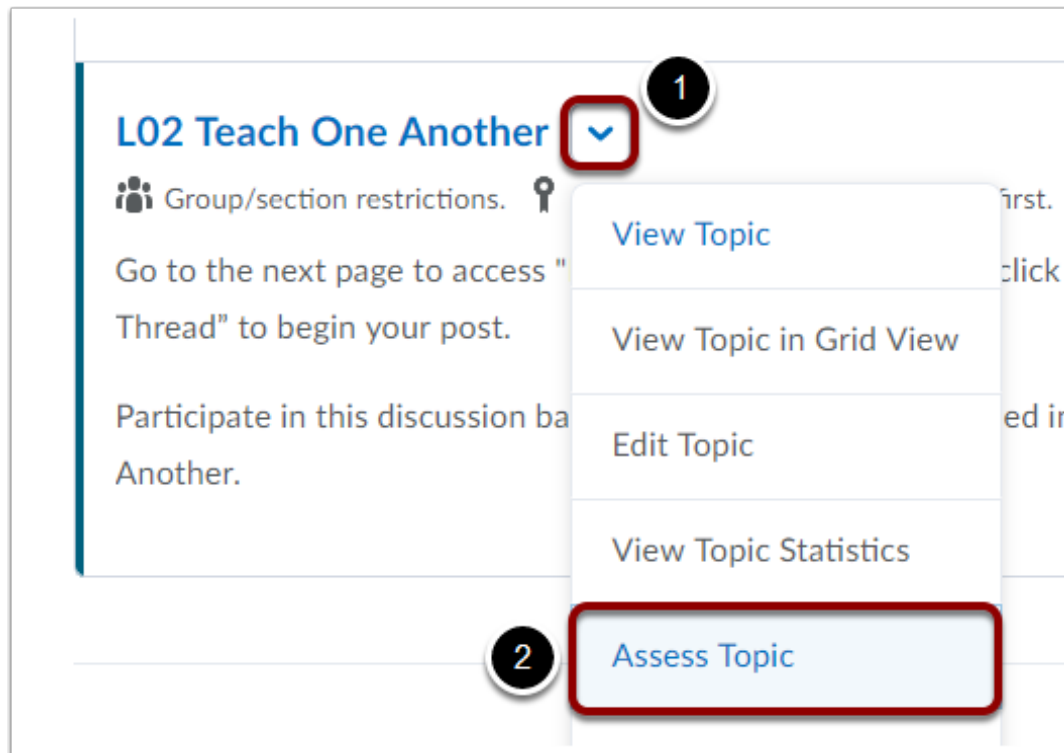
How Do I Grade a Group Discussion with One Grade Item for Each Group?

Discussions Tab



Navigate to the Discussions tab.

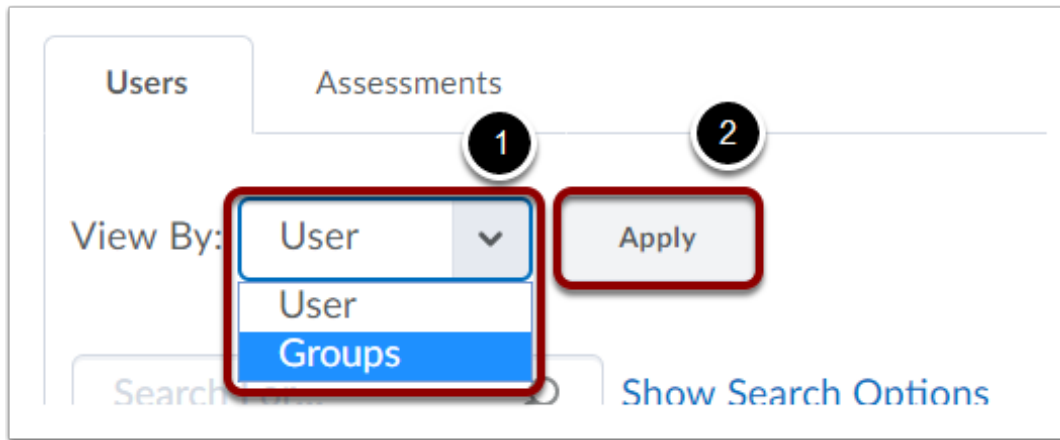
Discussions List



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

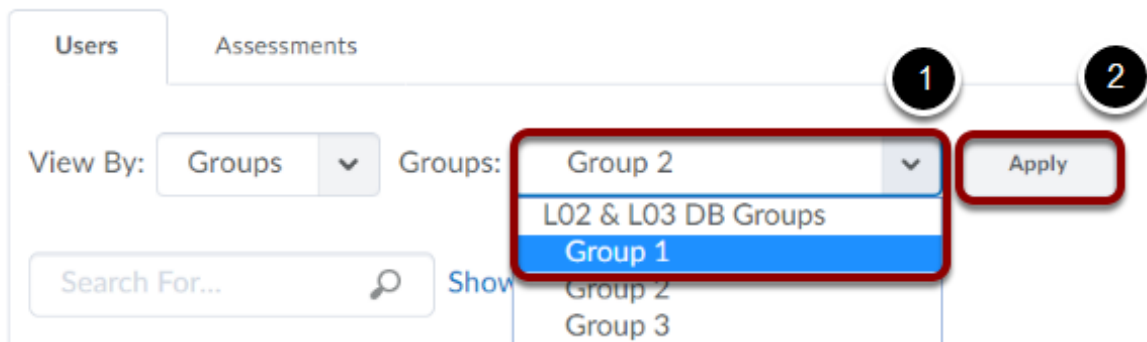
! If you don't see "Assess Topic" in the menu, then there isn't a grade item connected to your group discussions. You will need to assign grades directly in the Gradebook.

View by Groups



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

Match Group



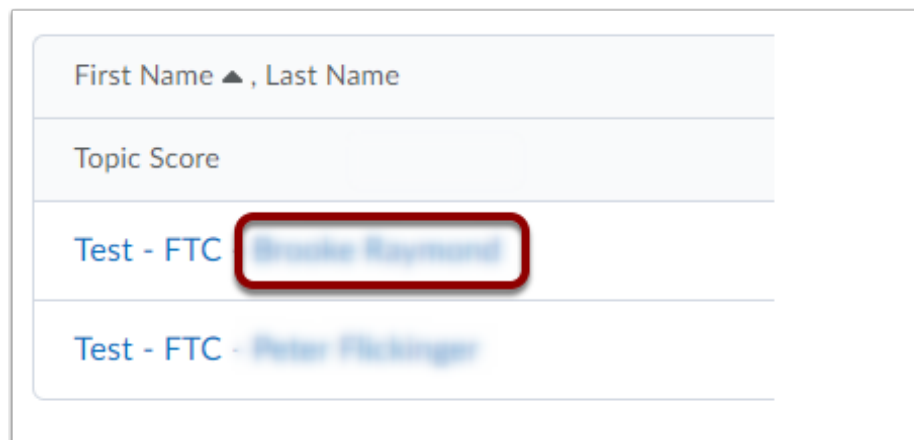
1. Look at the group number that you are grading.
2. Change the group number in **Groups** to match the one you are grading.
3. Click **Apply**.

💡 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.

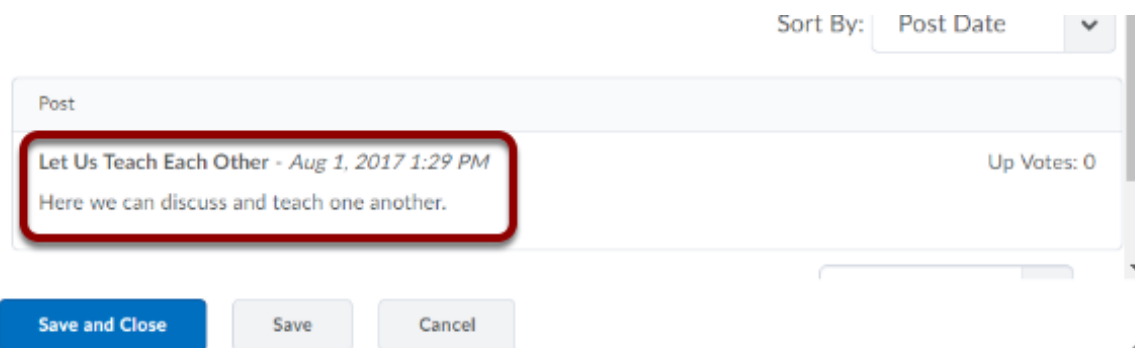
Select Student



First Name ▲, Last Name	Topic Score
Test - FTC Brooke Raymond	
Test - FTC Peter Flickinger	

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

Read Post



Sort By: Post Date ▼

Post

Let Us Teach Each Other - Aug 1, 2017 1:29 PM

Here we can discuss and teach one another.

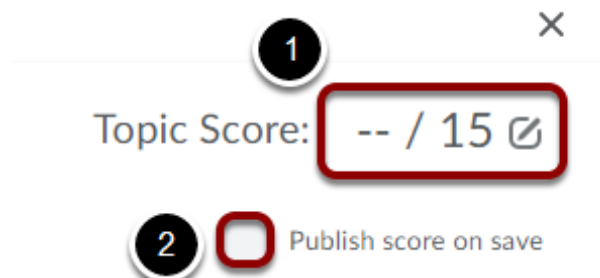
Up Votes: 0

Save and Close Save Cancel

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

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Enter Score



1

Topic Score: -- / 15 ✎

2 ☐ Publish score on save

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



Save and Close Save Cancel

Click **Save and Close**.

Repeat

First Name ▲ , Last Name
Topic Score
Test - FTC - Brooke Raymond
Test - FTC - Peter Flickinger

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