

Discussions

Use the **Discussions** tool in your course to encourage users to share thoughts on course material with their peers. You can set up forums and topics for users to ask questions, discuss course content and assignments, and work together in assigned groups and sections.

Online discussions provide one of the best ways to promote engagement and collaboration in an online class. Forums are used to organize discussion topics into categories. At least one forum must be created before creating topics.

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Tutorial Videos

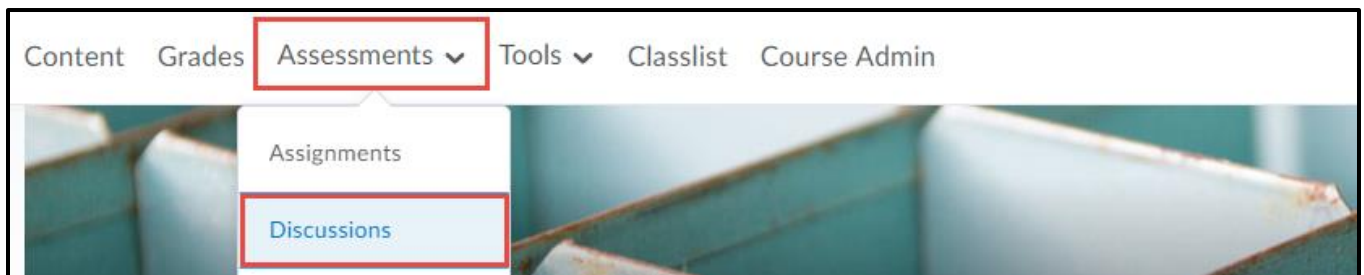
- [Create a Discussion Forum \(current view\)](#)
- [Create a Discussion Topic \(old view\)](#)
- [Grade a Discussion Topic \(current view\)](#)
- [Add a Rubric to a Discussion Topic \(old view\)](#)
- [Subscription Options \(current view\)](#)
- [Lock a Discussion Forum \(old view\)](#)
- [Discussions - Grid View \(current view\)](#)

Getting Started with Discussions

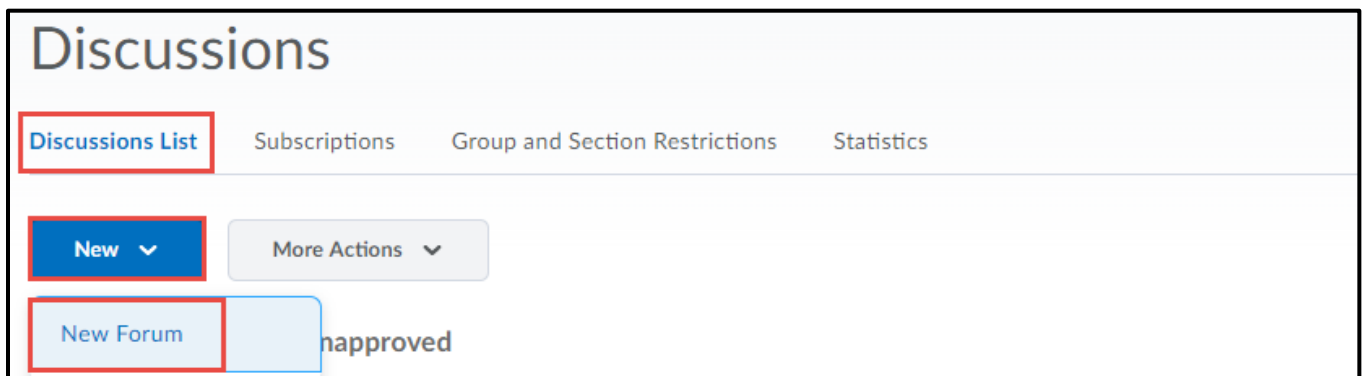
Create a Discussion Forum (category)

Use forums to organize your discussion topics into categories. Your course can have multiple forums and topics, but **you must create a forum before you can create a topic**.

1. On the navbar, click **Discussions** from the **Assessments** drop-down menu.



2. On the **Discussions List** page, from the **New** button drop-down menu, click **New Forum**.



3. Enter a **Title** (required) and **Description** (optional) for your new forum.

New Forum Details

Title *

Weekly Discussions

☐ Create a new topic in this forum with the same title ?

Description

Paragraph

B

I

U

Font Family

Size

Respond to our weekly discussions here!

4. In the **Options** section, select any of the following check boxes:

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 ?

5. In the **Restrictions** section, you can apply start and end dates for your discussions. There are various Visibility options that will apply with the dates.

Properties

☐ Hide from Users

Availability

☐ Has Start Date

5/1/2023

1:16 PM

☒ Visible with access restricted before start ?

☐ Visible with submission restricted before start ?

☐ Hidden before start ?

☐ Has End Date

5/8/2023

7:16 PM

☒ Visible with access restricted after end ?

☐ Visible with submission restricted after end ?

☐ Hidden after end ?

☐ Display In Calendar

☐ Display In Calendar

Release Conditions

Attach Existing

Create and Attach

Remove All Conditions

There are no conditions attached to this item.

Group and Section Restrictions

☐ Restrict this forum to the following groups and sections ?

Add Groups and Sections

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

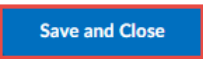
Save and Close

Save and Add Topic

Save

Cancel

6. Click **Save and Close**.

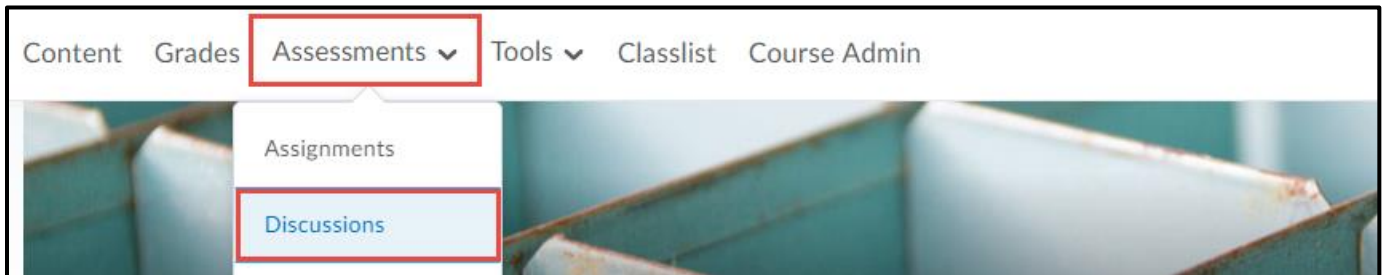


Save and Close Save and Add Topic Save Cancel

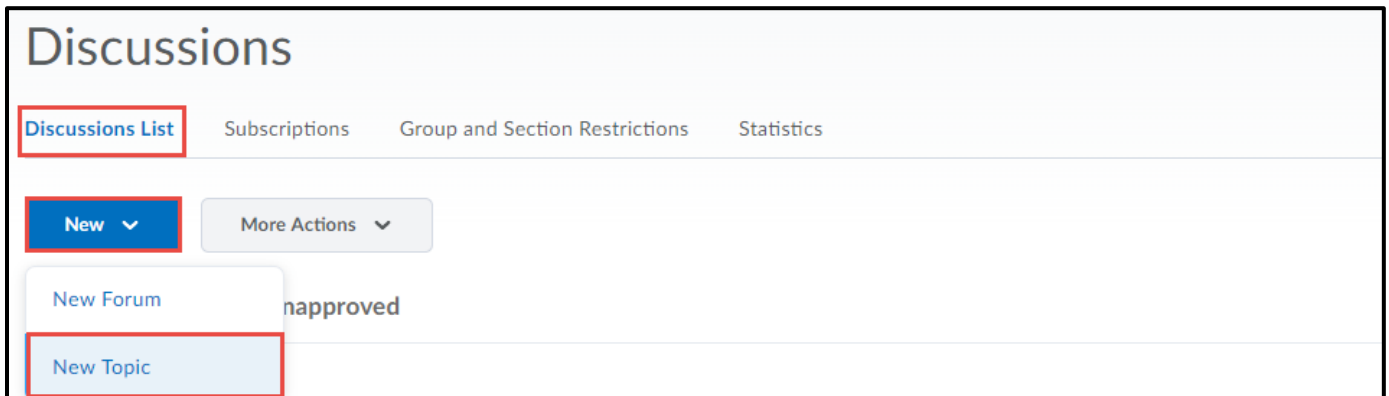
Create a Discussion Topic

Your course can have multiple forums and topics, but **you must create a forum before you can create a topic** since all topics belong to forums.

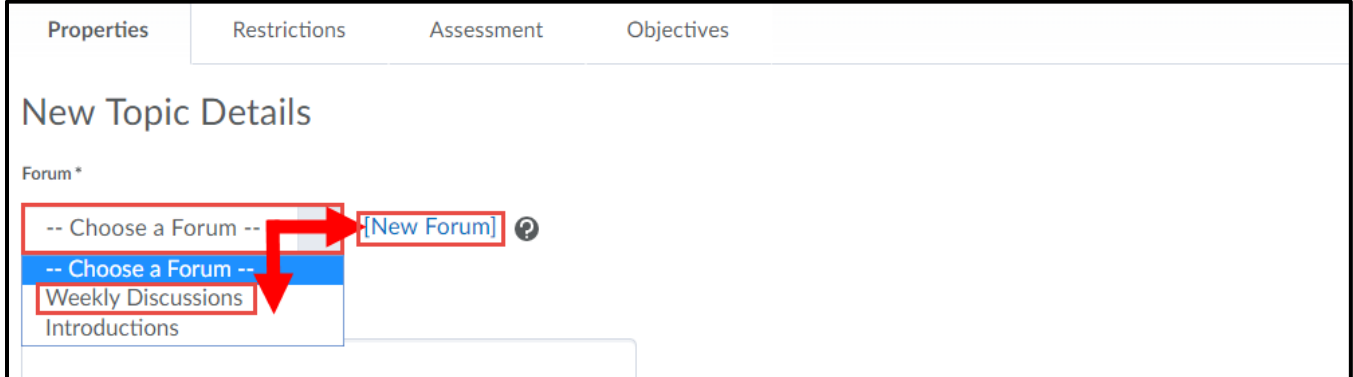
1. On the navbar, click **Discussions** from the **Assessments** drop-down menu.



On the **Discussions List** page, from the **New** button, click **New Topic**.

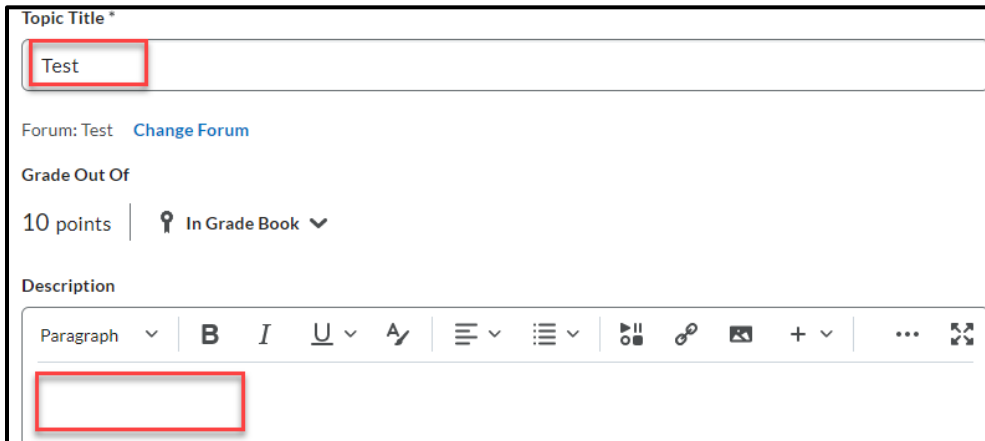


2. From the forum drop-down list, select the forum you want to place your topic in. If you want to create a new forum for your topic, click **New Forum**.



The screenshot shows the 'New Topic Details' form with tabs for Properties, Restrictions, Assessment, and Objectives. The 'Forum *' dropdown menu is open, displaying the following options: '-- Choose a Forum --', '[New Forum]', 'Weekly Discussions', and 'Introductions'. A red arrow points from the '-- Choose a Forum --' option to the '[New Forum]' option.

3. Enter the topic **Title** (required) and **Description** (optional).



The screenshot shows the 'New Topic Details' form with the following fields and options:

- Topic Title ***: A text input field containing the text 'Test'.
- Forum**: A dropdown menu showing 'Test' with a 'Change Forum' link next to it.
- Grade Out Of**: A text input field containing '10 points'.
- In Grade Book**: A checkbox with a key icon and a dropdown arrow.
- Description**: A rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color (A), List (three horizontal lines), Bulleted List (three horizontal lines with dots), Link (chain link), Image (picture icon), and a plus sign for more options. The description field is empty.

4. Select **Availability Dates & Conditions** allows you to apply Start and End dates, release conditions and group/section restrictions.

Availability Dates & Conditions ▼

Start Date

End Date

Release Conditions
Users are not able to access or view the discussion topic unless they meet the release conditions.
[Add Release Condition](#) ▼

Group and Section Restrictions
No groups or sections exist. Create groups in the Groups tool or sections in the Sections tool.

5. **Post & Completion** gives options for how the students will interact with the discussion board.

Post & Completion ▼

☒ Default participation

☐ Allow learners to hide their name from other learners

☐ Learners must start a thread before they can view or reply to other threads

☐ Posts must be approved before they display in the topic

6. **Evaluation & Feedback** provides a place to add a rubric, learning objectives, and some additional evaluation options.

Evaluation & Feedback ▼

Rubrics

[Add Rubric](#) ▼

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

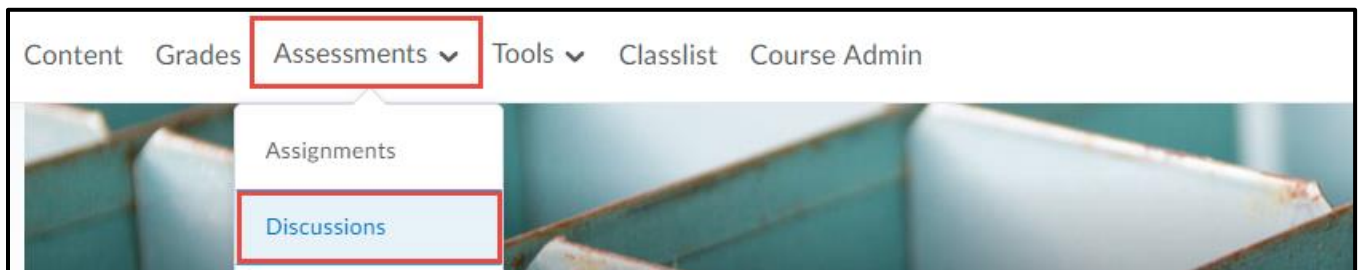
Evaluate Posts

☐ Allow evaluation of individual posts ?

☐ Allow learners to rate posts

Create a Discussion Thread (Post)

1. On the navbar, click **Discussions** from the **Assessments** drop-down menu.



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

Weekly Discussions ▼ (Forum)

Respond to our weekly discussions here!

Topic	Threads	Posts	La
Week 1 Discussion ▼ (Topic)	0	0	

Write your response to our Week 1 questions here.

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

Week 1 Discussion ▾

☆ [Subscribe](#)

Write your response to our Week 1 questions here.

Start a New Thread








4. Enter a subject and then create your post.

Week 1 Discussion ▾

☆ [Subscribe](#)

Write your response to our Week 1 questions here.

Response to Chapter 1

   ▾ Paragraph ▾ **B** *I* U ▾    ▾ Font Family ▾ Size ▾ 

Chapter one really made me think.


5. Set any of the following preferences (optional):

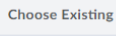
- To keep the thread at the top of the list, select **Pin Thread**.
- To receive updates on the thread using your selected notification method, select **Subscribe to this thread**.
- To attach a file, in the **Attachments** area.
- To post your thread to more than one topic, click **Post to other topics**. Click **Add Topics**. Select the topics that you want your thread to appear in.

☐ Pin thread ☒ Subscribe to this thread

▼ [Hide attachments](#)

Drop files here, or click below!

 Upload  Record Audio

 Choose Existing

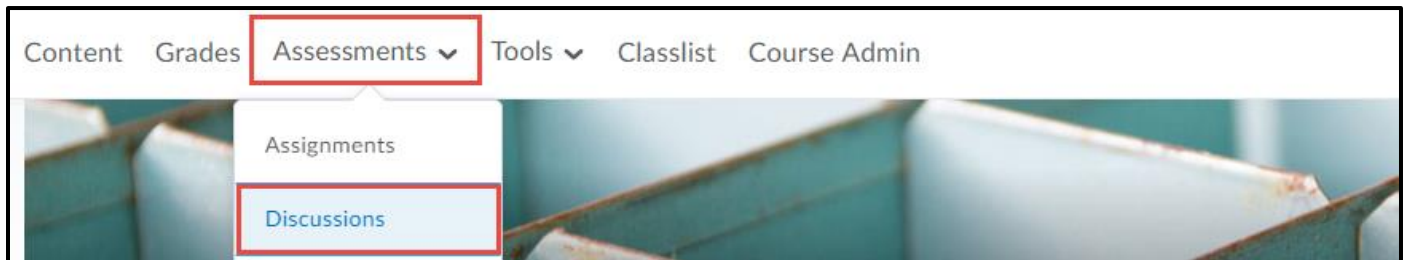
Post to: Weekly Discussions > Week 1 Discussion

▶ [Post to other topics](#)


6. Click **Post**.

Reply to a Discussion Thread


1. On the navbar, click **Discussions** from the **Assessments** drop-down menu.



2. From the **Discussions List**, click on the discussion topic containing the thread you want to reply to.

Topic	Threads	Posts	Last Post
Week 1 Discussion ▾ ⌚ Available: Friday, January 26, 2018 4:16 PM MST - Sunday, February 2, 2020 6:16 PM MST. 🔑 Includes assessment. Read chapter 1 and post your response.	2	2	 Wed at 9:45 AM

3. Click on the thread title, click **Reply to Thread**.

[Hello From Ed](#) 
posted Jan 24, 2018 9:45 AM ☆ [Subscribe](#)

My name is Ed and I am a student at CMU. I am studying wildlife biology.

0


0

0

Unread

Replies

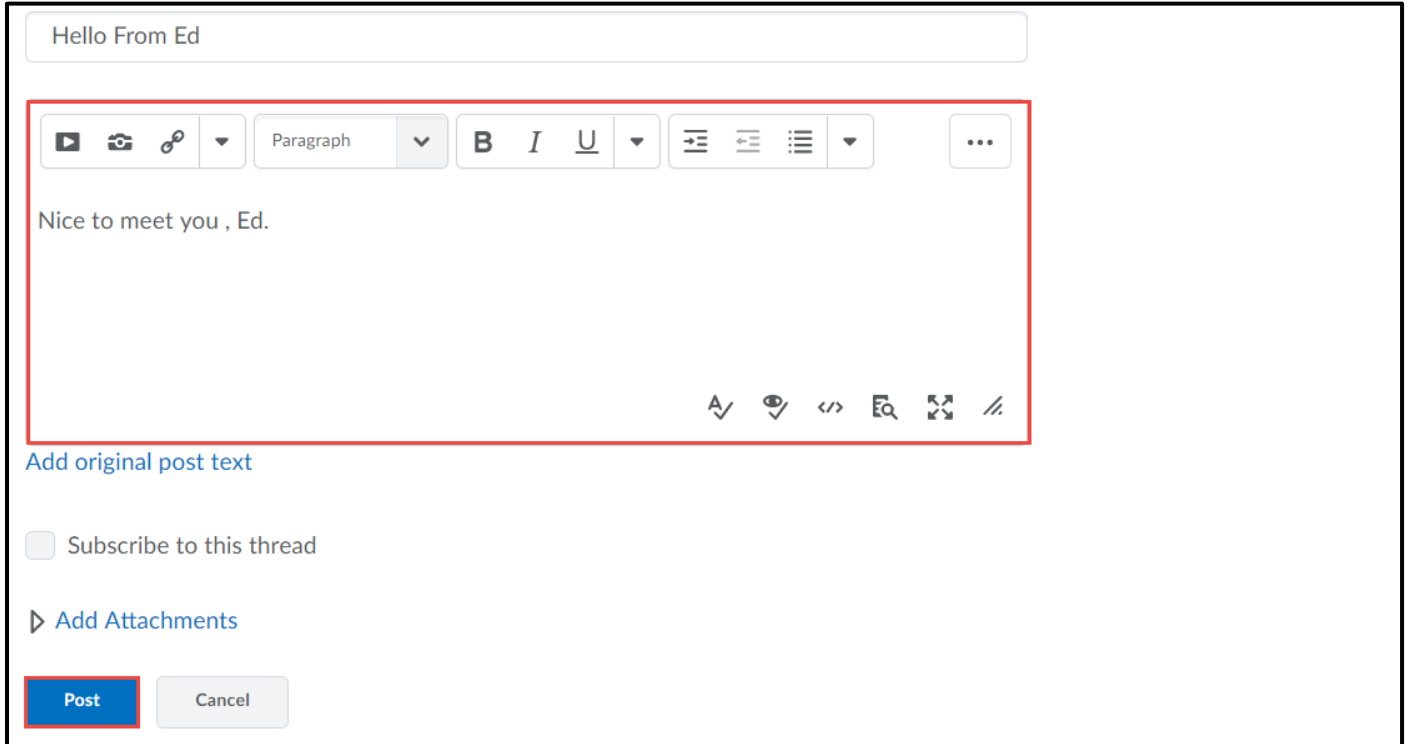
Views

 [Hello From Ed](#) ▾
posted Jan 24, 2018 9:45 AM ☆ [Subscribe](#)

My name is Ed and I am a student at CMU. I am studying wildlife biology.

[Reply to Thread](#)

4. Enter your reply in the HTML Editor. To include the original post's text in your reply, click the **Add original post text** link. Click **Post**.



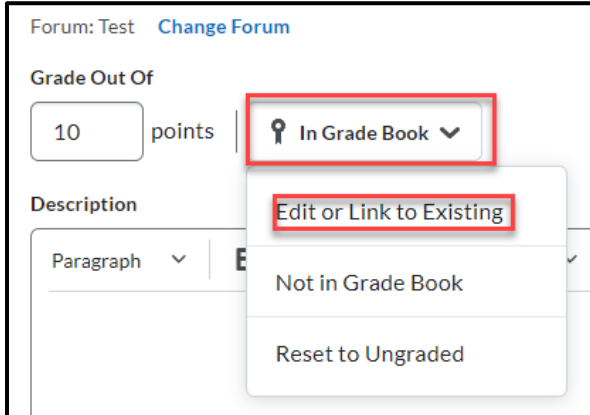
Assessing Discussions

Configure a Topic for Assessment

1. From the drop-down menu of the topic you want to configure for assessment, click **Edit Topic**.

Topic	Threads
Introductions   Includes assessment Please tell the class...	2
<div>View Topic</div> <div>Edit Topic</div>	

2. In the editor, there is a section to set the amount of points for the discussion board. Enter the amount of points in the **Grade Out Of** section, then click the **In Grade Book** drop down to connect the discussion board to the grade book. Choose **Edit or Link to Existing**



Forum: Test [Change Forum](#)

Grade Out Of

10 points

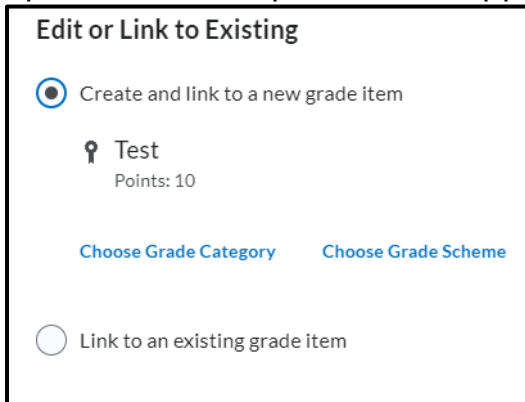
In Grade Book ▼

Edit or Link to Existing

Not in Grade Book

Reset to Ungraded

3. The first option will create a grade item for the discussion board if you have not already done so. Choose the grade category you want the new grade item to be in. If you have already created a grade item, choose the **Link to an existing grade item** option and a drop down will appear for you to choose the grade item.



Edit or Link to Existing

☒ Create and link to a new grade item

Test
Points: 10

[Choose Grade Category](#) [Choose Grade Scheme](#)

☐ Link to an existing grade item

4. Click **Save and Close**. In the **Discussions List**, a topic with an assessment will state **Includes Assessment**.



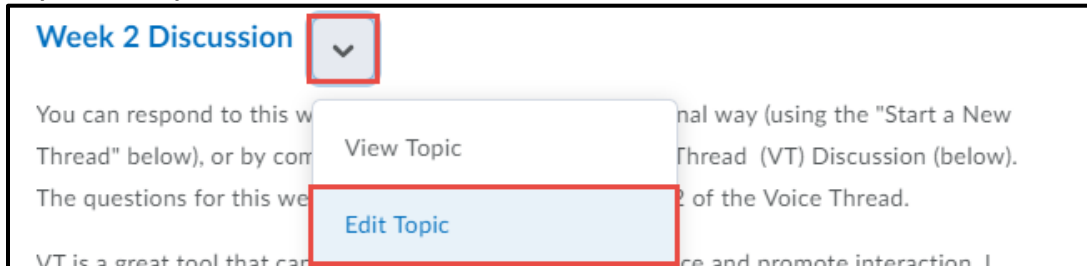
Introductions ▼ 2

Includes assessment.

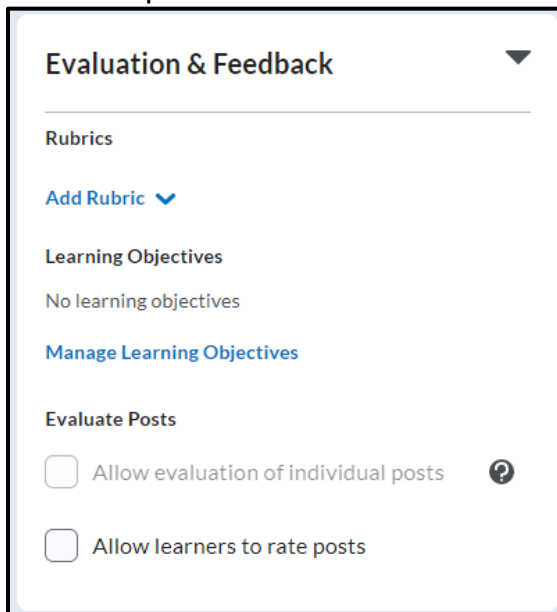
Please tell the class a little about yourself.

Add a Rubric to a Discussion Topic

1. Navigate to the topic where you want to add a rubric and select **Edit Topic** from the topic's drop down menu.



2. In the **Evaluation & Feedback** section, select **Add Rubric** to add an existing rubric to the topic or create one.



3. Select the rubric you want to use. Click **Add Selected**.

Select Rubric

Search For...

Show Search Options

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method
<input type="checkbox"/>	Final Project Rubric 2018		Custom Points	Analytic
<input checked="" type="checkbox"/>	Online Discussions Rubric		Points	Analytic

Add Selected

Cancel

4. The rubric will display in the **Evaluation & Feedback** section. Click **Save and Close**.

Evaluation & Feedback

Rubrics

Test

×

Add Rubric ▼

Learning Objectives

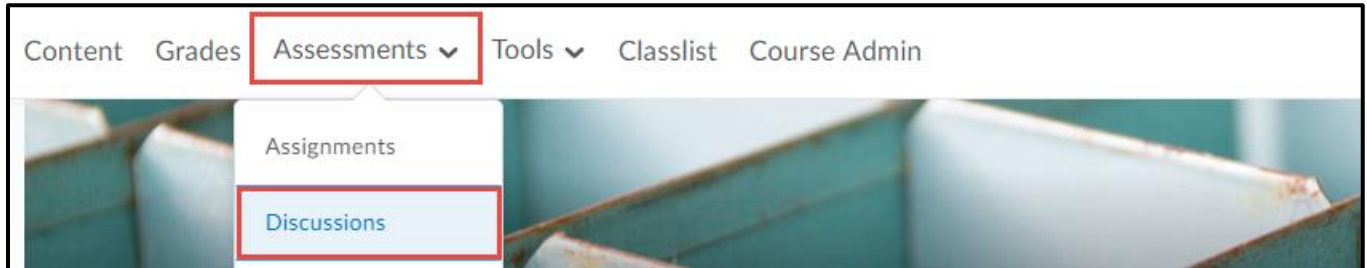
No learning objectives

Manage Learning Objectives

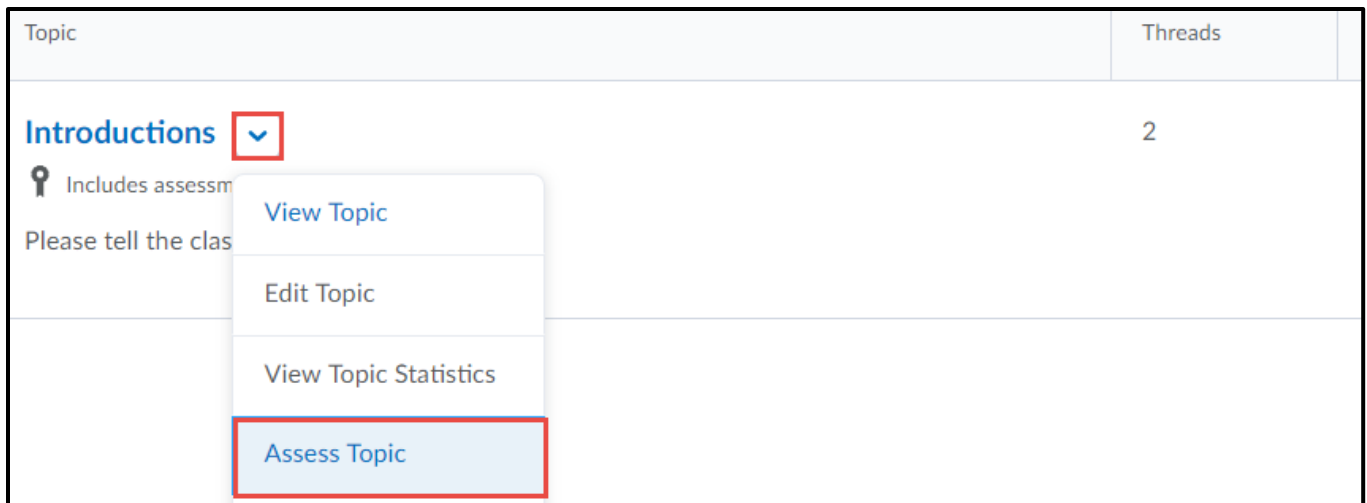
Assign Scores to Users from the Assess Topic Page

You can assess users from inside a discussion topic. When assessing users from the **Assess Topic** page, you can see topic scores for all users and view all of a user's posts together on one screen.

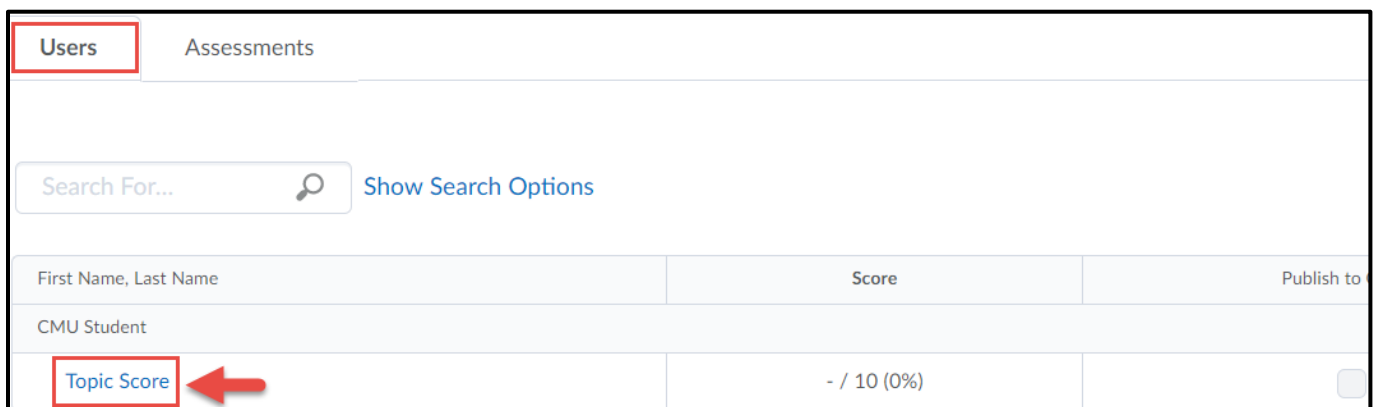
1. On the navbar, click **Discussions** from the **Assessments** drop-down menu.



2. From the drop-down menu of the topic you want to assess, click **Assess Topic**.



3. In the **Users** tab, click **Topic Score** for the name of the user you want to assess.



4. In the **Topic Score Details** window you can see all posts made by the student. Click on the **Topic Score** to enter a score for the topic. Select the **Publish score on save** check box. When this check box is selected, the Topic Score and General Feedback are sent to Grades.

Assess Topic - Other Topics > Introductions



Demo Student





1 thread, 0 replies


Topic Score: 


☒ Publish score on save


5. In the **General Feedback** field, enter any comments that you have. Click **Save and Close**.

General Feedback









Paragraph 

B *I* U 



I really enjoyed reading your posts. Keep up the good work!!



Save and Close

Save

Cancel

- View all topic scores on the **Assess Topic** page. To publish scores for all users, click **Publish All Scores to Grades**.

Publish All Scores to Grades
Retract All Scores
Manage Columns

Users

Assessments

Show Search Options

First Name, Last Name	Score
Faculty Test	
Topic Score	- / 10 (0%)
Demo Student	
Topic Score	9 / 10 (90%)

Managing Discussions

Edit an Existing Forum or Topic

- On the **Discussions List** page, click the drop down arrow beside the name of the forum or topic you want to edit, and select **Edit Forum** or **Edit Topic**.

Weekly Discussions ▼

Add Topic

rubric for grading criteria.

Hide Topics

Topic	Threads	Posts
<div style="border: 1px solid red; padding: 2px 5px; display: inline-block;">Edit Forum</div>		

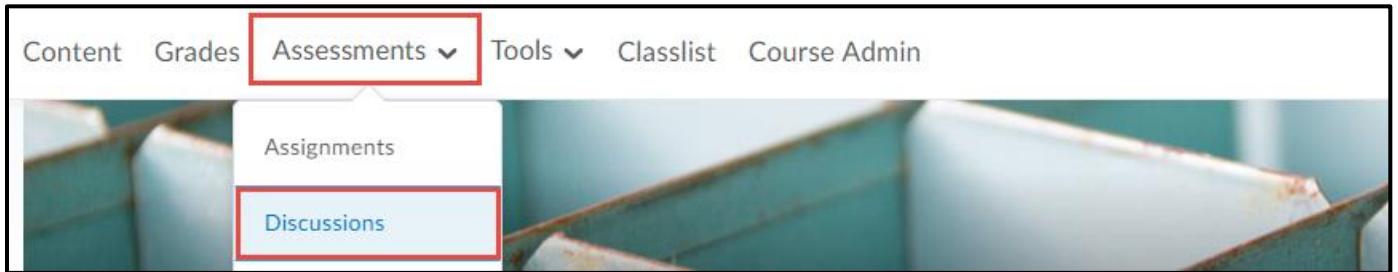
Topic	Threads	Pos
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b style="color: #007bff;">Week 1 Discussion ▼ </div> <div style="font-size: 0.8em; color: #007bff;">View Topic</div> </div> <div style="margin-top: 5px;"> <div style="font-size: 0.8em; color: #007bff;">Edit Topic</div> </div>	1	1

- After making changes, click **Save and Close**.

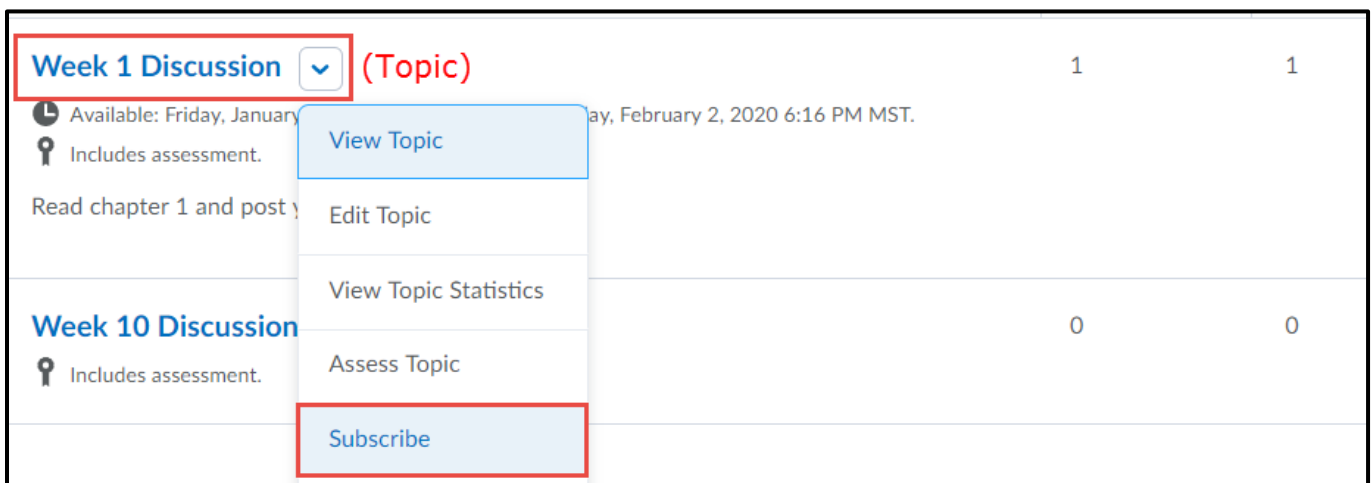
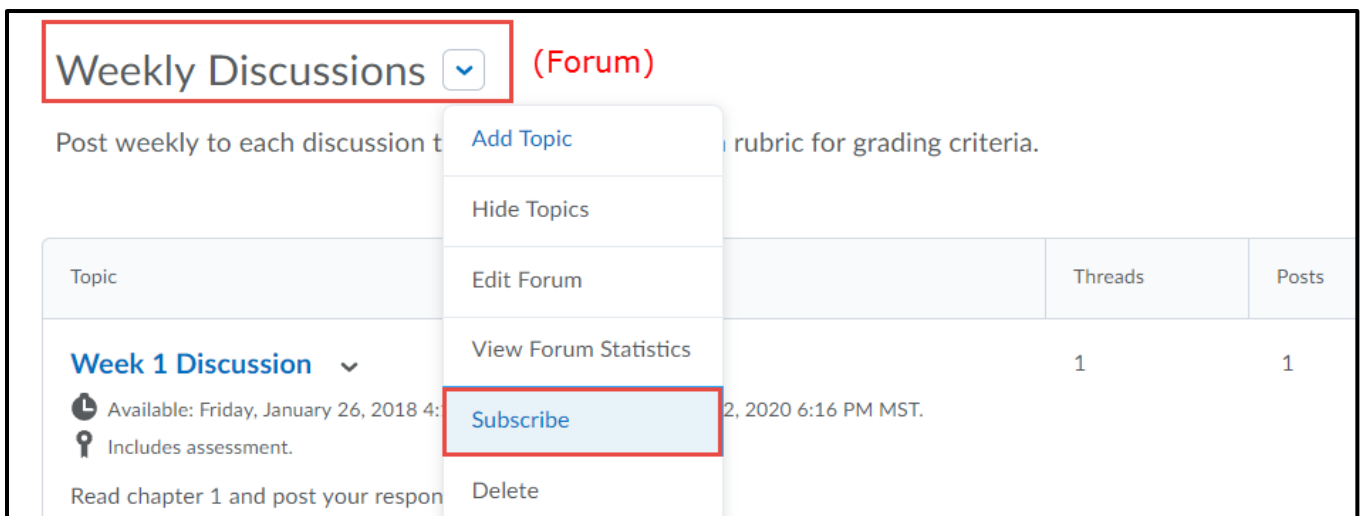
Subscribe or Unsubscribe to a Discussion

Remain up to date on discussions by subscribing to forums, topics, or threads.

1. On the navbar, click **Discussions** from the **Assessments** drop-down menu.



2. On the **Discussions List** page, from the drop down menu of the forum or topic you want to receive notifications of new posts for, click **Subscribe**.



3. In the **Customize Notifications** pop-up window, select your **Notification Method**. Click **Subscribe**.

Customize Notifications

×

Customize notifications for the discussion topic "Week 1 Discussion".

Notification Method

☒ Show notifications in minibar only
 ☐ Send me an instant notification
 ☐ Include in my summary of activity

Note: Before you can receive email notifications, you must add an email address in your notification settings.
[Add an email address in a new window](#)

Subscribe

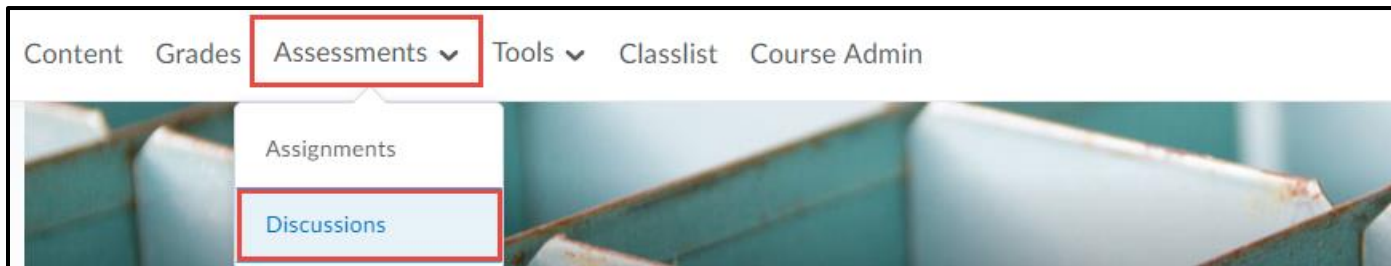
Cancel

4. To unsubscribe, from the drop-down menu of the **forum** or **topic** you want to receive notifications of new posts for, click **Unsubscribe**. Click **Yes** in the pop-up window.

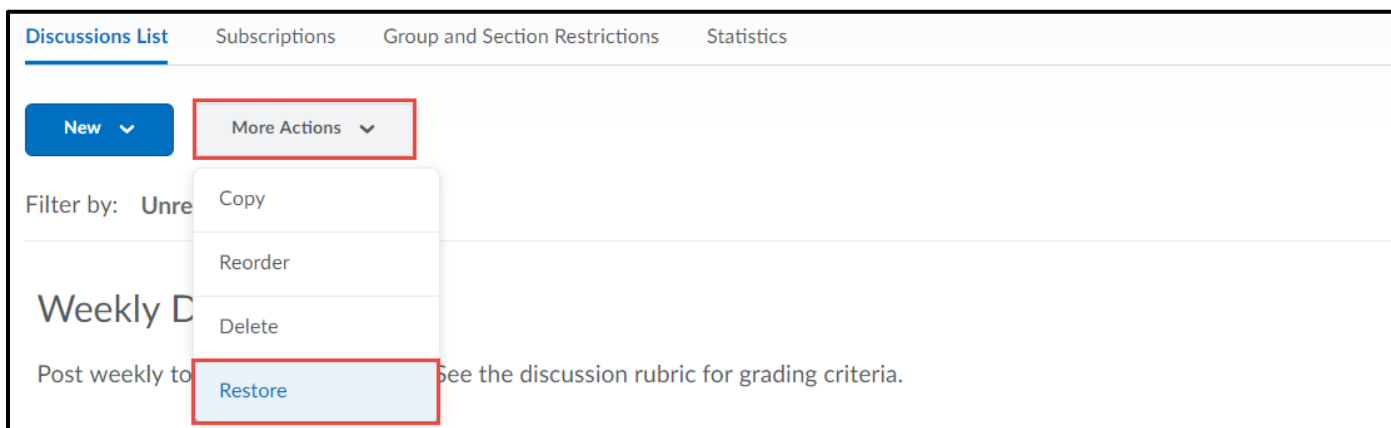
Topic	Threads	Posts
<div> <div>Week 1 Discussion</div> <div> <div>Available: Friday, January 24, 2020 6:16 PM MST.</div> <div>Includes assessment.</div> <div>Read chapter 1 and post your response by Friday, February 2, 2020 6:16 PM MST.</div> </div> </div> <div> <div>View Topic</div> <div>Edit Topic</div> <div>View Topic Statistics</div> <div>Assess Topic</div> <div>Unsubscribe</div> </div>	1	1
<div> <div>Week 10 Discussion</div> <div>Includes assessment.</div> </div>	0	0

Restore Deleted Discussions

1. On the navbar, click **Discussions** from the **Assessments** drop-down menu.



2. On the **Discussions List** page, from the **More Actions** button, click **Restore**.



3. Click **Restore** beside the forum or topic you want to restore.

Restore Forums and Topics			
Forum > Topic	Deleted By	Date Deleted	Action
Weekly Discussions > Week 1 Discussion	:heco	Jan 30, 2018 10:44 AM	Restore