

Create and Add Discussion Topics

1. Go to Build tab > click Discussions > click Create Topic
2. Select which type of topic you desire, *Threaded*, *Blog*, or *Journal*.
3. Complete the Create Topic form however you desire. For example:

Create Threaded Topic

*Title:

Description:

Use this discussion area to post a brief introduction. Include 3 things that most people may not know about you – interesting or funny. Post your introduction by Wed at 5pm. Then, respond to at least 3 classmates by Saturday at 5pm.

Use HTML

Item Visibility: Show Item
 Hide Item

Category: Topics can be organized into categories.

Select Category:

*Category Name:

Description:

Grading

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

A column is automatically created for this topic in Grade Book

Grade Book column title:

Topic is not gradable Release grade to Students in *My Grades*

Goals

Associate goals with this discussion topic.

Peer Review (Expand this area to see more options.)

- Do not enable peer review in this topic
- Allow Students to review messages using a simple rating scale (all messages in topic may be reviewed)
- Allow Students to review messages using a grading form (Only the first message in each thread may be reviewed)

Topic Behavior Options (Expand this area to see more options.)

Student Posting Rules

- Students can post messages and reply to messages
- Students can post messages but cannot reply to messages
- Students can reply to messages but cannot post messages
- Students can edit their messages after posting them
- Lock this topic for Students (Section

Instructors can post in a locked topic)

Author Identification

- Authors are identified by user names
- Authors are anonymous to Students

* Required field

4. Click Save. The discussion topic is created and saved to your Home Page (or Learning Module).

Grade Discussion Topics

1. Go to Teach tab > click Discussions
2. Next to your discussion topic you wish to grade, click the drop down menu icon to the right.
3. Click Grade Topic.

The screenshot shows the LMS interface with the 'Teach' tab selected. The 'Course Tools' sidebar on the left has 'Discussions' highlighted. The main content area shows a list of discussion topics. The topic 'A2: Introduce Yourself and Respond' has a drop-down menu icon next to it, which is circled in red. The menu that appears includes options like 'Go To Topic', 'Edit Properties', 'Hide Item', 'View Links to this Item', 'Set Release Criteria', 'Grade Topic', and 'Delete'. The 'Grade Topic' option is also circled in red.

4. To the right of each student's name, you can click the drop down menu icon and select tasks from the menu.

Discussion Activity Overview

To view messages, click the Student's name and then click View Student Posts.

Name		Messages	
		New Messages Posted	Replies Posted
Demo Student	1	1	0

A context menu is shown over the 'Demo Student' name, with options: Send Mail, View Student Posts, View Profile, and View Performance Report. The 'View Student Posts' option is highlighted.

5. "View Student Posts" will allow you to view all of the student's posts at one time!
6. If you are using the Mail tool in your course, "Send Mail" is a great way to provide comments/feedback.
7. When you are done assessing the student's work, add their Grade on the left > click Save Grades.