

USING THE DISCUSSION BOARD

Discussion boards are a great way for the students to discuss course materials.

To use the Discussion tool participants do not need to be online at the same time. They can compose and post their messages at any hour and from any place with an internet connection.

Note: The discussion board tool needs to be added to your course before you can begin creating modules.

To add the Learning Module tool select the Build Tab>Manage Course>Tools

* For more information on adding tools please see our "Adding Tools" tutorial.

Note: You do not have to use a category if you do not feel it is appropriate for what you want to create.

Add a Discussion Topic or Category

To create a discussion topic or category:

- From the Build or Teach tab, click the **Discussions** link in the Course Tools menu

Create a Category

A category is an area where topics are grouped and organized.

1. Select **Create Category**
2. Give your category a title and description
3. Select **Save** to create the category

Create a Topic

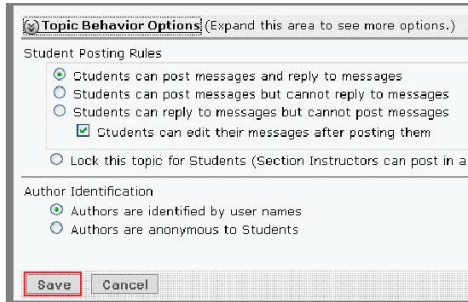
A topic is an area for discussions to be posted.

1. Select **Create Topic**
2. Give your topic a title
3. Add a discussion description. This could lead into the discussion or be a question
4. Make the discussion visible or hidden to your students (can be changed later)
5. To add this topic to a category, select the category from the list
6. Select how you would like to grade the topic (numeric or alphanumeric)



 A screenshot of a web form titled "Create Threaded Topic". The form contains several fields and options:

- A "Title:" field with a red asterisk.
- A "Description:" field with an "Enable HTML Creator" button next to it.
- A checkbox labeled "Use HTML".
- An "Item Visibility:" section with two radio buttons: "Show Item" (which is selected) and "Hide Item".
- A "Category:" section with the text "Topics can be organized into categories." and a dropdown menu labeled "Select Category: - Select -".
- A "Grade:" section with three radio buttons: "Numeric grade: Out of [input field]", "Alphanumeric grade", and "Grade by Grading Form: [Select Grading Form]".



7. Select the gradebook column title and choose to release the grade to the students
8. Under the Topic Behavior Options, choose how students can post
9. From Posting Rules, choose how students can reply to messages and whether students can edit their messages after posting them
10. Choose whether postings are anonymous or identified by the student's name
11. Select **Save** to add the discussion topic

Make Changes to the Discussion Topic

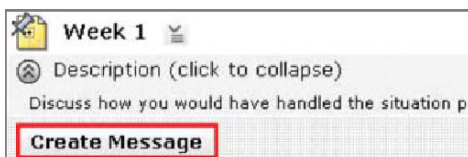
To edit or change settings for your discussion topic:

1. Select the action menu next to the discussion topic
2. Choose from the available options
 - View the discussion board
 - Edit topic properties (i.e. title, description, etc.)
 - Hide or Show to students
 - See where topic has been linked
 - Release topic to particular students or during particular dates
 - Grade discussion topic
 - Delete topic

Post a Discussion Message

To post a message in a topic on the discussion board:

1. Click on the name of the topic
2. Select **Create Message**



3. Type a message subject
4. Type your discussion posting in the message box
5. Add an attachment to your post
6. Select **Post** to place on discussion board

Reply to a Discussion Post

To reply to a student's post:

1. Select the message to which you would like to respond
2. You have the option to Reply or to Forward the message (use the Mail tool)
3. As an instructor, you can lock the message to editing

- Below the message screen you can see all responses to this message as a threaded discussion

Note: When you are ready to grade, turn off the edit feature (if applicable) and make it locked. This gives you the opportunity to grade the posts without anyone changing them or adding new posts.

Discussion Topic Window Options

Grade Discussions

To grade a topic:

1. Click on the drop-down menu for the topic
2. Click on **Grade Topic**
 - On the left side of the screen you can enter student's individual grades in the grade column

- 1. Click on **Save Grades** when you have entered all student grades

The right side of the page shows each student’s discussion activity, including the number of messages posted, read, and replied to.

You can view all of a student’s postings by clicking on their name.

Change a Discussion Grade

To change a student’s discussion grade after it has been posted:

- 1. Click on the score in the grade column in the gradebook for the particular student.

Discussion Activity Overview			
To view messages posted by a Student, click the Student's name and then click View Student Posts			
Name	Messages		
	Total Messages Read	New Messages Posted	Replies Posted
Demo Student 435957001	1	1	0
Sam Weber	3	1	1

Member: Demo Student 435957001

☐ Revert to Original: 10

☒ Change To:

Comment:

Audit comments will only be saved when a grade change has been made.

Save

Cancel

View Audit History

- 2. Fill in the Edit Values window to change the grade
- 3. Select **Save** when you are finished
 - This will also change the grade in the student’s gradebook