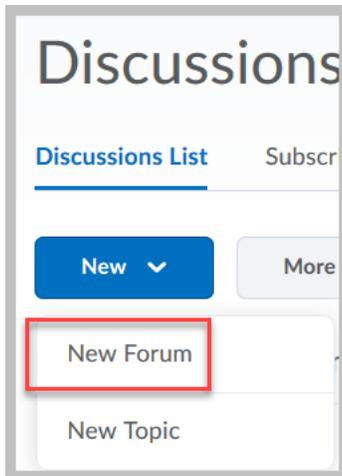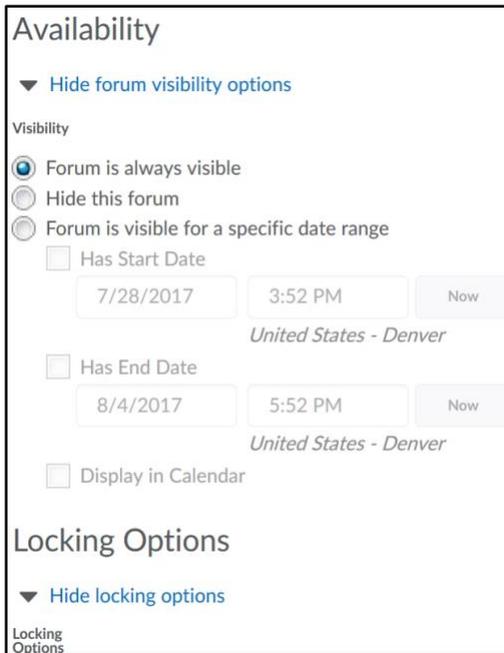# Discussions

Setting up a discussion:

Create discussions to continue a conversation in the classroom or to create one the blended or online class.

1. A forum must be set up before discussion topics can be created

2. A forum is a category in which several topics can be housed e.g. **First Week, Chapter Readings, etc.**
3. Select Availability and Locking options
    o   Availability determines how long the forum is visible
    o   Locking determines access
    o   Because forums can house many topics, it is recommended to keep forums available AND unlocked
    o   Be sure to **Save and Close**

Add a Topic to the Forum:

1. To add a topic, click on the drop-down menu to the right of the Forum and select **Add Topic**.
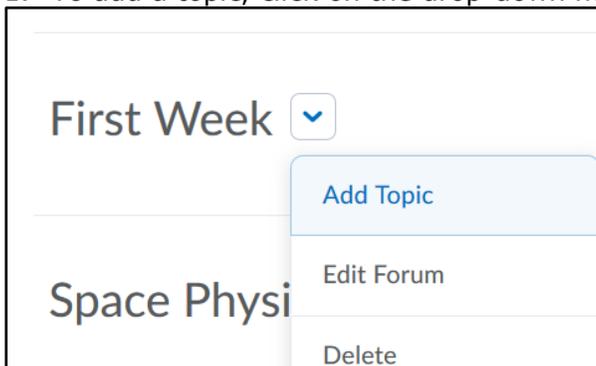
2. Choose a title for the topic
3. Select when the discussion is available and locked
   o It is recommended to keep discussions available so that students can go back and review what was written especially if the material will be used again for testing
   o Locking the discussion topic only keeps students from participating after a certain date, but does not keep students from viewing what was written

D2L allows you to limit when students can see discussion topics in two ways. This is useful if you do not want students to see a discuss question until the appropriate time in the semester.
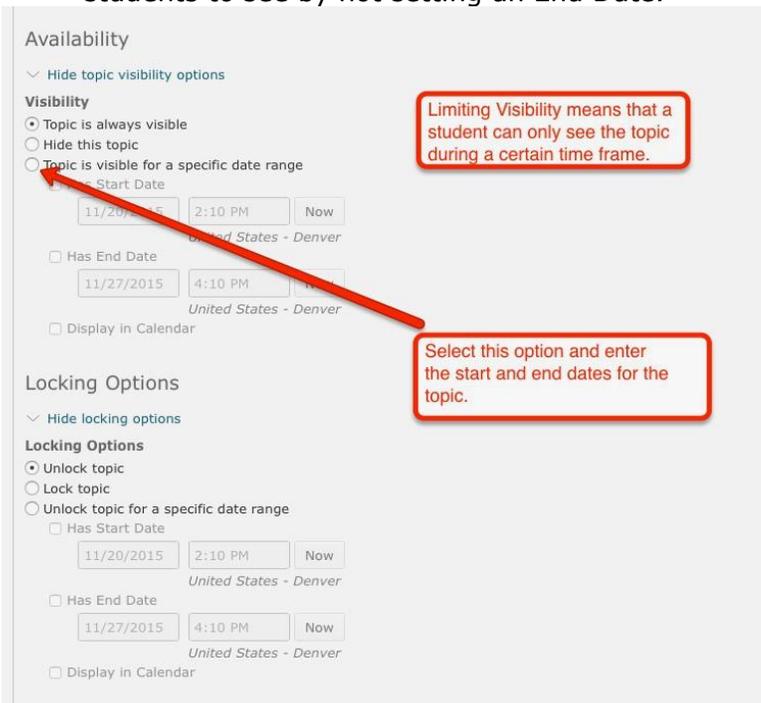
To begin, either create a new topic …
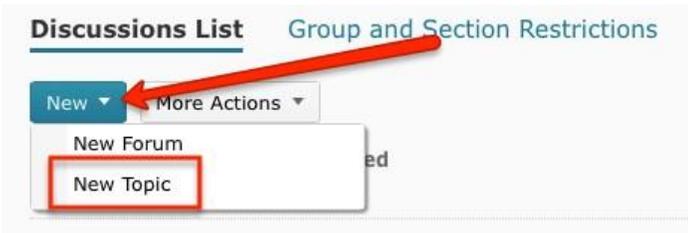
or edit an existing topic.
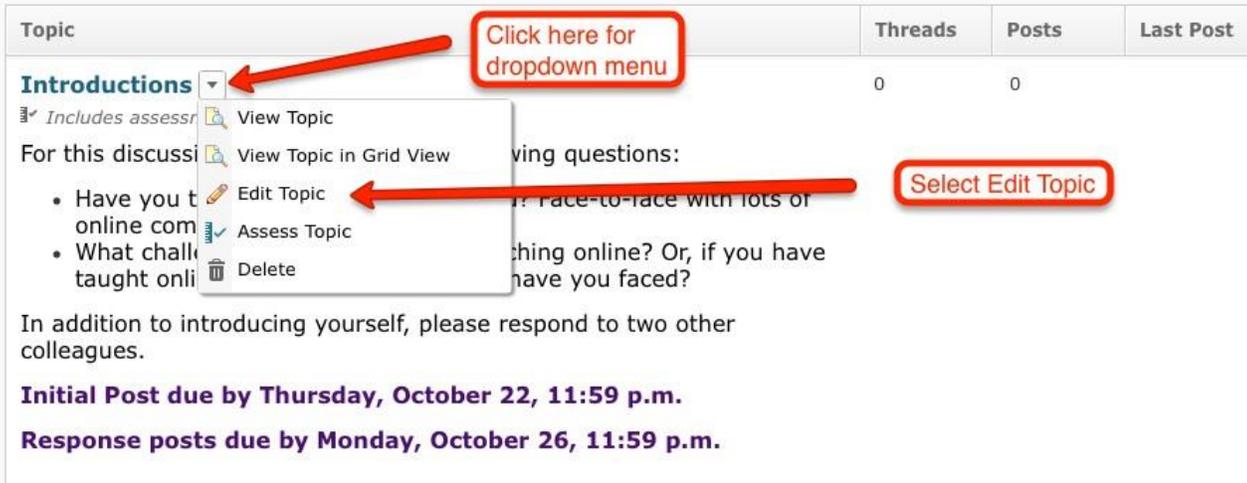
1. Limit the visibility of a topic. This means that students will only be able to actually see the topic during a limited time frame. You can limit when a topic becomes available, then leave it open for students to see by not setting an End Date.

1. Unlock a topic during a specific time frame. This means that the student will see the topic but will not be able to post anything in it until it unlocks.

Locking Options

▼ Hide locking options

Locking
Options

○ Unlock topic
○ Lock topic
● Unlock topic for a specific date range
   ✔ Has Start Date

6/1/2018	10:16 AM	Now

   United States - Denver

   ✔ Has End Date

8/6/2018	12:16 PM	Now

   United States - Denver

   ☐ Display in Calendar

Save and Close	Save and New	Save	Cancel

2. Once you have set the availability options, be sure to **Save and Close**.

ASSESS A DISCUSSION TOPIC

D2L allows you to grade a discussion topic and link the grade directly into your gradebook. This makes grading discussions much more efficient.

To begin, edit an existing topic.

Once in the editing window for the discussion topic, you can set up the assessment in the Assessment tab.

In the Assessment tab, choose either an existing item in your gradebook (if you have already set up the grade item) or create a New Grade Item from this window. This will open a pop-up window to the gradebook to quickly set up the new grade item, which will be linked to this discussion topic.

Edit Topic - Introductions

☑ Assess Topic

Properties   **Restrictions**   **Assessment**   **Objectives**

Assessment

Grade Item

-- Choose a grade item -- ▼   [New Grade Item]

Click on the dropdown menu to choose an existing grade item

Click here to create a new grade item for this discussion post

Score Out Of

Be sure to enter the same points possible here that is in your gradebook

Rubrics

Add Rubric

Online Basics Discussion Rubric ✖

[Create Rubric in New Window]

See tutorial on Rubrics to create a D2L Rubric for a discussion post

Posts

☐ Allow assessment of individual posts ⊘
  Calculation

-- Select a calculation method -- ▼   ☐ Include unassessed posts in the calculated topic score as zero ⊘

Save and Close   **Save and New**   **Save**   **Cancel**

Note: Be sure that the Score Out Of amount matches the Gradebook. The gradebook setting will override the Score Out Of setting, meaning that if you grade it out of 5 points but the gradebook is set to grade out of 10 points, it will transfer whatever score you enter when assessing the topic into the gradebook and score it out of 10 points.

There are multiple ways to assess an actual topic. Below are two of the most commonly used:

1. Select the topic you want to assess and click on the **Assess Topic** link located in the dropdown menu.

A new screen will appear with a list of your students. Under each name, click on the "**Topic Score**" link

A pop-up window will appear that allows you give the student a score as well as feedback. It is recommended to give assessment feedback here since it is a private line of communication.

Note: You can also access this same process from the Gradebook. Just click on the **speech bubbles icon**.

Click on **Maximum post score** to enter in points.

Type in **General Feedback** and click on **Public score on save.**

2. A second way to grade discussion is to assess the posts as you read them in the **Discussion tool**. To do this, go into the discussion topic and simply click on the dropdown menu next to the title of each student's post and click on **Assess Student**.

The same pop-up screen appears as seen in the other method that allows you to grade the student's discussion post.

Click on **Maximum post score** to enter in points.

Type in **General Feedback** and click on **Public score on save.**