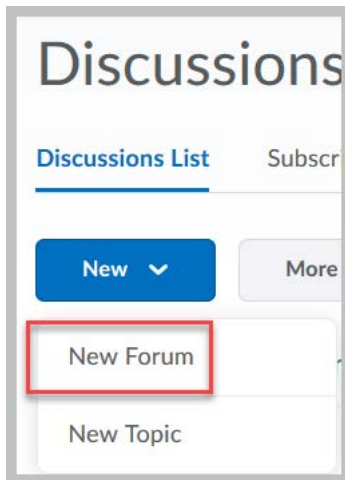


## Discussions

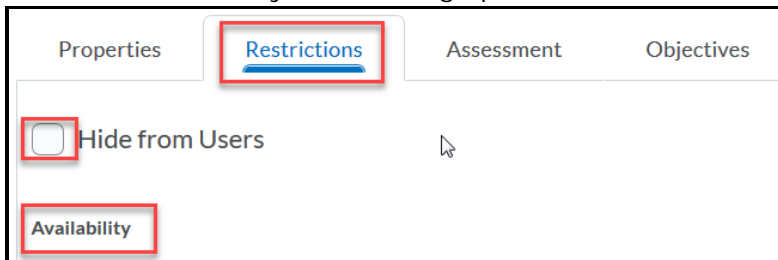
### Setting up a discussion:

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 in the **Restrictions tab**



- 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**
4. **Hide from Users** available in Restrictions tab as well.



**Availability**

▼ Hide forum visibility options

Visibility

Forum is always visible

Hide this forum

Forum is visible for a specific date range

Has Start Date

7/28/2017 3:52 PM Now  
*United States - Denver*

Has End Date

8/4/2017 5:52 PM Now  
*United States - Denver*

Display in Calendar

**Locking Options**

▼ Hide locking options

Locking Options

### 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**.

First Week ▼

Space Physi

- Add Topic
- Edit Forum
- Delete

2. Choose a title for the topic
3. Select when the discussion is available and locked
  - 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
  - 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 ...



**Discussions List** [Group and Section Restrictions](#)

New

- New Forum
- New Topic**

or edit an existing topic.

Topic	Threads	Posts	Last Post
<b>Introductions</b> <i>Includes assessments</i> For this discussion, you are required to answer the following questions: <ul style="list-style-type: none"><li>Have you taught online courses?</li><li>What challenges have you faced when teaching online? Or, if you have not, what challenges do you anticipate?</li></ul> <p>In addition to introducing yourself, please respond to two other colleagues.</p> <p><b>Initial Post due by Thursday, October 22, 11:59 p.m.</b></p> <p><b>Response posts due by Monday, October 26, 11:59 p.m.</b></p>	0	0	

Click here for dropdown menu

Select Edit 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.

Availability

Hide topic visibility options

Visibility

- Topic is always visible
- Hide this topic
- Topic is visible for a specific date range

Start Date: 11/20/2015 2:10 PM Now

United States - Denver

Has End Date:  11/27/2015 4:10 PM Now

United States - Denver

Display in Calendar:

Limiting Visibility means that a student can only see the topic during a certain time frame.

Select this option and enter the start and end dates for the topic.

Locking Options

Hide locking options

Locking Options

- Unlock topic
- Lock topic
- Unlock topic for a specific date range

Has Start Date:  11/20/2015 2:10 PM Now

United States - Denver

Has End Date:  11/27/2015 4:10 PM Now

United States - Denver

Display in Calendar:



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.

The screenshot shows a table of discussion topics. The first row is for 'Introductions'. A red box highlights the dropdown arrow next to the topic name, with the text 'Click here for dropdown menu'. A red arrow points from this box to the dropdown menu. The dropdown menu is open, showing options: 'View Topic', 'View Topic in Grid View', 'Edit Topic', 'Assess Topic', and 'Delete'. A red box highlights the 'Edit Topic' option, with the text 'Select Edit Topic'. A red arrow points from this box to the 'Edit Topic' option. The table has columns for 'Topic', 'Threads', 'Posts', and 'Last Post'. The 'Threads' and 'Posts' columns for 'Introductions' show '0'.

Topic	Threads	Posts	Last Post
<b>Introductions</b> Includes assessment For this discussion, you will be asked the following questions: • Have you tried face-to-face with lots of... • What challenges have you faced? In addition to introducing yourself, please respond to two other colleagues. <b>Initial Post due by Thursday, October 22, 11:59 p.m.</b> <b>Response posts due by Monday, October 26, 11:59 p.m.</b>	0	0	

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

The screenshot shows the 'Edit Topic - Introductions' window. At the top, there is a button labeled 'Assess Topic'. Below it, there are four tabs: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Assessment' tab is selected and highlighted with a red box. Below the tabs, the word 'Assessment' is visible.

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]

Score Out Of

Rubrics

Add Rubric

Online Basics Discussion Rubric ✖

[Create Rubric in New Window]

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

Click on the dropdown menu to choose an existing grade item

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

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

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

**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.

Discussions List Group and Section Restrictions Settings Help

New More Actions

Filter by: Unread Unapproved Hide All Topics

EDU 263 Hide Topics for EDU 263

Topic	Threads	Posts	Last Post
<b>Introductions</b> Includes assessment For this discussion, you will be asked the following questions: • Have you taken any online courses? • What challenges have you faced in your online learning experience? In addition to introducing yourself, please respond to two other colleagues. <b>Initial Post due by Thursday, October 22, 11:59 p.m.</b> <b>Response posts due by Monday, October 26, 11:59 p.m.</b>	1	1	Peter Lindstrom yesterday at 2:29 PM

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

Last Name ▲, First Name
<b>AAstudent, Demo</b>
<a href="#">Topic Score</a>
<a href="#">Online Basics Discussion Rubric</a>
<b>Lindstrom, Peter</b>
<a href="#">Topic Score</a>
<a href="#">Online Basics Discussion Rubric</a>


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**.

Last Name ▲, First Name		Introductions Discussion ▼	
<input type="checkbox"/>	AAstudent, Demo		- / 5
<input type="checkbox"/>	Lindstrom, Peter		5 / 5

Click on **Maximum post score** to enter in points.  
Type in **General Feedback** and click on **Public score on save**.



**Demo AAstudent**  
No posts to score

Maximum Post Score: 0 / 10

Publish score on save

**General Feedback**

Rich text editor toolbar: video, image, link, paragraph, bold, italic, underline, and more options.





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**.

A screenshot of a discussion forum interface. At the top, there are navigation links for "Discussions List" and "View Topic", along with "Settings" and "Help" icons, and a search bar for "Search Introductions". Below this is a section titled "Introductions" with options to "Subscribe" and "Hide Description". The main content area contains a discussion prompt: "For this discussion, please answer the following questions:" followed by two bullet points: "Have you taught online before? Hybrid? Face-to-face with lots of online components?" and "What challenges do you anticipate teaching online? Or, if you have taught online before, what challenges have you faced?". Below the questions, it says "In addition to introducing yourself, please respond to two other colleagues." and provides due dates: "Initial Post due by Thursday, October 22, 11:59 p.m." and "Response posts due by Monday, October 26, 11:59 p.m.". There is a "Rubrics" section with a link to "Online Basics Discussion Rubric" and a "Start a New Thread" button. The main discussion area shows a post by "Peter" with the title "Hello". A dropdown menu is open next to the title, with "Assess Student" highlighted. A red arrow points from a text box to the "Assess Student" option. The text box contains the instruction: "Click on dropdown menu next to the student's post. Select 'Assess Student'". Other options in the dropdown menu include "Mark All Posts as Read", "Mark All Posts as Unread", "Flag Thread", "Pin Thread", "View Post History", "Copy Thread", and "Print Thread". The post content is partially visible, mentioning "hybrid classes, two MOOCs, and use online components in all of my face-to-face classes. The...". At the bottom, there are pagination controls showing "1 / 1".



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**.

A screenshot of a grading interface for a student post. At the top left is a profile picture of a woman and the name 'Demo A student' with the text 'No posts to score' below it. At the top right, it says 'Maximum Post Score: 0 / 10' and a checkbox labeled 'Publish score on save'. Below this is a 'General Feedback' section with a rich text editor. The editor has a toolbar with icons for video, image, link, paragraph style (currently 'Paragra...'), bold (B), italic (I), underline (U), and a menu icon. At the bottom of the editor are icons for font color, background color, code, link, unlink, and strikethrough.