

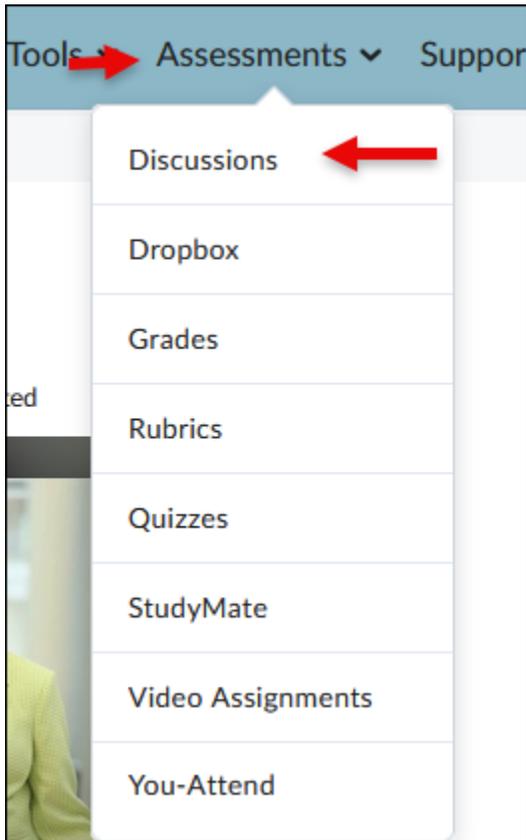


Discussions Tool

The Discussions tool is a collaborative area where students can post, read, and reply to messages on a variety of topics. You must create a Forum prior to adding a discussion topic to it.

Add a Forum and a Topic

1. Click Discussions from the Assessments drop-down menu on the course navigation bar.



2. Click the New (1) and from the drop-down selection menu click New Forum (2).

Discussions

[Discussions List](#)

[Subscriptions](#)

[Group and Section Restrictions](#)

[Statistics](#)

1

New ▾

More Actions ▾

New Forum

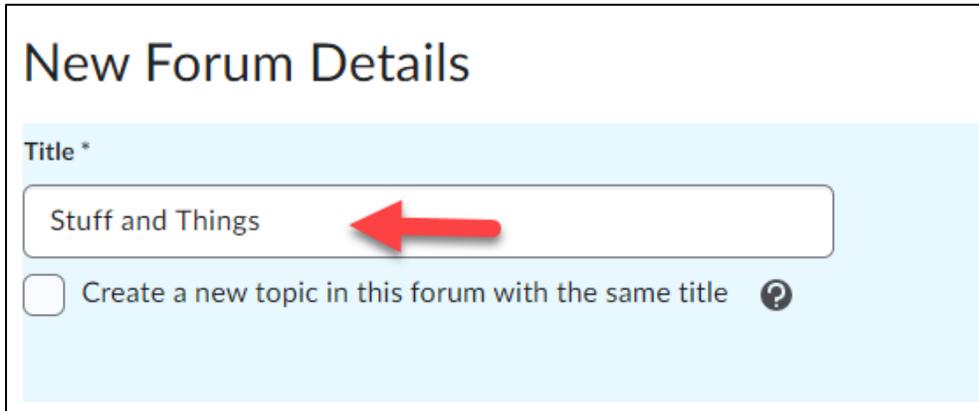
2

Approved

New Topic

TEST FORUM ▾

3. Enter a Title for the discussion forum.



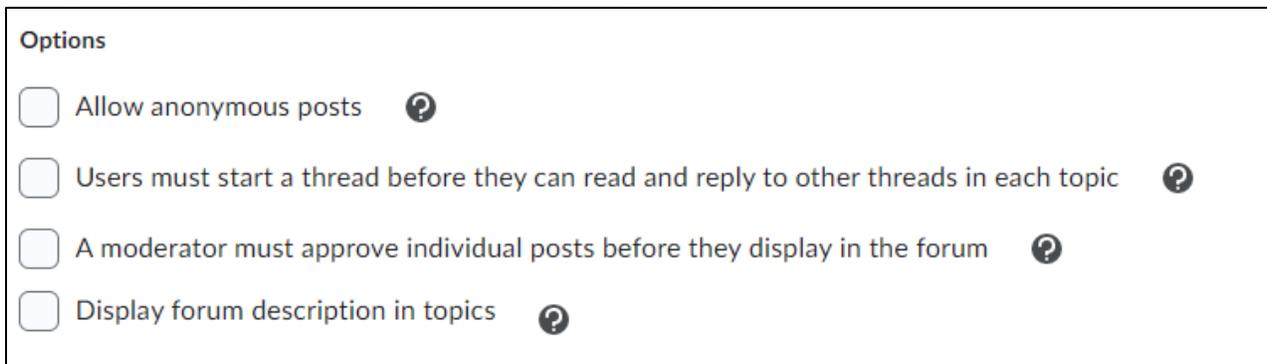
New Forum Details

Title *

Stuff and Things 

Create a new topic in this forum with the same title 

4. Under Options you can **select** to "allow anonymous message" (best for a feedback forum), "A moderator must approve individual posts before they display in the topic" (best used for forums dealing with sensitive subject matter), and/or "Users must start a thread before they can read and reply to other threads" (best for getting students to post unbiased or original thoughts). "Display forum description in topics" (displays the description of the forum).



Options

Allow anonymous posts 

Users must start a thread before they can read and reply to other threads in each topic 

A moderator must approve individual posts before they display in the forum 

Display forum description in topics 

5. Click Save and Add Topic.



Save and Close **Save and Add Topic** **Save** **Cancel**

Enter a Topic

1. Enter a topic Title (1) and Description (2). Use the description area to direct students as to what needs to be done in this topic area. Use the formatting menu to bold, add links, etc.

Edit Topic Details

Forum *

Stuff and Things

[\[New Forum\]](#) 

Topic Type

- Open topic, everyone can access this topic and its contents
- Group or section topic, everyone can access this topic but students only see threads from their own group or section

Title *

Stuff and Things Discussion

1

Description

Paragraph

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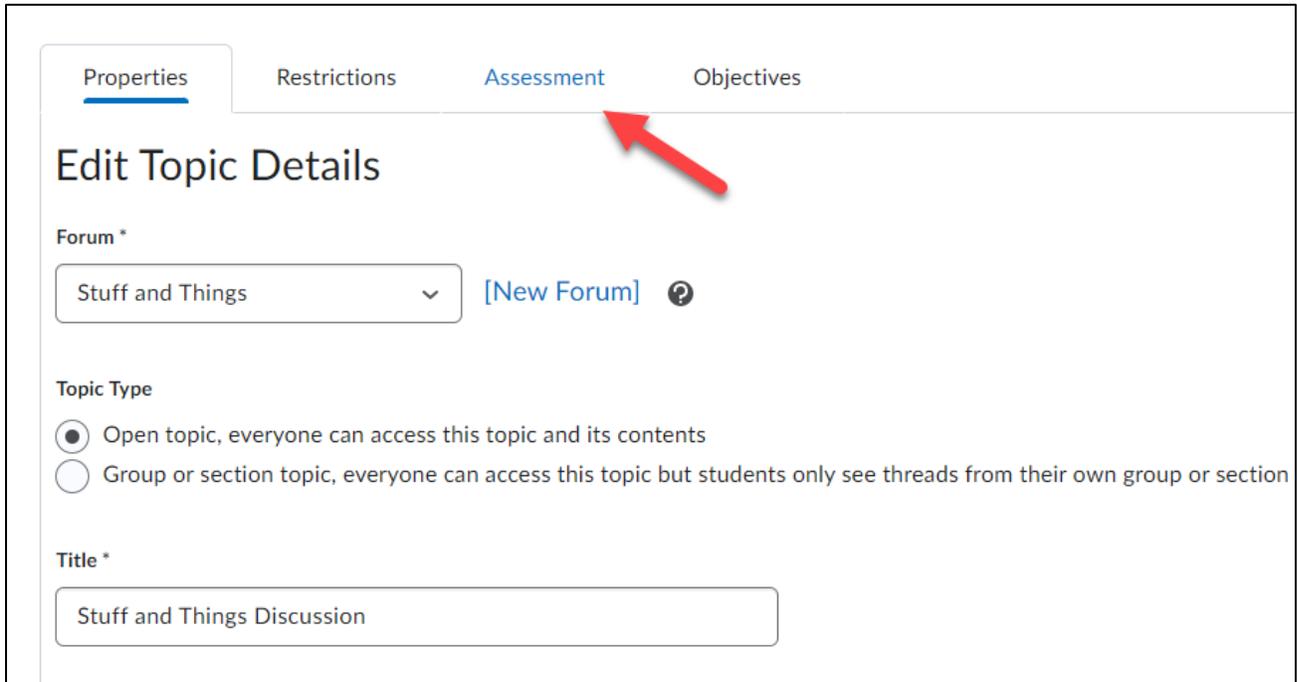
...



Tell me a cool fun fact or something that you consider "useless knowledge" but super interesting.

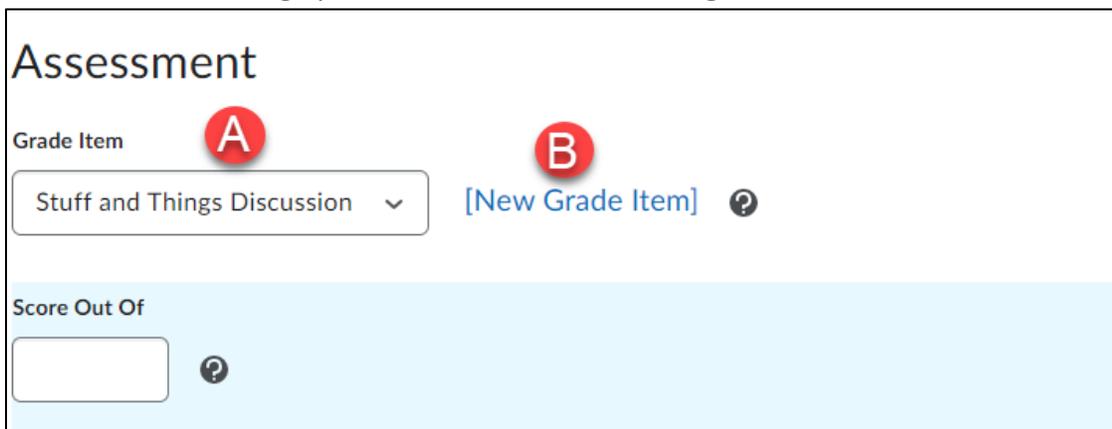
2

2. Click on the Assessment tab.



The screenshot shows the 'Edit Topic Details' form with four tabs: Properties, Restrictions, Assessment, and Objectives. The 'Assessment' tab is selected and highlighted with a red arrow. Below the tabs, the form includes a 'Forum *' dropdown menu set to 'Stuff and Things', a '[New Forum]' link, and a help icon. The 'Topic Type' section has two radio buttons: 'Open topic, everyone can access this topic and its contents' (selected) and 'Group or section topic, everyone can access this topic but students only see threads from their own group or section'. The 'Title *' field contains the text 'Stuff and Things Discussion'.

3. If you have already entered a grade item in the Gradebook **click** on the “Choose a grade item” drop down menu and **select** it (**A**). If not, **click** on New Grade Item link (**B**), fill in options, **click** Save and then select the newly added grade item from the dropdown menu. For in-depth information on setting up the Gradebook view Working with Grades



The screenshot shows the 'Assessment' form. The 'Grade Item' dropdown menu is set to 'Stuff and Things Discussion' and is annotated with a red circle containing the letter 'A'. To its right is a '[New Grade Item]' link annotated with a red circle containing the letter 'B'. Below the dropdown menu is a 'Score Out Of' field, which is currently empty and annotated with a red circle containing a question mark. The background of the 'Score Out Of' section is light blue.

4. Once done with entering a Grade Item, **type** in how many points the activity is worth.

The screenshot shows a form titled "Assessment". Under the "Grade Item" section, there is a dropdown menu with "Stuff and Things Discussion" selected and a "[New Grade Item]" button with a help icon. Below this, the "Score Out Of" section is highlighted in light blue and contains a text input field with "100" and a help icon. A red arrow points to the "100" input field.

5. At this time, you are done with setting up the assessment portion. **OPTIONAL:** IF you want D2L to automatically calculate scores select "Allow assessment of individual posts" (1) AND select how you want the calculation done using the "Select a calculation method" (2) pull down menu.

The screenshot shows the "Posts" section of the assessment form. It includes a checkbox labeled "Allow assessment of individual posts" which is checked and marked with a red circle containing the number "1". Below this is a "Calculation" section with a dropdown menu labeled "-- Select a calculation method --" which is open, showing options: "Average post score", "Maximum post score", "Minimum post score", "Mode post score - Highest on multiple", "Mode post score - Lowest on multiple", and "Sum of post scores". The dropdown menu is marked with a red circle containing the number "2". To the right of the dropdown is a checkbox labeled "Include unassessed posts in the calculated topic score as zero" with a help icon. At the bottom, there are "Save" and "Cancel" buttons.

6. Once done click Save (1) and then navigate to the Restrictions tab (2).

The screenshot shows the 'Assessment' configuration page with the following elements:

- Navigation tabs: Properties, Restrictions, **Assessment** (active), Objectives.
- Section Header: **Assessment** (with a red circle '2' annotation).
- Grade Item: A dropdown menu showing 'Stuff and Things Discussion' and a '[New Grade Item]' link with a help icon.
- Score Out Of: A text input field containing '100' and a help icon.
- Rubrics: An 'Add Rubric' button and the text 'No rubrics selected.' with a link '[Create Rubric in New Window]'.
- Posts: A checked checkbox 'Allow assessment of individual posts' with a help icon.
- Calculation: A dropdown menu showing 'Sum of post scores' and a checkbox 'Include unassessed posts in the calculated topic score as zero' with a help icon.
- Buttons: 'Save and Close', 'Save and New', **Save** (with a red circle '1' annotation), and 'Cancel'.

1. You can select to have a start date or just leave it open. **Add** an end date for when the topic is no longer accessible (1). Optional: select the checkbox to "Display in Calendar" (2).

Properties **Restrictions** Assessment Objectives

Hide from Users

Availability

Has Start Date

Visible with access restricted before start ?

Visible with submission restricted before start ?

Hidden before start ?

Has End Date

Visible with access restricted after end ?

Visible with submission restricted after end ?

Hidden after end ?

Display In Calendar 2

Use visibility section to control when/how students access the discussion item for starting and ending.

Most stick with the defaults if entering a start and end date.

For the end date the section option for **Visible with submission restricted after end date** is a good option since it allows students to return to the discussion after end date to review peer postings without allowing submissions.

2. Once finished setting up the restrictions for the discussion topic **click** save and close at the bottom of the page.

Display In Calendar

Release Conditions

There are no conditions attached to this item.

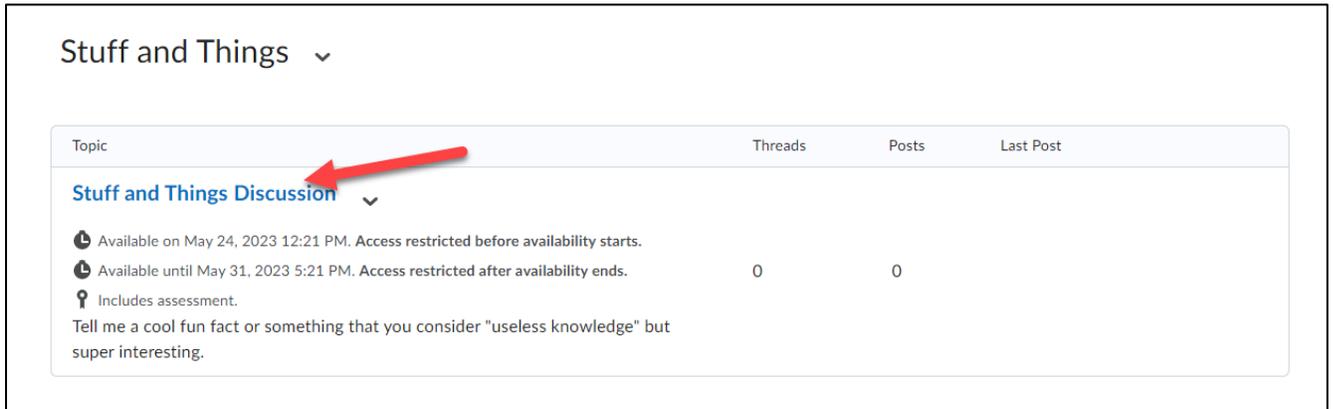
Group and Section Restrictions

Restrict this topic to the following groups and sections ?

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

Post a Discussion message

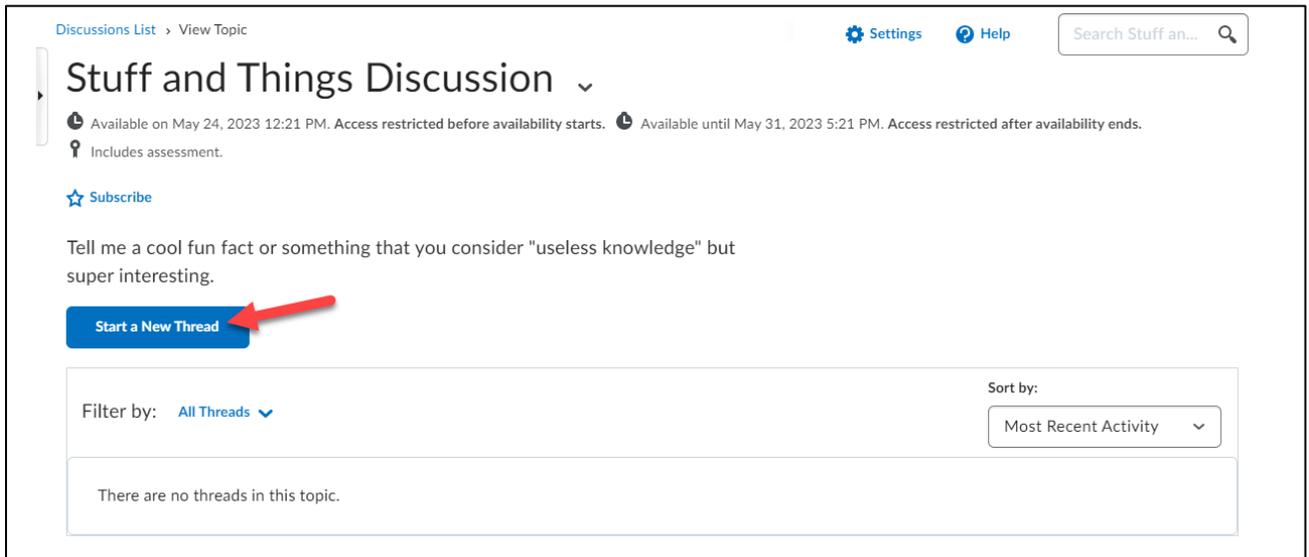
1. Click a Topic title listed under a Forum.



Stuff and Things ▾

Topic	Threads	Posts	Last Post
Stuff and Things Discussion ▾			
Available on May 24, 2023 12:21 PM. Access restricted before availability starts.			
Available until May 31, 2023 5:21 PM. Access restricted after availability ends.	0	0	
Includes assessment.			
Tell me a cool fun fact or something that you consider "useless knowledge" but super interesting.			

2. Click the Start a New Thread button.



Discussions List > View Topic Settings Help

Stuff and Things Discussion ▾

Available on May 24, 2023 12:21 PM. Access restricted before availability starts. Available until May 31, 2023 5:21 PM. Access restricted after availability ends.

Includes assessment.

[★ Subscribe](#)

Tell me a cool fun fact or something that you consider "useless knowledge" but super interesting.

[Start a New Thread](#)

Filter by: [All Threads](#) ▾

Sort by: [Most Recent Activity](#) ▾

There are no threads in this topic.

3. Enter a title in the Subject area (1), type your message in the Post area (2) and click Post when done (3).

Stuff and Things Discussion ▾

🕒 Available on May 24, 2023 12:21 PM. Access restricted before availability starts. 🕒 Available until May 31, 2023 5:21 PM. Access restricted after availability ends.
🔒 Includes assessment.

★ [Subscribe](#)

Tell me a cool fun fact or something that you consider "useless knowledge" but super interesting.

My fun fact **1**

Paragraph ▾ **B** *I* U ~~A~~ | ☰ ▾ | ☰ ▾ | 🗑️ 🔗 📎 Σ ▾ 🗃️ ▾ + ▾ | Lato (Recom... ▾ | 19px ... ▾ | ... 🗑️

Did you know that water is not wet? **2**

Pin thread Subscribe to this thread

▶ [Add attachments](#)

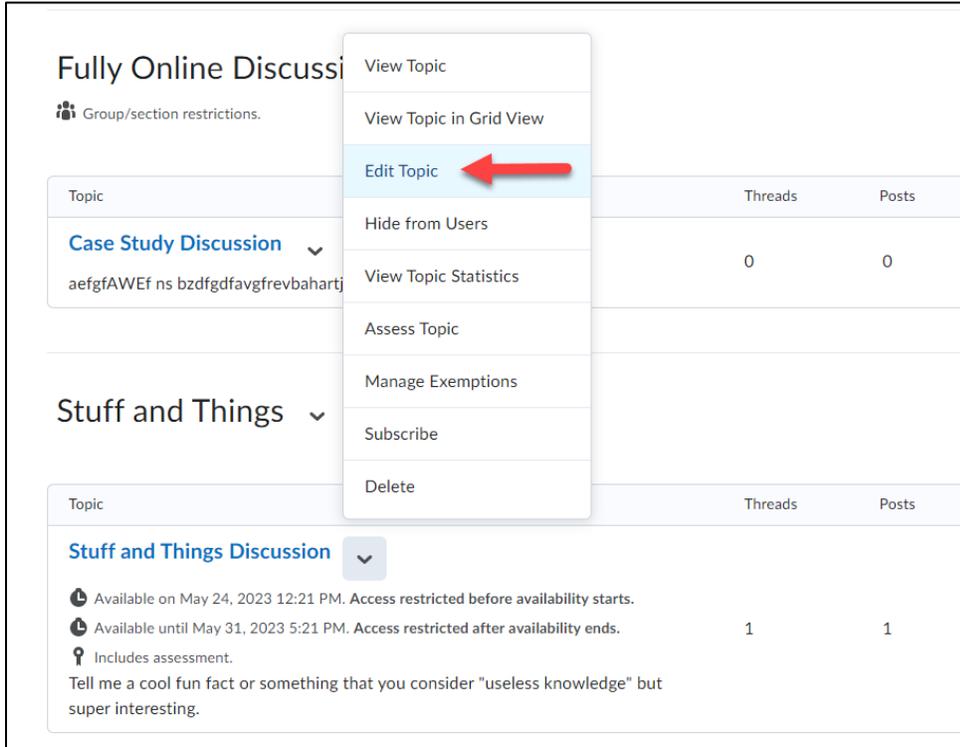
Post to: **Stuff and Things > Stuff and Things Discussion**

▶ [Post to other topics](#)

3

Edit a Discussion Topic

Click on the pull-down menu located to the right of the Topic's title and **click** Edit Topic. Make changes and **click** the Save and Close button when done.

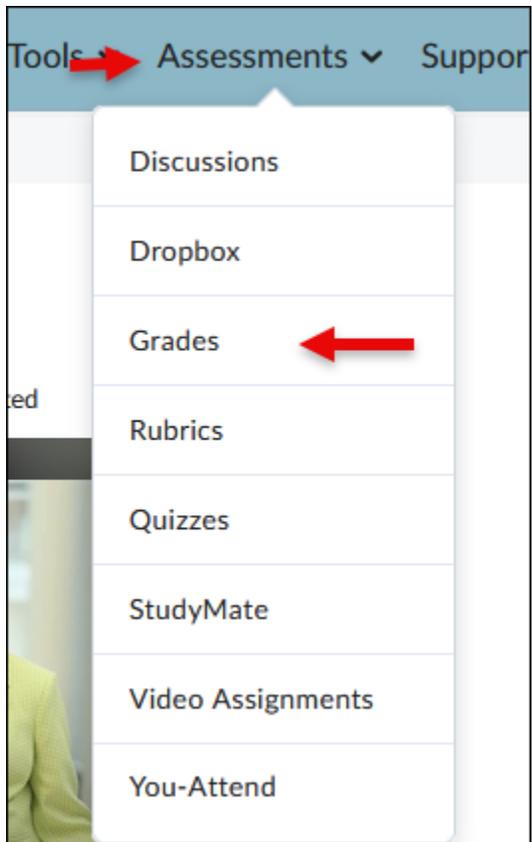


The screenshot shows a discussion topic interface. At the top, there is a title "Fully Online Discussion" and a sub-header "Group/section restrictions." Below this is a table with columns "Topic", "Threads", and "Posts". The first row is "Case Study Discussion" with 0 threads and 0 posts. A context menu is open over this row, listing options: "View Topic", "View Topic in Grid View", "Edit Topic" (highlighted with a red arrow), "Hide from Users", "View Topic Statistics", "Assess Topic", "Manage Exemptions", "Subscribe", and "Delete". Below the table is a section titled "Stuff and Things" with a dropdown arrow. Underneath is another table with columns "Topic", "Threads", and "Posts". The first row is "Stuff and Things Discussion" with 1 thread and 1 post. Below this table are several lines of text: "Available on May 24, 2023 12:21 PM. Access restricted before availability starts.", "Available until May 31, 2023 5:21 PM. Access restricted after availability ends.", "Includes assessment.", and "Tell me a cool fun fact or something that you consider 'useless knowledge' but super interesting."

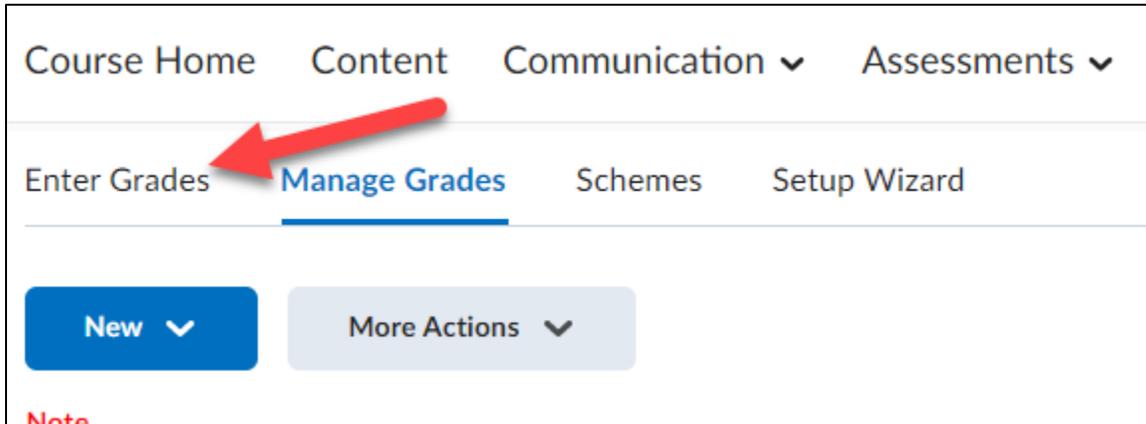
Assessing Posting

Accessing posts through the gradebook is the easiest way to assess and grade postings.

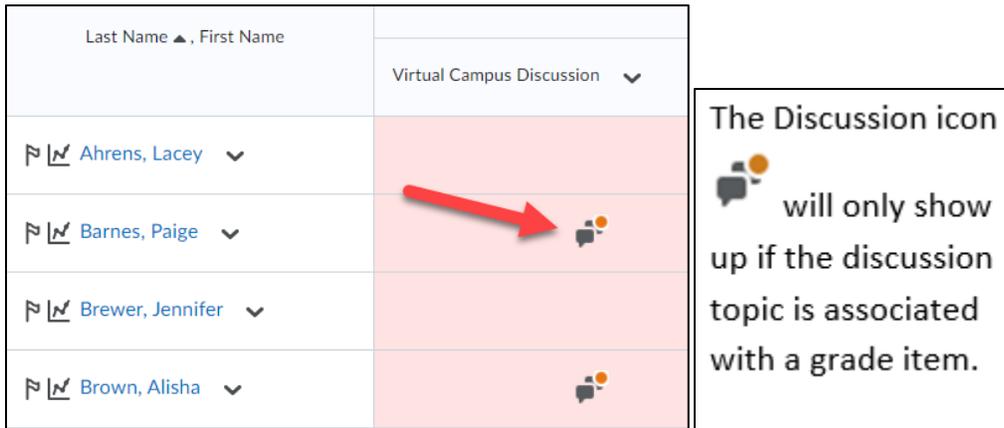
1. Click on Assessments from the course navigation bar and select Grades.



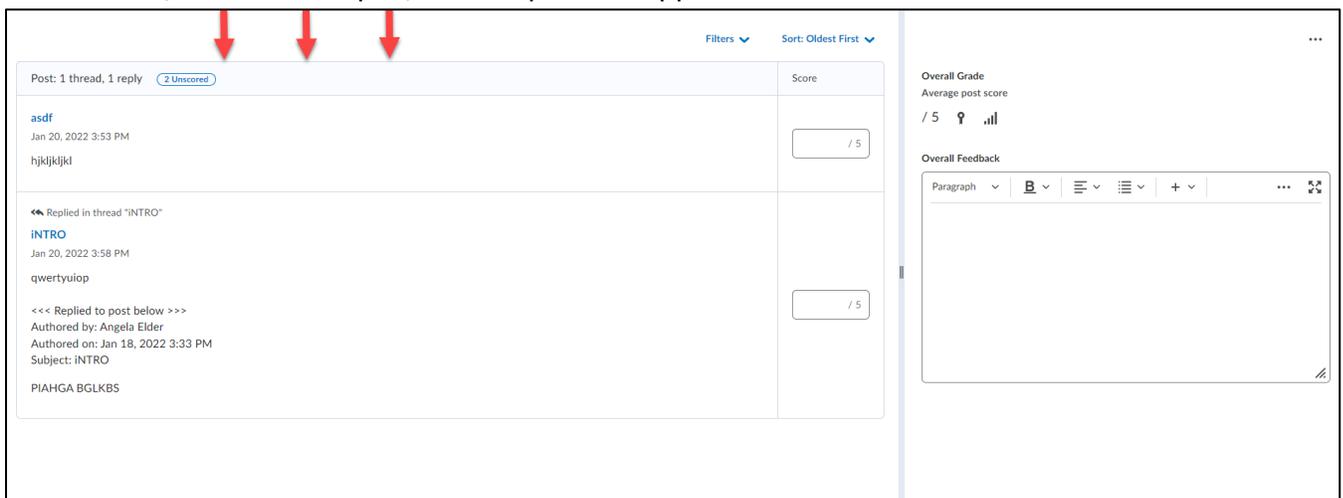
2. Click on the Enter Grades tab.



3. When a student makes a post to a specific discussion topic the discussion's icon  appears for that student under that grade item. Click on the discussion icon.



4. A new tab/window will open, and the post will appear on the left.



5. Click on the title of the student’s post to be taken directly to their original discussion entry. This will allow you to see more information about why the user posted that reply, or what learners replied to their post.

Post: 1 thread, 1 reply 2 Unscored Score

[asdf](#) Jan 20, 2022 3:53 PM
hjkjkjkl

◀ Replied in thread "iNTRO"

[iNTRO](#) Jan 20, 2022 3:58 PM
qwertyuiop

<<< Replied to post below >>>
 Authored by: Angela Elder
 Authored on: Jan 18, 2022 3:33 PM
 Subject: iNTRO
 PIAHGA BGLKBS

/ 5

/ 5

6. Enter a score in the score boxes (1). Enter additional feedback (2). When finished, **Click** the update button to publish the grade to the gradebook (3).

Filters Sort: Oldest First

Post: 1 thread, 1 reply 2 Unscored Score

[asdf](#) Jan 20, 2022 3:53 PM 1 / 5

hjkjkjkl

◀ Replied in thread "iNTRO"

[iNTRO](#) Jan 20, 2022 3:58 PM 1 / 5

qwertyuiop

<<< Replied to post below >>>
 Authored by: Angela Elder
 Authored on: Jan 18, 2022 3:33 PM
 Subject: iNTRO
 PIAHGA BGLKBS

Overall Grade
 Average post score
 / 5

Overall Feedback
 Paragraph 2

3 Update Retract

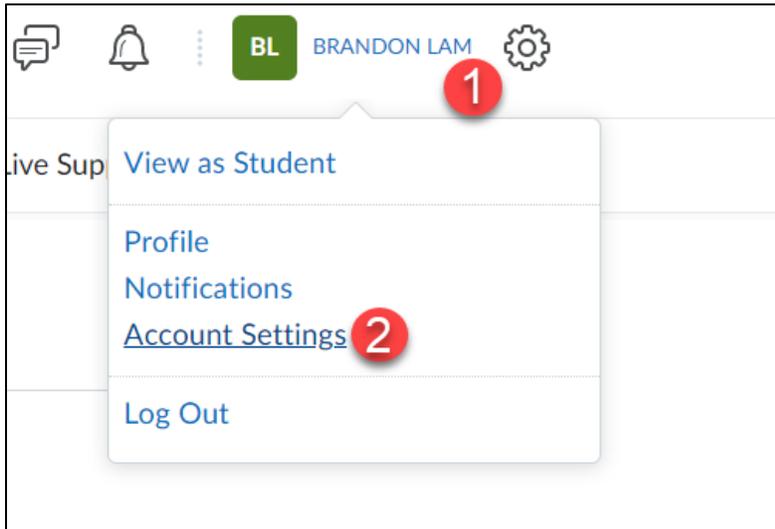
7. The grade is now displayed in the grade book for the student.

100 / 100	2.5 / 2.5	100 %	Great job!	
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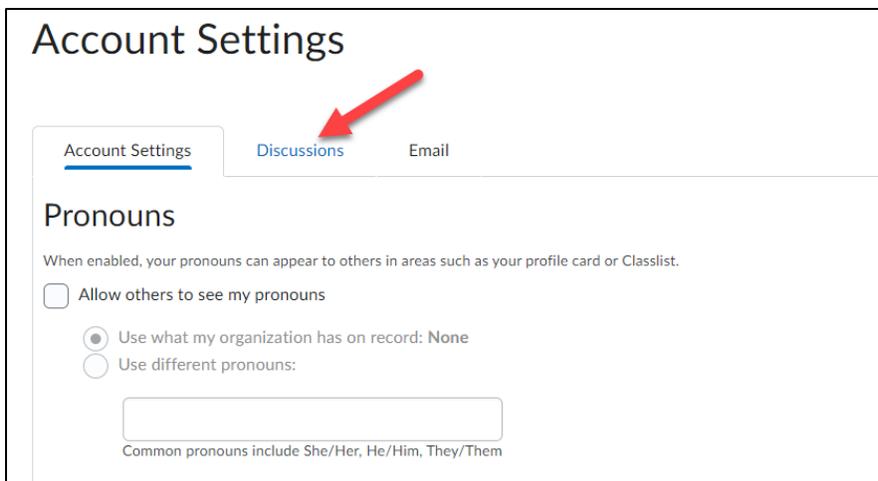
Change Discussion View Settings

If you prefer, you can change the default discussion view to a Grid Style. In the Grid Style view, message threads are listed on top and read on the bottom.

1. To change the view settings, **click** on the drop-down menu in the top right corner of the page next to your name **(1)** and **select** Account Settings **(2)**.



2. Click on the Discussions tab.



3. Select the Grid View option under Default View (1) and Click Save and Close (2).

The screenshot shows the 'Discussions' tab in the 'Account Settings' section. Under 'Personal Settings', the 'Default View' section is highlighted in light blue. A red circle with the number '1' points to the 'Grid View' radio button, which is selected. Below it, the 'Reading View' radio button is unselected. At the bottom of the settings panel, a red circle with the number '2' points to the 'Save and Close' button.

4. Your discussions will now be viewable in Grid view.

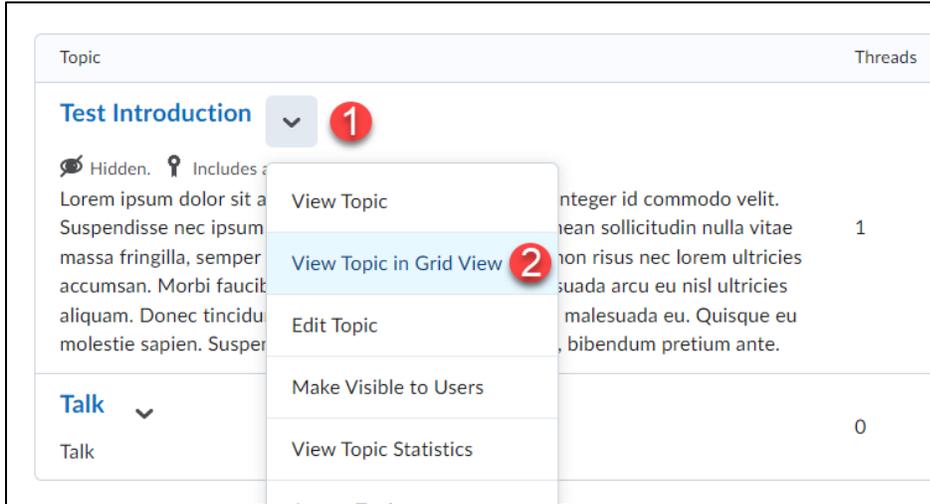
The screenshot shows a discussion thread titled 'Test Introduction' in 'Grid' view. The thread is displayed as a table with columns for 'Subject', 'Authored By', and 'Date'. The first row is the header, and the following two rows show posts by 'BRANDON LAM' with the subject 'Hello Everyone!'. The 'View' dropdown is set to 'Threaded'.

	Subject	Authored By	Date
<input type="checkbox"/>	▼ Hello Everyone!	BRANDON LAM	Mar 27, 2023 11:11 AM
<input type="checkbox"/>	Hello Everyone!	BRANDON LAM	Mar 27, 2023 11:13 AM

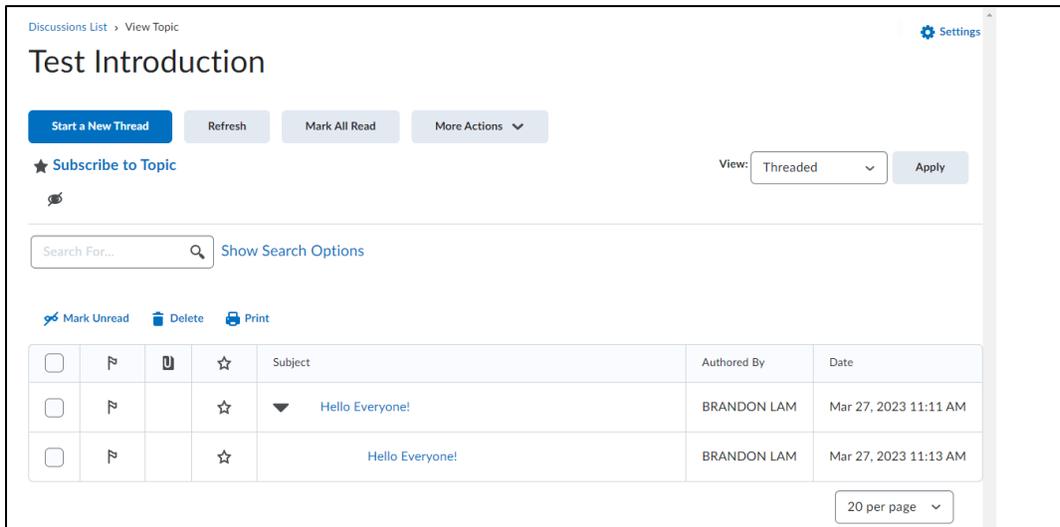
View a Discussion Topic in Grid View

If you prefer, you can view a discussion thread in Grid View. In the Grid view style, message threads are listed on top and read on the bottom.

1. To change a discussions view, **click** on the drop-down menu next to the discussion topic's title **(1)** and **select** View Topic in Grid View **(2)**.



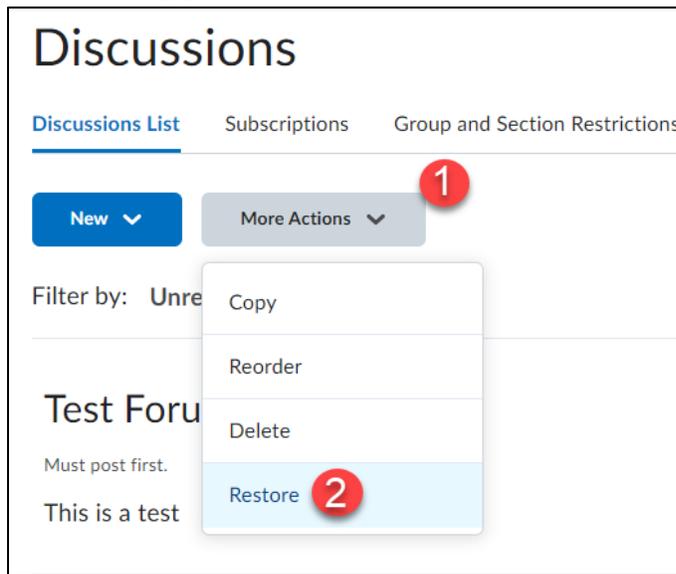
2. The discussion topic is now viewable in Grid view.



Restoring a Deleted Discussion

You can restore any deleted discussion back to the discussions area of your course.

1. From within the Discussions area, you will **click** on the More Actions button (1) and **select** Restore (2).

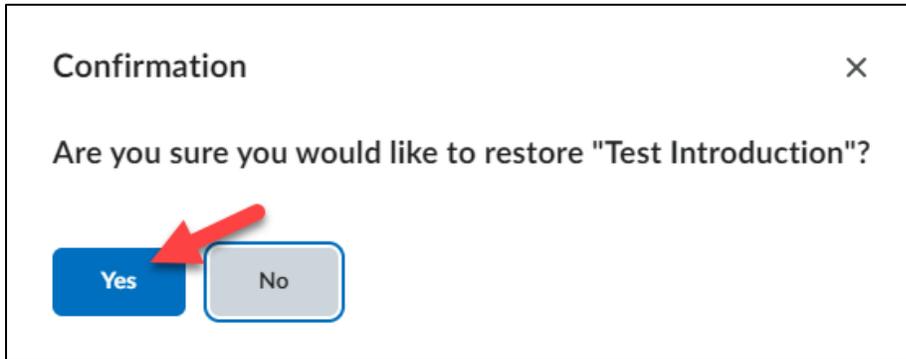


2. A list of every discussion you have deleted will appear. From here **click** the Restore button of the discussion you would like to restore.

Restore Forums and Topics

Forum > Topic	Deleted By	Date Deleted	Action
Test Forum > Test Introduction	BRANDON LAM	May 25, 2023 8:21 AM	Restore
Test Forum > Talk	BRANDON LAM	May 25, 2023 8:21 AM	Restore
Stuff and Things > Stuff and Things	BRANDON LAM	May 24, 2023 9:40 AM	Restore

3. Click the Yes button.

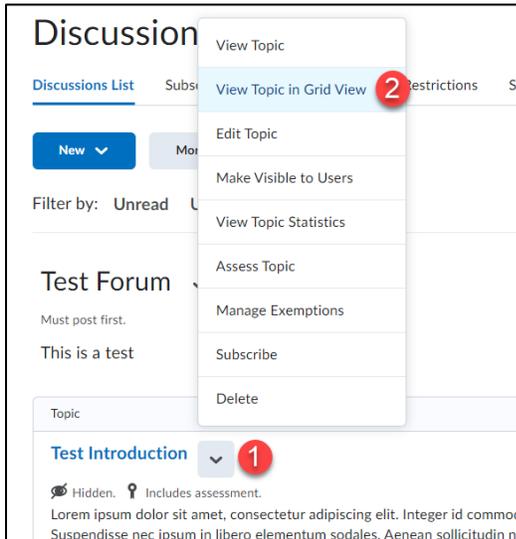


4. When you return to the discussions area the Discussion will now be placed there.

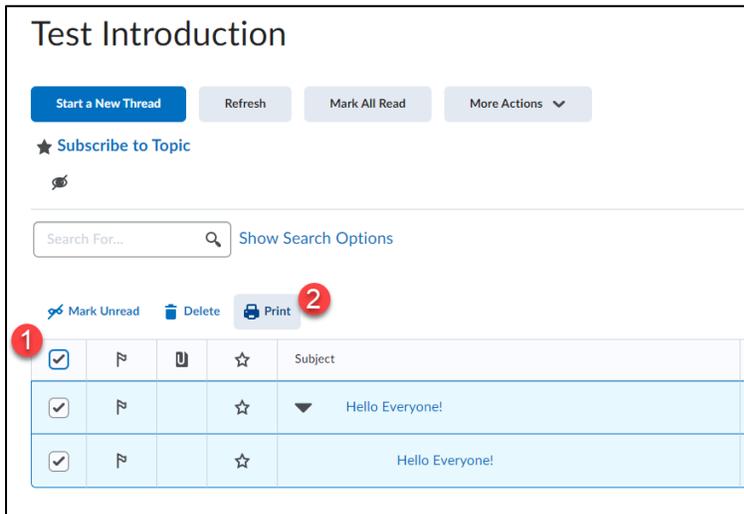


Printing all Discussion Thread in a Discussion Topic

1. Click on the drop-down menu next to the discussion topics title (1) and select View Topic in Grid View (2).



2. Check all discussion threads listed (1) and click the Print button (2). You will now be able to print all the threads in the discussion topic.



Grading a Discussion Using a Rubric

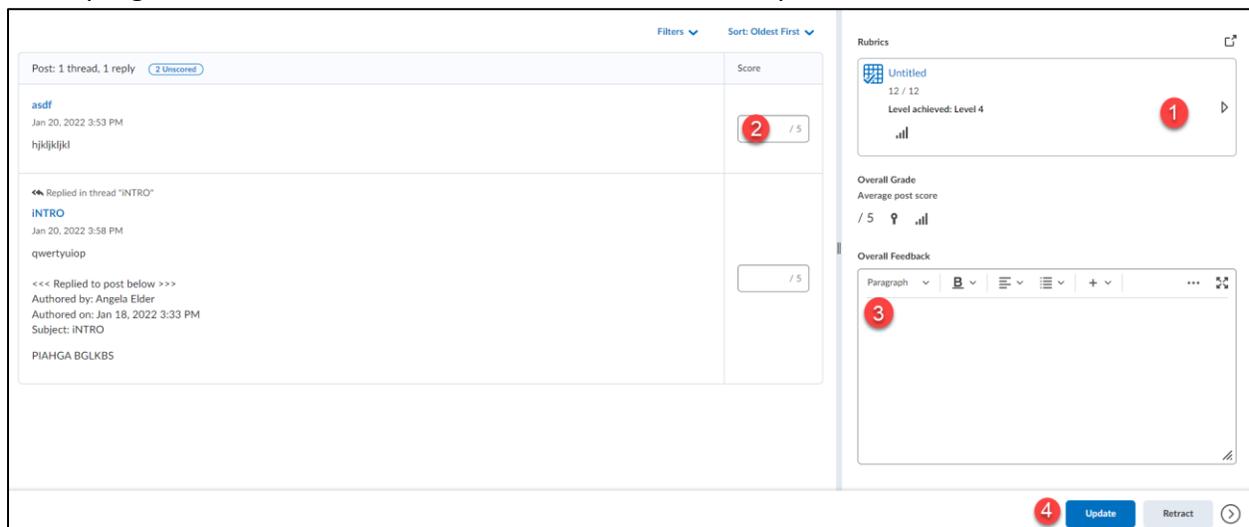
1. Click on the discussion's icon for the student's whose post you want to assess.

Last Name ▲, First Name	Virtual Campus Discussion ▼
Ahrens, Lacey ▼	
Barnes, Paige ▼	
Brewer, Jennifer ▼	
Brown, Alisha ▼	

The Discussion icon will only show up if the discussion topic is associated with a grade item.

2. Grade the students' discussion posting using the rubric on the right side of the page (1) and enter the grade of the discussion on the left side of the page (2). You can also provide feedback by entering it on the bottom of the right side of the page (3) and when finished with everything click update on the bottom right of the page (4).

Note: All rubric assessments and feedback are automatically saved in draft state while updates are in progress. Rubrics in draft state are not viewable until published.



The screenshot displays the discussion grading interface. On the left, a student post is shown with a score input field (2) and a feedback field (3). On the right, a rubric (1) is visible, and the overall grade section shows the average post score. At the bottom right, there is an 'Update' button (4).

3. The student's grade will now be published to the Gradebook in the course. Repeat steps 1-4 for each student posting you need to grade using the rubric.