

Discussions

What is the Discussions tool?

The **Discussions** tool allows instructors or site leaders to create an unlimited number of class discussions, and is integrated closely with other tools such as Resources and Gradebook.

A **Discussion** is a mandatory category or grouping for topics. **Topics**, which are created within discussions, are where participants can post conversations. A **Conversation** is the thread of messages in which participants post their contributions. A conversation can be created by instructors or students inside of a topic.

Some the features in the **Discussions** tool include the following:

- **Grading:** Interactions can be assigned a point value and sent to the Gradebook with comments.
- **Availability dates:** Discussions and topics can be released according to specified dates.
- **Moderation:** Instructors can choose to moderate messages posted to topics.
- **Counts of unread posts at a glance:** On your site's Home or Overview page, you can see how many unread messages or posts you have in both Messages and Discussions. From Home, you can see these totals for all sites in which you are enrolled.
- **Email notifications:** Site members can elect to receive no email notification, notification for all new postings in a site, or notification for responses to conversations they've posted in. The default is to receive notifications about new postings in conversations to which you have contributed.
- **Statistics:** Discussions statistics are available for site owners to determine the participation level of individual participants. You can also read all of a particular participant's posts using this feature.
- **Post before reading option:** The site owner (or another participant with the appropriate role) can enable participants to submit their posts to a topic before they have permission to read the responses of others.
- **Group awareness:** Site leaders can change discussions and topic settings in combination with predefined groups to allow or deny access to specific discussions per group.
- **Direct link to individual messages:** Site leaders can copy a direct link to individual messages to use elsewhere.
- **Composing messages:** A [Rich Text Editor](#) allows rich text, plain text, and HTML editing. You can add attachments to any message by linking to files or web links in Resources.
- **Quoted text:** Use the Insert Original Text option to insert the previous post into your response.

- **Email the author of a message:** Site leaders can directly email the author of a posting from within the Discussions tool.

Note: A discussion with the name of the site and a topic titled "General Discussion" are created by default.

To access this tool, select Discussions from the Tool Menu in your site.

 Resources

 Discussions

 Assignments

How do I create a new discussion?

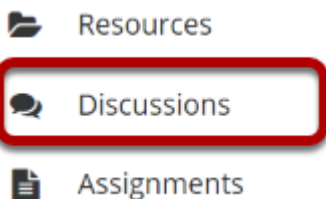
The **Discussions** tool is organized by **Discussions**, **Topics**, and **Conversations**.

- A **Discussion** is a mandatory category or grouping for topics. There may be more than one discussion in the course or project site.
- **Topics** are required within Discussions in order for site participants to be able to post, read, and reply to messages.
- **Conversations** are messages or threads of discussion posted within a Topic.

This article covers the process for creating a new Discussion.

Discussions are useful for grouping several similar topics together, such as graded discussions, or group topics. They can also be used to specify the default topic settings for all topics within the discussion. All new topics will inherit the discussion settings by default.

Go to Discussions.



Select the **Discussions** tool from the Tool Menu.

Click New Forum (New Discussion).

DISCUSSIONS

Link

Help



Forums

New Forum

Organize

Template Settings

Statistics & Grading

Notifications

Discussions

Use **Forum Settings** and **Topic Settings** to change the title and other details of this forum. New forums and topics can only be created by you or someone with your level of access. Use **Template Settings** to set up a template for all new forums.

[MPH101 123 123 Spring 2021 Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

[General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

By default, new sites are populated with a single discussion titled after the name of the site, and containing one topic for General Discussion. The default discussion and topic may be edited for posting messages, adding more topics to the existing discussion, or adding a new discussion.

Click **New Forum** to add a new discussion.

Title the Discussion

Forum Settings

Required items marked with *

* Forum Title

Case Studies

Discussion titles are required. Name the discussion a title to easily identify the types of topics expected within it. Remember that users post messages within topics, not discussions. Discussions are a grouping or classification of topics.

Enter a short description.

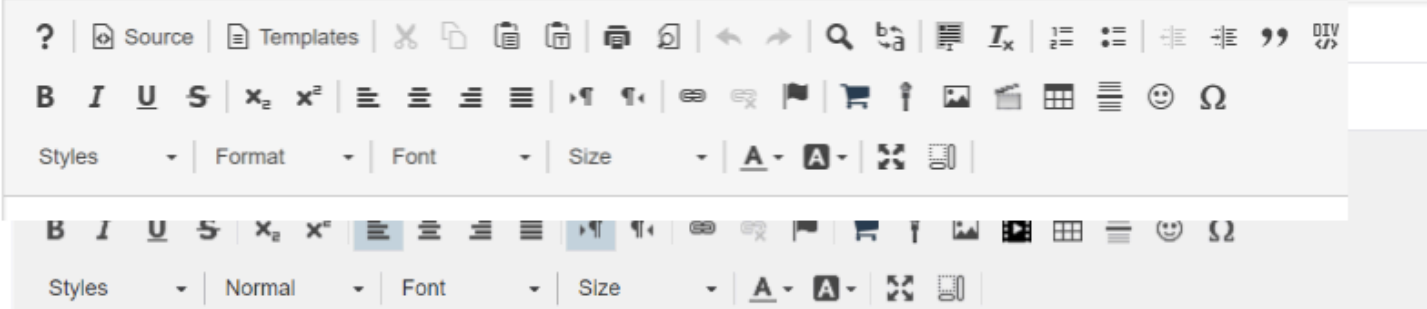
Short Description (255 characters max) 182 chars remain

Use this area to discuss case studies from each chapter of your textbook.

If desired, enter a description into the text box provided. The **Short Description** field only allows a maximum of 255 characters and does not allow formatting of text. This information is displayed to users when they view the Discussions tool.

Enter a detailed description.

Description



For each topic, be sure to:

1. Address the question with an original post.
2. Use specific examples from the chapter case study to support your main points.
3. Reply to at least two other student posts.

To provide more detailed instructions about the items in this discussion, use the **Description** area to enter the information. This area includes the [Rich Text Editor](#) and allows for more advanced formatting options.

Add attachments. (Optional)

Attachments

No attachments yet

ADD ATTACHMENTS

Optionally, you may attach files to the discussion. Click the **Add attachments** button to browse for and select a file.

View Attachments

Attachments

Title		Size	Type
Discussion Guidelines.docx	Remove	11729	application/vnd.openxmlformats-officedocument.wordprocessingml.document

[ADD MORE ATTACHMENTS](#)

After a file is attached, the file name, file size, and file format will be displayed.

Select discussion posting options.

Forum Posting

- Lock forum (disable forum postings)
- Moderate topics in forum
- Require users to post before reading

There are several discussion posting options from which to choose. Remember, any settings selected here will apply to all of the topics within this discussion by default. (However, these may be overridden by the settings on an individual topic if desired.)

- **Lock forum:** This option locks the discussion so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topics in forum:** This option means all messages posted within topics in this discussion must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.

Select availability.

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**, or you can choose to **Specify dates to open (show) and/or close (hide)**.

Tip: Setting open and close dates at the discussion level can be tricky because individual topics may also have specified dates. However, the discussion must be visible in order for the topics within the discussion to be available to students. Typically, instructors set open/close dates at the topic level only.

Select Read Options.

Mark All Messages in Conversations Read



Automatically mark all messages in a conversation as read

The default option is unchecked, allowing the user to mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item.

Grading

Gradebook
item:

Select a Gradebook item ▼

This will be the default in this forum's topics. [\(More?\)](#)

When grading discussion posts, select a specific Gradebook item for the grades to be included in the Gradebook calculations.

Note: You must first create the Gradebook item in Gradebook tool before you can select it to be associated with a discussion or topic.

Tip: Similar to open/close dates, associating with the Gradebook at the discussion level is not always ideal because individual topics may also be graded. Faculty may prefer to grade discussions at the topic level.

Permissions

In most cases, the default discussion permissions are appropriate. By default, instructors are discussion **Owners**, and all other site participants are **Contributors**. The discussion owner may add and delete topics, modify permissions, edit the discussion and topic descriptions, etc. Contributors may only read, post, and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions

Role	Permission Level	Action
Instructor	Owner	Customize
Student	Contributor	Customize
Teaching Assistant	Contributor	Customize

New Forum
 New Topic
 New Conversation
 Reply
 Post to Gradebook

Change Settings
 Read
 Mark as Read
 Moderate Messages
 Identify Anonymous Authors

Edit Messages
 None
 Own
 All

Delete Messages
 None
 Own
 All

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e., Author, Contributor, None, Nonediting Author, Owner, Reviewer, Custom).
2. Discussion permissions may be customized for different user roles, or for groups within the class. Click **Customize** to further expand the options for a particular role and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Click Save.

Save Save Settings & Add Topic Save Draft Cancel


Once completed, scroll to the bottom of the page and select the **Save** button. (Alternately, if you would like to go directly to the screen to begin adding a new topic to the forum you just created, you may select **Save Settings & Add Topic** instead.)

Note: All discussions need at least one topic in order to be active.

How do I add a new topic?

A Discussion must contain a **Topic** in order for users to create a post. (See also [How do I create a new Discussion?](#))

Go to Discussions.

 Resources

 Discussions

 Assignments

Select the Discussions tool from Tool Menu in your site.

Select New Topic.

 DISCUSSIONS

 Link

 Help



Forums

New Forum

Organize

Template Settings

Statistics & Grading

Notifications

Discussions

[Case studies](#) [New Topic](#) [Forum Settings](#) | [More](#) ▾

Use this area to discuss case studies from each chapter of your textbook.

▾ View Full Description

You need to add at least one topic for the forum above to be active. [Create a topic?](#)

Create a Topic Title.

* Topic Title

Chapter 1 Case Study

Topic titles are required for every topic.

Create a Short Description.

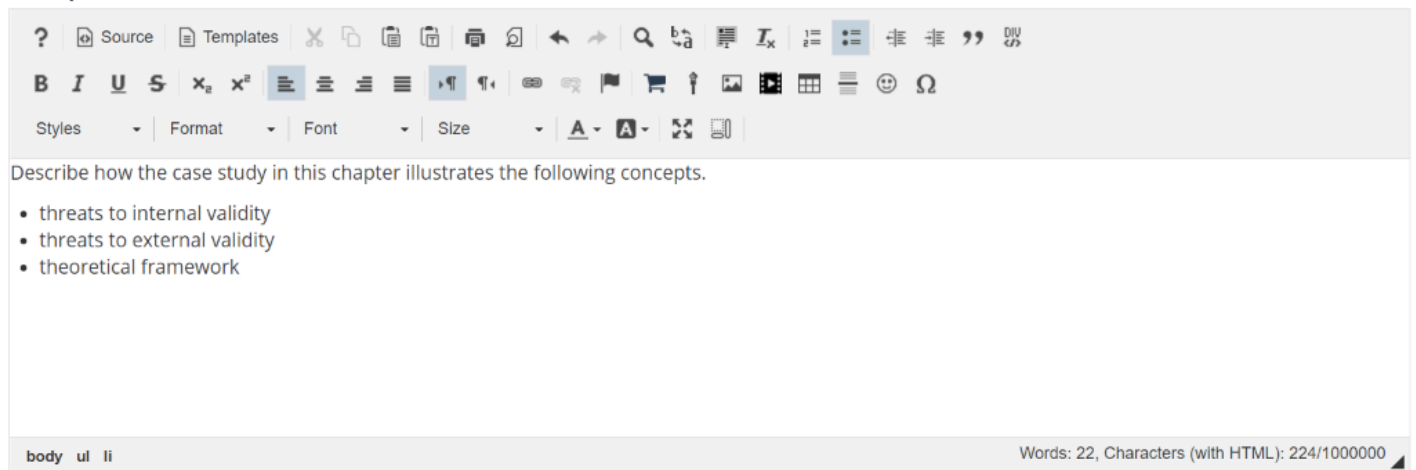
Short Description (255 characters max) 210 chars remain

Please discuss the case study from chapter 1.

Be aware that this short description only allows a maximum of 255 characters.

Create a detailed Description.

Description



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for editing text, including bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and emoji. Below the toolbar, the text area contains the following content:

Describe how the case study in this chapter illustrates the following concepts.

- threats to internal validity
- threats to external validity
- theoretical framework

At the bottom of the editor, there is a status bar that reads "body ul li" on the left and "Words: 22, Characters (with HTML): 224/1000000" on the right.

This description box allows the use of the [Rich Text Editor](#).

Add Attachments.

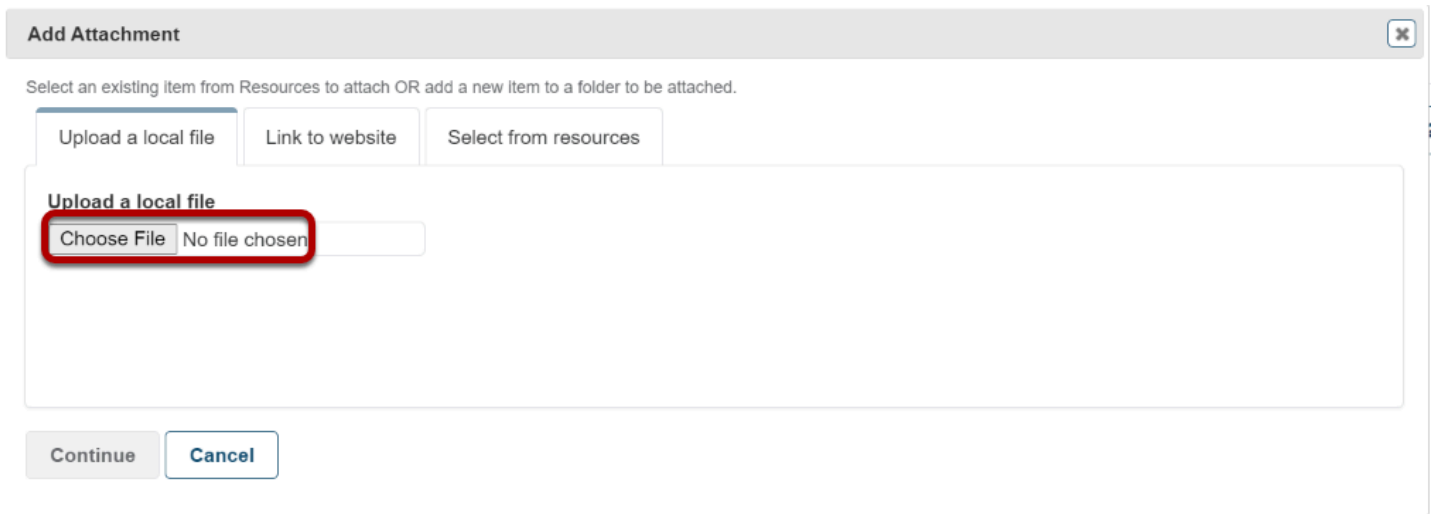
Attachments

No attachments yet

[Add attachments](#)

Additionally, you can add file attachments to the discussion. Click the **Add attachments** button to browse for and select a file.

View attachments.



Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Upload a local file | Link to website | Select from resources

Upload a local file

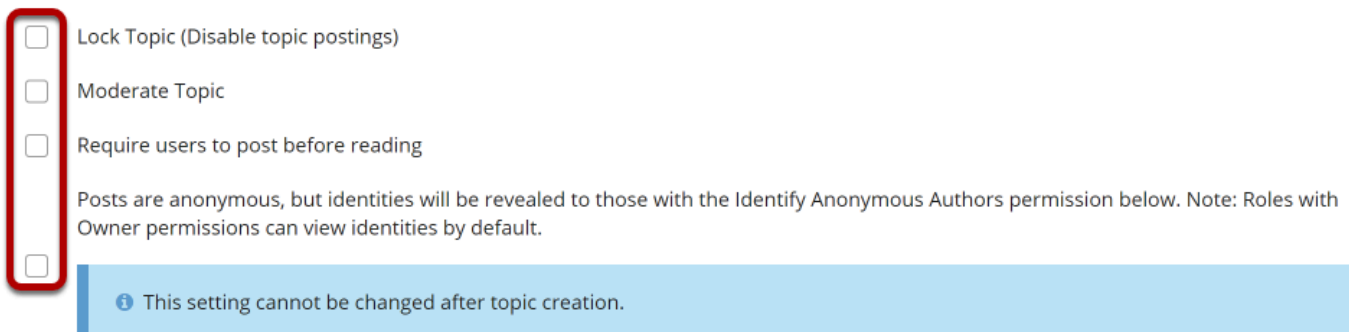
Choose File | No file chosen

Continue | Cancel

After a file is attached, the file name, file size, and file format will be displayed.

Select Topic Posting options.

Topic Posting



Lock Topic (Disable topic postings)

Moderate Topic

Require users to post before reading

Posts are anonymous, but identities will be revealed to those with the Identify Anonymous Authors permission below. Note: Roles with Owner permissions can view identities by default.

i This setting cannot be changed after topic creation.

There are several topic posting options from which to choose. Any settings selected here will apply to this topic only.

- **Lock topic:** This option locks the topic so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topic:** This option means all messages posted within the topic must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.
- **Posts are anonymous:** Select this option if you want site participants to be able to post without displaying the name of the post's author.

Note: The anonymous setting cannot be changed once the topic is created, so be certain that you want anonymous postings before saving!

Select Availability.

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**, or you can choose to **Specify dates to open (show) and/or close (hide)**.

Select Notifications.

Notifications

- Allow email notifications for new messages
- Include contents of messages in email notifications

Select to **Allow email notifications for new messages** whenever a new message is posted. Select to **Include contents of messages in email notifications** when email notifications are enabled.

Select Read options.

Mark All Messages in Conversations Read

- Automatically mark all messages in a conversation as read

The default option is to unchecked, allowing the user to mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item.

Grading

Gradebook item: This will be the default when grading in this topic. [\(More?\)](#)

When grading topic posts, select a specific item for the grades to be included in the Gradebook calculations.

Note: You must first create the Gradebook item in the Gradebook tool before you can select it to be associated with a topic.

Automatically Create Topics for groups.

Automatically Create Topics

Create one topic

Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. Once you save it, you won't be able to edit the group permissions. [\(More?\)](#)

Group 1

Group 2

If you would like to create multiple, private group topic areas, select the radio button for **Automatically create multiple topics for groups** and then check the box next to each group for which a topic should be created. Each group member will be set to "Contributor" in their group's topic and "None" in other automatically created topics. The default Student role will also automatically be set to the permission level of "None."

Permissions

In most cases, the default topic permissions are appropriate. By default, instructors are discussion **Owners**, and all other site participants are **Contributors**. The topic owner may add and delete topics, modify permissions, edit the topic settings and topic descriptions, etc. Contributors may only read, post, and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions

Role	Permission Level	Customize
Instructor	Owner	Customize
Student	Contributor	Customize
Teaching Assistant	Contributor	Customize

New Forum
 New Topic
 New Conversation
 Reply
 Post to Gradebook
 Change Settings
 Read
 Mark as Read
 Moderate Messages
 Identify Anonymous Authors
Edit Messages
 None
 Own
 All
Delete Messages
 None
 Own
 All

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e., Author, Contributor, None, Nonediting Author, Owner, Reviewer, or Custom).
2. Discussion permissions may be customized for different user roles, or for groups within the class. Click **Customize** to further expand the options for a particular role and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Save and add topic.

Save Save Draft Save Settings & Add Topic Cancel

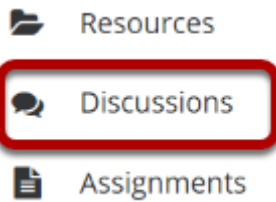
Once completed, scroll to the bottom of the page and select the **Save** button. Or if you would like to add more topics to the same discussion, select the **Save Settings & Add Topic** button.

Note: All discussions need at least one topic in order to be active.

How do I organize discussions and topics?

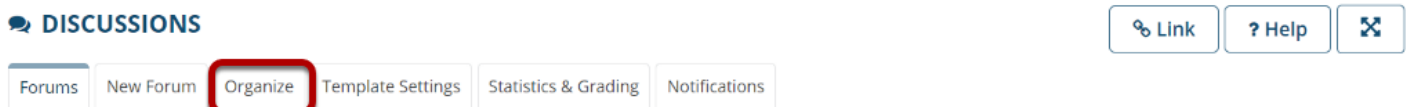
Discussions may be rearranged to change the order in which discussions are listed.

Go to Discussions.



Select the Discussions tool from the Tool Menu of your site.

Select the Organize button.



Select the appropriate number next to the Forum or Topic.

Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower numbers will appear at the top.

1	Case studies
1	Chapter 3 Case Study
2	Chapter 2 Case Study
3	Chapter 1 Case Study
2	MPH101 123 123 Spring 2021 Forum
1	General Discussion

The numeric pull down menu allows for reordering the Discussions, Topic, or both. Select the appropriate number for the order in which the items should appear.

Click Save.


After you have placed the discussions and topics in the desired order, click **Save**.

How do I post to a discussion topic?

Discussions are organizational units that group topics within the site. You cannot post directly to a discussion; you must first enter a topic and post your message there.

In order to post to a discussion topic, you will **Start a New Conversation** or thread.

Go to Discussions.

 Resources

 Discussions

 Assignments


Select the Discussions tool from Tool Menu in your site.

Choose a Discussion.

Course Goals [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Description of learning objectives and outcomes.

▾ View Full Description

 **Learning Objective 1** 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Learning Objective 1 explanation.

▾ View Full Description

Case studies [New Topic](#) | [Forum Settings](#) | [More](#) ▾


Use this area to discuss case studies from each chapter of your text book.

▾ View Full Description

 **Chapter 3 Case Study** 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Please discuss the case study from chapter 3.

▾ View Full Description

 **Chapter 2 Case Study** 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

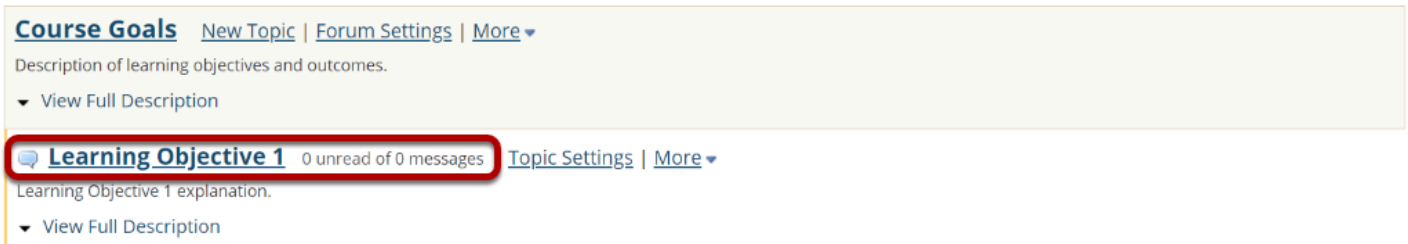
Please discuss the case study from chapter 2.

▾ View Full Description

This is an example of a discussion. The discussion title will appear in bold and in a larger font than the topic titles indented beneath it. If you would like to view more information about the

discussion, you may click **View Full Description** to view any additional information provided by the site owner.

Select a topic within the discussion.

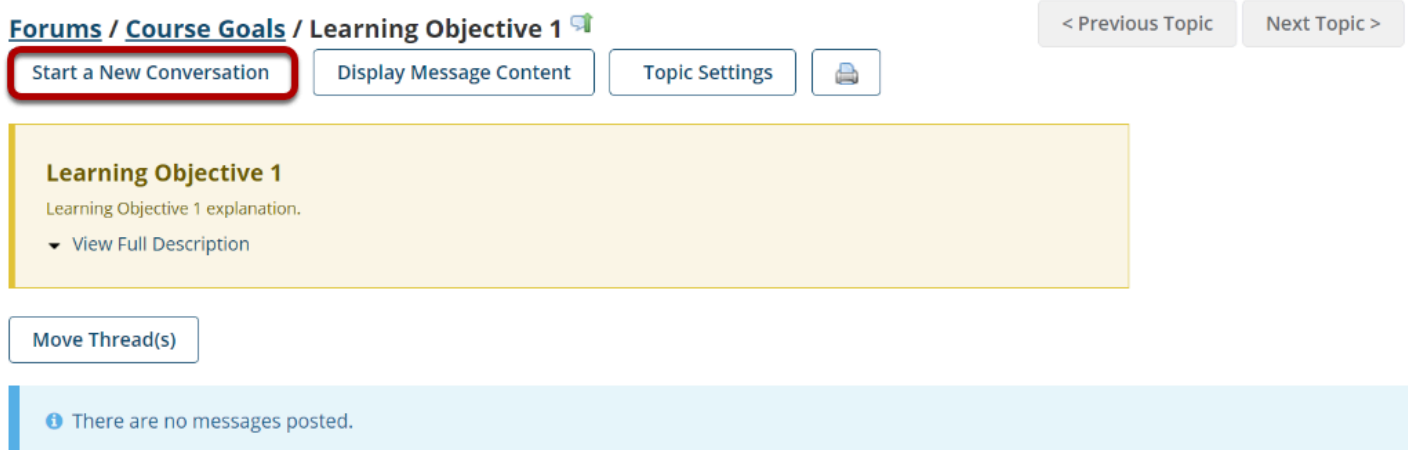


The screenshot shows a forum interface with two topic entries. The first entry is titled "Course Goals" with a description "Description of learning objectives and outcomes." and a "View Full Description" link. The second entry is titled "Learning Objective 1" with a description "Learning Objective 1 explanation." and a "View Full Description" link. The "Learning Objective 1" entry is highlighted with a red box, and its title is also highlighted with a red box. The "Learning Objective 1" entry also shows "0 unread of 0 messages" and "Topic Settings | More" links.

This is an example of a discussion topic.

Click on the title of the topic to enter that topic.

Click Start a New Conversation.



The screenshot shows a forum topic page for "Learning Objective 1". The breadcrumb trail is "Forums / Course Goals / Learning Objective 1". There are navigation buttons for "< Previous Topic" and "Next Topic >". Below the breadcrumb trail are four buttons: "Start a New Conversation" (highlighted with a red box), "Display Message Content", "Topic Settings", and a printer icon. Below these buttons is a yellow box containing the topic title "Learning Objective 1", the description "Learning Objective 1 explanation.", and a "View Full Description" link. Below the yellow box is a "Move Thread(s)" button. At the bottom of the page is a light blue banner with the message "There are no messages posted."

Starting a new conversation is the same thing as starting a new thread.

After you click **Start a New Conversation**, the message composition window will appear.

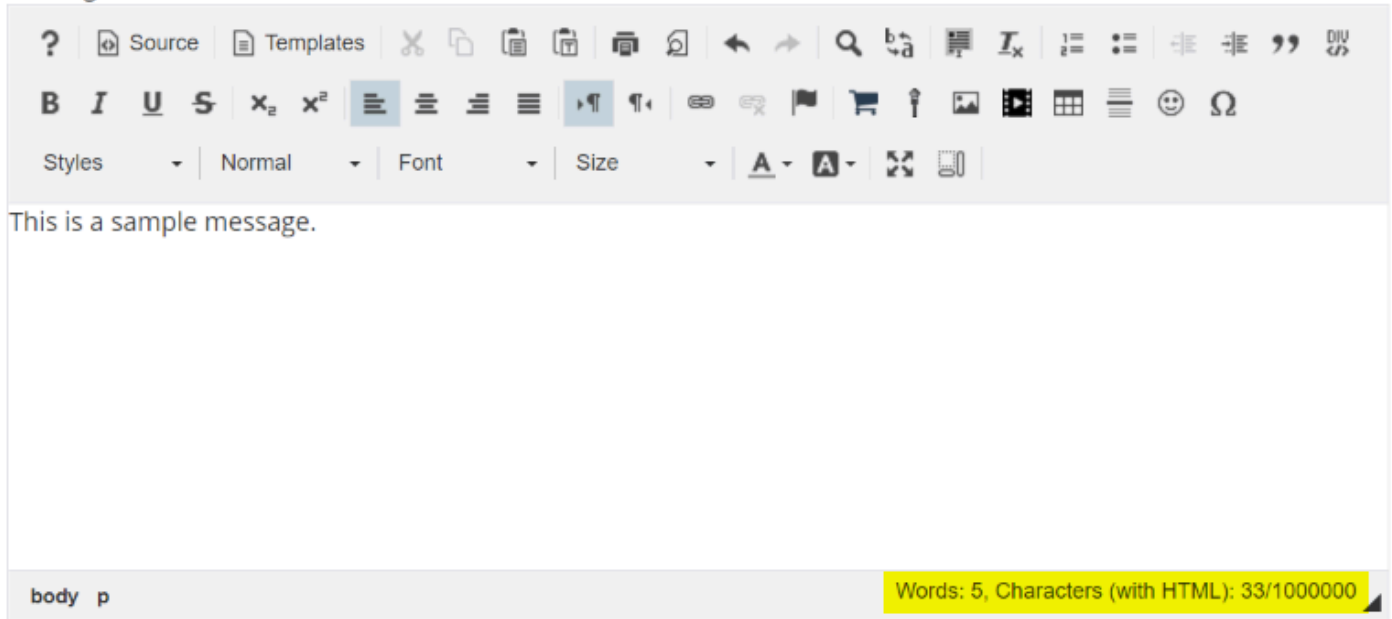
Enter a Title.

* Title

Example Post

Enter a message.

Message



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for editing text, including bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert table, and insert code. Below the toolbar is a text input area containing the text "This is a sample message." At the bottom of the input area, there is a status bar showing "body p" on the left and "Words: 5, Characters (with HTML): 33/1000000" on the right.

This description box allows use of the [Rich Text Editor](#).

Note: The message box will keep track of the word count in the lower right corner.

Add Attachments. (Optional)

Attachments

No attachments yet

ADD ATTACHMENTS

If desired, there is an option to upload attachments to the conversation. Click **Add Attachments** to browse for and select your file.

Click Post.

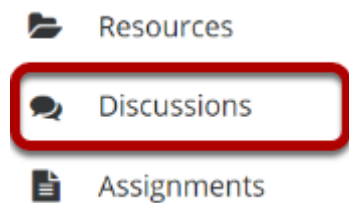
POST CANCEL

After completing the conversation, click **Post** to make the conversation viewable.

Footer

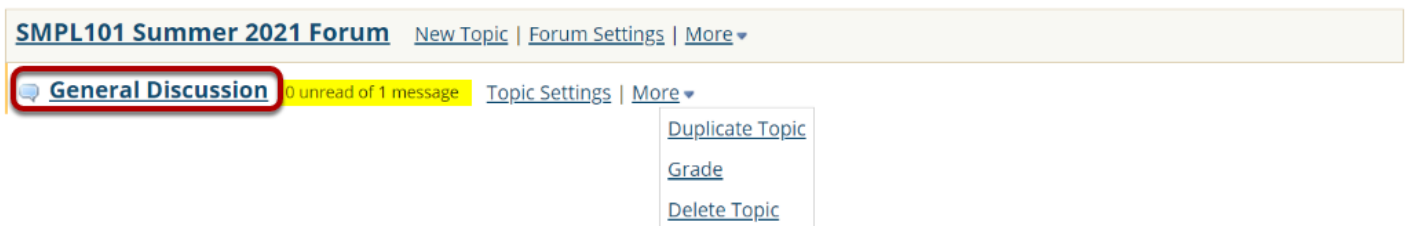
How do I reply to a discussions post (i.e., conversation)?

Go to Discussions.



Select the **Discussions** tool from Tool Menu in your site.

Choose a topic within a discussion.



Click on the title of the topic to enter the topic.

Note: The message indicator text next to the topic title will tell you how many messages have been posted within that topic, and how many of them are new or unread.

Click on the title of an existing post to view the conversation.

FORUMS LINK HELP

Start a New Conversation Display Message Content

Forums / TEST 003 015 Summer Forum / Course Goals < PREVIOUS TOPIC NEXT TOPIC >

Course Goals

Conversation	Marked As Read	Authored By	Date
New! Understanding 1 unread of 1 message	MARK AS READ	Demo Instructor (demoinstructor)	Feb 26, 2020 12:01 PM

Click reply.

FORUMS LINK HELP

1 [Reply to Initial Message](#) Mark All as Read

Forums / TEST 003 015 Summer Forum / Course Goals / Understanding < PREVIOUS CONVERSATION NEXT CONVERSATION >

View by Conversation Go to first new message

DI **New!** [Understanding](#)
Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM) - Read by: 1

MARK AS READ **REPLY** **2**

Course goals may include simply the concept of understanding:

- Understanding the human condition
- Understanding other cultures
- Understanding the conflict of situation
- Etc.

You have two different options for replying to the post within the Discussions tool:

1. Click **Reply to Initial Message** at the top of the conversation to reply to the first message in the conversation or thread.
2. Click the **Reply** link within the message itself to reply to the item you are currently viewing. This is the option you want to use if you would like to reply to someone else's reply.

Compose your message.

FORUMS

LINK HELP

Reply to Forum Conversation

TEST 003 015 Summer Forum/ Course Goals

Replying to: Understanding Demo Instructor (demostructor) (Feb 26, 2020 12:01 PM)

Hide message you are replying to

Course goals may include simply the concept of understanding:

Understanding the human condition

Understanding other cultures

Understanding the conflict of situation

Etc.

Required items marked with *

* Reply Title

Re: Understanding

Message Insert original text Word Count: (22)

Rich text editor toolbar with options like Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, and Font Size.

YES! I am most interested in exploring the concept of the human condition through the author's use of character development.

body p Words: 20, Characters (with HTML): 147/1000000

Attachments

No attachments yet

ADD ATTACHMENTS

POST CANCEL

The message you are replying to will be displayed at the top. You can hide the message by clicking on the small downward arrow next to "Hide the message you are replying to."

Edit the reply title. (Optional)

* Reply Title

Re: Understanding

The title will be taken from the initial message and pre-filled for you, but you may modify it if you wish.

Enter your message.

Message [Insert original text](#) Word Count: (22)

YES! I am most interested in exploring the concept of the human condition through the author's use of character development.

Original Message:
From Demo Instructor ([demoinstructor](#)) (Feb 26, 2020 12:01 PM EST)
Subject Understanding

Course goals may include simply the concept of understanding:
Understanding the human condition

body p Words: 56, Characters (with HTML): 672/1000000

Use the [Rich Text Editor](#) to compose your response.

*Note: You may optionally click on the **Insert original text** link above the editor area to include the original message along with your reply.*

Add Attachments. (Optional)

Attachments

No attachments yet

[ADD ATTACHMENTS](#)

Click the **Add attachments** button if you would like to browse for and attach a file.

Click Post.

[POST](#)

[CANCEL](#)

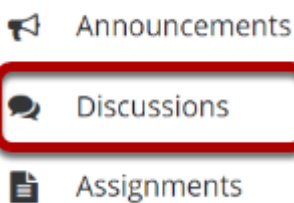
After you have finished your reply, click **Post** to add your message to the conversation.

How do I email a discussion post author?

This outlines the process of contacting an author of a Discussions post by email. Typically, the email option is only available for instructors or site owners.

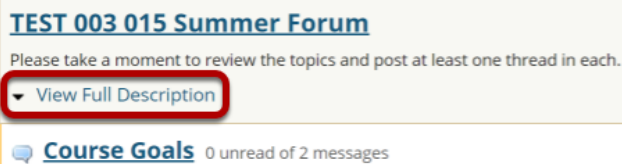
Note: This email reply option sends a message to the author's external email address. It does not use the internal Messages tool to send the message.

Go to Discussions.



Select the Discussions tool from the Tool Menu in your site.

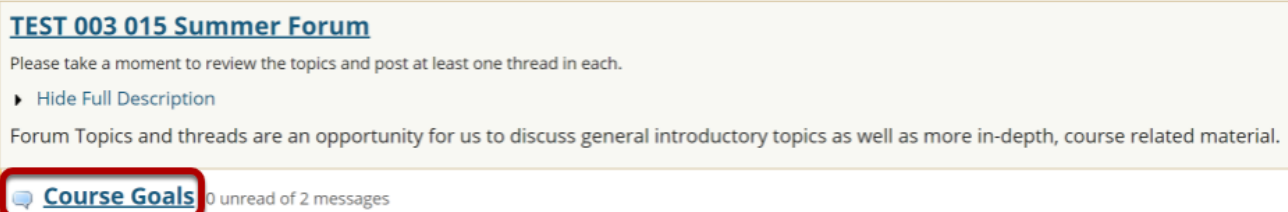
Choose a discussion.



This is an example of a forum, bolded and in the largest comparative font.

Click **View Full Description** to view more information about the Discussion.

Select the Topic within the Discussion.



This is an example of a **Topic**. Select the Topic to view messages posted to that topic.

Select the Conversation.

The screenshot shows a forum interface. At the top left, there is a 'FORUMS' header with a speech bubble icon. To the right are three buttons: 'LINK', 'HELP', and a close icon. Below this is a navigation bar with 'Start a New Conversation' and 'Display Message Content' with a printer icon. The main content area shows the breadcrumb 'Forums / TEST 003 015 Summer Forum / Course Goals' and two buttons: '< PREVIOUS TOPIC' and 'NEXT TOPIC >'. A yellow banner highlights the 'Course Goals' topic. Below this is a table with columns for 'Conversation', 'Authored By', and 'Date'. The first row shows a conversation titled 'Understanding' (with a red box around the title and a right-pointing arrow), '0 unread of 2 messages', 'Demo Instructor (demoinstructor)', and 'Feb 26, 2020 12:01 PM'.

Select a **conversation**, or thread by clicking on the subject of the post.

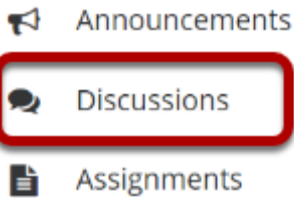
Click Email.

The screenshot shows a forum interface for a specific conversation. At the top left, there is a 'FORUMS' header. To the right are three buttons: 'LINK', 'HELP', and a close icon. Below this is a navigation bar with 'Reply to Initial Message' and 'Mark All as Read' with a printer icon. The main content area shows the breadcrumb 'Forums / TEST 003 015 Summer Forum / Course Goals / Understanding' and two buttons: '< PREVIOUS CONVERSATION' and 'NEXT CONVERSATION >'. A 'View' dropdown menu is set to 'by Conversation'. Below this is a link 'Go to first new message'. The message thread starts with a post by 'DI Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM) - Read by: 2'. The post content is 'Course goals may include simply the concept of understanding: Understanding the human condition, Understanding other cultures, Understanding the conflict of situation, Etc.'. Below the post are buttons for 'REPLY', 'EMAIL', 'GRADE', 'EDIT', and 'DELETE MESSAGE'. The 'EMAIL' button is highlighted with a red box. Below this is a new post by 'DS Demo Student 1 (demo student01) (Feb 26, 2020 1:04 PM) - Read by: 1'. The post content is 'YES! I am most interested in exploring the concept of the human condition through the author's use of character development.'. Below this is an 'Original Message' section with 'From Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM EST)' and 'Subject Understanding'. The 'Original Message' content is identical to the first post.

Click **Email** below the author's name in order to email the discussion post author.

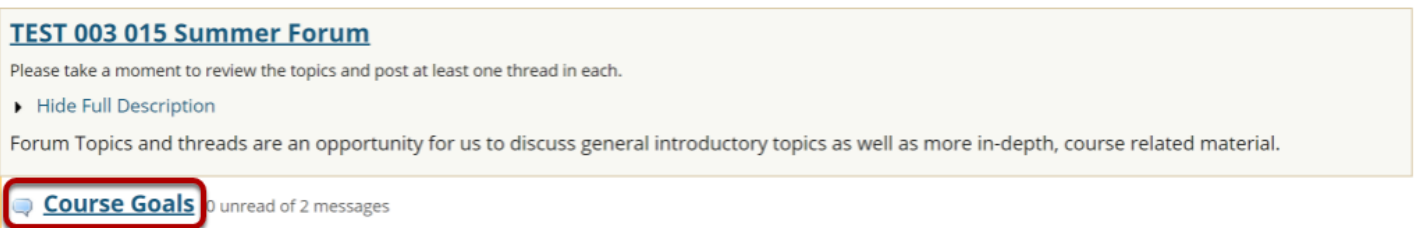
How do I delete a discussion post (i.e., conversation)?

Go to Discussions.



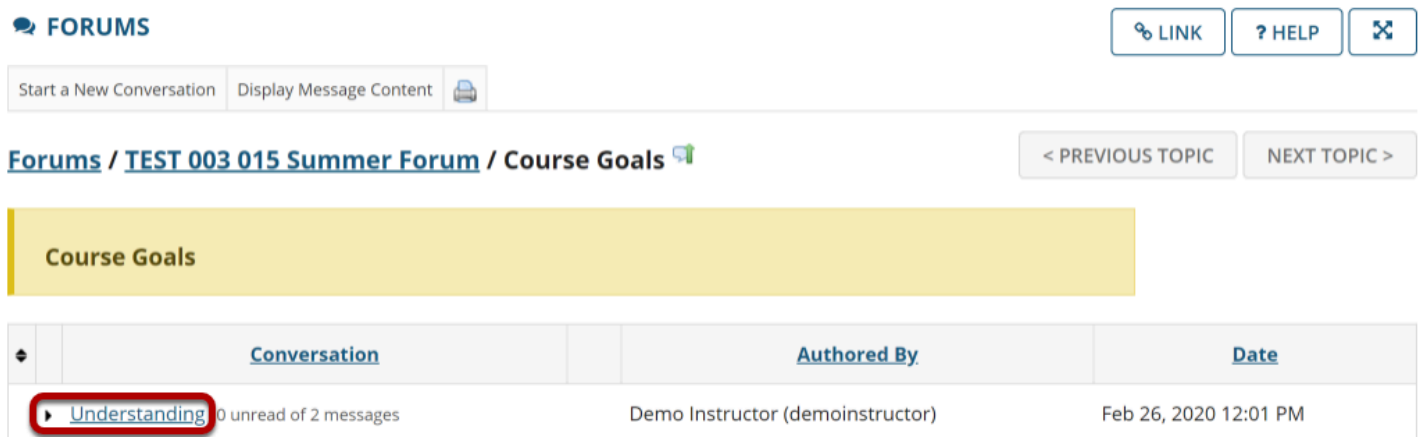
Select the Discussions tool from Tool Menu in your site.

Choose a topic within a discussion.



Click on the title of the topic to enter the topic.

Select a conversation from list.



Click on the title of the conversation.

Click delete message.

FORUMS LINK HELP +

Reply to Initial Message | Mark All as Read

Forums / TEST 003 015 Summer Forum / Course Goals / Understanding

View by Conversation < PREVIOUS CONVERSATION NEXT CONVERSATION >

[Go to first new message](#)

DI **Understanding**
Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM) - Read by: 2

[REPLY](#) [EMAIL](#) [GRADE](#) [EDIT](#) [DELETE MESSAGE](#)

Course goals may include simply the concept of understanding:
Understanding the human condition
Understanding other cultures
Understanding the conflict of situation
Etc.

DS **New! Re: Understanding**
Demo Student 1 (demostudent01) (Feb 26, 2020 1:04 PM) - Read by: 1

[MARK AS READ](#) [REPLY](#) [EMAIL](#) [GRADE](#) [EDIT](#) [DELETE MESSAGE](#)

YES! I am most interested in exploring the concept of the human condition through the author's use of character development.

Original Message:
From Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM EST)
Subject Understanding

Course goals may include simply the concept of understanding:
Understanding the human condition
Understanding other cultures
Understanding the conflict of situation
Etc.

Click **Delete Message** for the message you want to remove.

Click Delete again to confirm.

DS **Re: Understanding**
Demo Student 1 (demostudent01) (Feb 26, 2020 1:04 PM)

YES! I am most interested in exploring the concept of the human condition through the author's use of character development.

Original Message:
From Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM EST)
Subject Understanding

Course goals may include simply the concept of understanding:
Understanding the human condition
Understanding other cultures
Understanding the conflict of situation
Etc.


DELETE


If you are sure you want to delete the message, click **Delete** again to confirm removal. The message will be permanently deleted.

How do I moderate a topic?

A moderated discussion allows the instructor to review and approve a discussion posting before the participants may view the post. When a discussion is moderated, each message submitted by a participant must be reviewed and approved before other participants may read them.

Go to Forums.

 [Announcements](#)

 [Discussions](#)

 [Assignments](#)

Select the Discussions tool from the Tool Menu in your site.

Click Topic Settings.

[TEST 003 015 Summer Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Please take a moment to review the topics and post at least one thread in each.

▾ [View Full Description](#)

 [Course Goals](#) 0 unread of 2 messages [Topic Settings](#) [More](#) ▾

Click **Topic Settings** to moderate a particular Topic.

Check the box next to Moderate Topic.


Topic Posting

Lock Topic (Disable topic postings)

Moderate Topic

Require users to post before reading

Posts are anonymous, but identities will be revealed to those with the Identify Anonymous Authors permission below. Note: Roles with Owner permissions can view identities by default.

 This setting cannot be changed.

Select the **Moderate Topic** option in the settings and then scroll down and click **Save**.


View moderated topic in forums list.


[TEST 003 015 Summer Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾
Please take a moment to review the topics and post at least one thread in each.
▾ [View Full Description](#)


 [Course Goals](#) 0 unread of 2 messages (Moderated) [Topic Settings](#) | [More](#) ▾

Moderated topics will have the text **(Moderated)** shown next to the title of the topic.

View Pending messages.

 FORUMS [LINK](#) [? HELP](#) [X](#)

[Start a New Conversation](#) [Display Message Content](#) [Topic Settings](#) 

[Forums](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#)  [< PREVIOUS TOPIC](#) [NEXT TOPIC >](#)

Course Goals (Moderated)

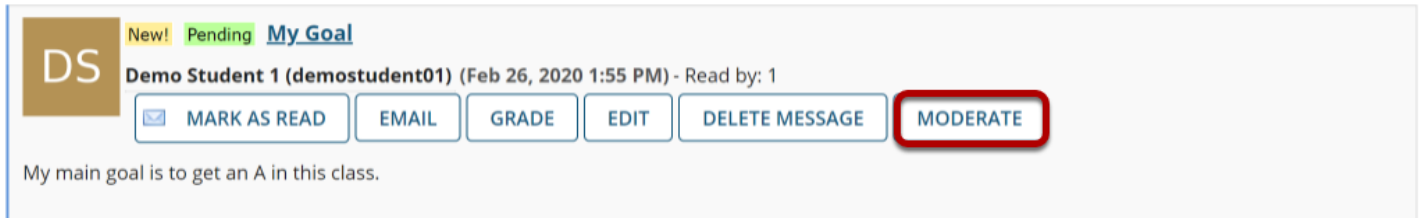
[MOVE THREAD\(S\)](#)

	Conversation	Authored By	Date
<input type="checkbox"/>	▶ Understanding 1 unread of 3 messages	Demo Instructor (demoinstructor)	Feb 26, 2020 12:01 PM
<input type="checkbox"/>	New! Pending My Goal 1 unread of 1 message	Demo Student 1 (demostudent01)	Feb 26, 2020 1:55 PM

[MARK AS READ](#)

All messages pending approval will display Pending highlighted in green next to the message. Click on the title of the message to view it.

Click Moderate.



DS New! Pending [My Goal](#)
Demo Student 1 (demostudent01) (Feb 26, 2020 1:55 PM) - Read by: 1

[MARK AS READ](#) [EMAIL](#) [GRADE](#) [EDIT](#) [DELETE MESSAGE](#) **MODERATE**

My main goal is to get an A in this class.

Approve or Deny pending posts.

FORUMS

[LINK](#) [HELP](#) [X](#)

[Forums](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#) / [My Goal](#)

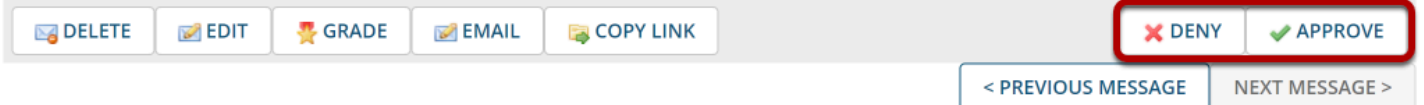
< PREVIOUS CONVERSATION

NEXT CONVERSATION >

TEST 003 015 Summer Forum / Course Goals

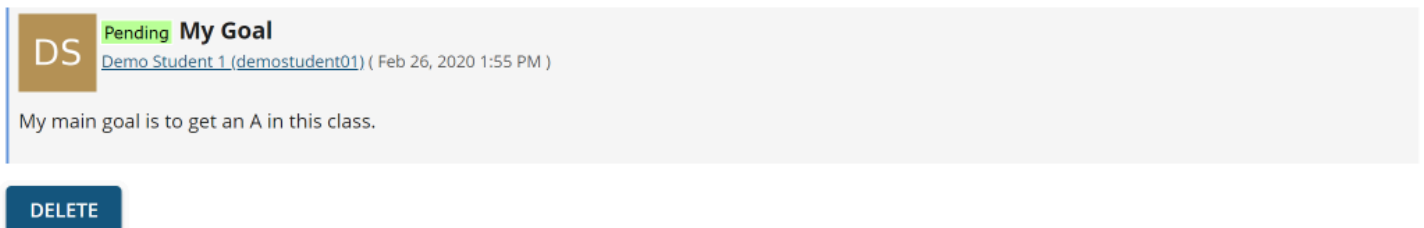
▶ Hide Full Description

Word Count: (11)



[DELETE](#) [EDIT](#) [GRADE](#) [EMAIL](#) [COPY LINK](#) **X DENY** **✓ APPROVE**

< PREVIOUS MESSAGE NEXT MESSAGE >



DS Pending [My Goal](#)
[Demo Student 1 \(demostudent01\)](#) (Feb 26, 2020 1:55 PM)

My main goal is to get an A in this class.


DELETE


Click either **Deny** or **Approve** to moderate the message. Approved messages will be visible to the rest of the site participants. Denied messages remain visible to the instructor only.

How do I grade discussion forums?

*Note: You must [create the Gradebook item](#) in the Gradebook **BEFORE** you can associate a Discussion or Topic with the item for grading.*

Go to Discussion.

 Announcements

 Discussions

 Assignments

Select the Discussions tool from the Tool Menu in your site.

Select the Topic you want to grade.


[TEST 003 015 Summer Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Please take a moment to review the topics and post at least one thread in each.

▾ View Full Description

 [Course Goals](#) 1 unread of 4 messages (Moderated) [Topic Settings](#) [More](#) ▾

[Case Studies](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

 [Chapter 2 Case Study](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾ [Delete Topic](#)

[Duplicate Topic](#)


[Grade](#)

Click on the **More** link for the Topic you want to grade, and then select **Grade** from the list of expanded options.





Note: You may grade by either Discussion or Topic. The grading process is very similar. However, most faculty prefer to grade by Topic, since a Discussion may contain several different Topics and each Topic may represent a separate Gradebook item or score.

Select a Gradebook item.


Forums / [Statistics & Grading](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#)


Select a Gradebook item: 

Filter by group:

Name▲		Authored	Read	Unread	Percent Read	
Instructor_Demo	Details	1	3	1	75%	 Grade
Student 1_Demo	Details	3	4	0	100%	 Grade
Student 2_Demo	Details	0	0	2	0%	 Grade
Student 3_Demo	Details	0	0	2	0%	 Grade

Forums / [Statistics & Grading](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#)

Select Gradebook item: 

Filter by group: 

0

Name▲		Authored	Read	Unread	Percent Read	Course Goals (10.0 points possible)	Show Comments
Instructor_Demo	Details	1	3	1	75%	N/A	N/A
Student 1_Demo	Details	3	4	0	100%	<input type="text"/>	--Hidden--
Student 2_Demo	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Student 3_Demo	Details	0	0	2	0%	<input type="text"/>	--Hidden--

You will see a list of site participants along with summary statistics for each user on number of posts authored, read, unread, and percent read in the current topic. You may sort the list by any of those columns by clicking on the column title if you choose.

Select the Gradebook item where you would like to record the scores for this topic from the drop-down menu in the upper right corner. Once you select a Gradebook item, the screen will change to display a grade entry column where you may enter points.

Note: If you already associated your Topic with a Gradebook item, then you do not need to complete this step. You should have been taken directly to the grade entry screen.

View posts.

[Forums](#) / [Statistics & Grading](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#)

Select a Gradebook item:

Filter by group:

0

Name	Authored	Read	Unread	Percent Read	Course Goals (10.0 points possible)	Show Comments	
Instructor, Demo	Details	1	3	1	75%	N/A	N/A
Student 1, Demo	Details	3	4	0	100%	<input type="text"/>	--Hidden--
Student 2, Demo	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Student 3, Demo	Details	0	0	2	0%	<input type="text"/>	--Hidden--

[Sort by Topic](#) | [Sort by Date](#)

Student 1, Demo (demostudent01)

Word Count: (11)
TEST 003 015 Summer Forum / Course Goals / My Goal (Feb 26, 2020 1:55 PM)
My main goal is to get an A in this class.

Word Count: (58)
TEST 003 015 Summer Forum / Course Goals / Re: Understanding (Feb 26, 2020 1:04 PM)
YES! I am most interested in exploring the concept of the human condition through the author's use of character development.

Original Message:
From Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM EST)
Subject Understanding

To view posts, click on the author's name. A window will open showing the message/s posted by that author. Notice that the Word Count in each post is also shown.

Click the **Close Window** button to close the window and return to the grade entry screen.

Enter points.

[Forums](#) / [Statistics & Grading](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#)

Select a Gradebook item:

Filter by group:

0

Name	Authored	Read	Unread	Percent Read	Course Goals (10.0 points possible)	Show Comments	
Instructor, Demo	Details	1	3	0	100%	N/A	N/A
Student 1, Demo	Details	2	3	0	100%	<input type="text" value="10"/>	--Hidden--
Student 2, Demo	Details	0	0	2	0%	<input type="text"/>	--Hidden--
Student 3, Demo	Details	0	0	2	0%	<input type="text"/>	--Hidden--

Enter points into the grade entry column.

Add Comments.

0

Name	Authored	Read	Unread	Percent Read	Course Goals (10.0 points possible)	Show Comments
Instructor_Demo Details	1	3	0	100%	N/A	N/A
Student 1_Demo Details	2	3	0	100%	<input type="text" value="10"/>	Great job on your response to the "Understanding" thread.
Student 2_Demo Details	0	0	2	0%	<input type="text"/>	
Student 3_Demo Details	0	0	2	0%	<input type="text"/>	

If you would like to add comments, click on the **Show Comments** link to expand the comment column.

Enter your comments into the text boxes provided.

Apply a grade to all ungraded.

[Forums](#) / [Statistics & Grading](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#)

Select a Gradebook item:

Filter by group:

0

If you would like to apply a single score to all ungraded items, enter the score to be applied and then click the **Apply Grade to all Ungraded** button.

Tip: This is a useful option if, for example, you would like to apply zeros to all students that did not post.

Submit grades.





After you have entered all of the grades and/or comments, scroll down to the bottom of the list and click the **Submit Grades** button to save your changes and send the grades to the Gradebook.

How do I move a thread to a different topic?

This option allows for a thread or conversation to be moved to a different topic.

Go to Discussions.

 Announcements

 **Discussions**

 Assignments


Select the Discussions tool from Tool Menu in your site.

Select a discussion topic.


TEST 003 015 Summer Forum [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Please take a moment to review the topics and post at least one thread in each.

▾ View Full Description

 **Introductions** 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Please take a moment to tell us a little bit about yourself.

 **Course Goals** 0 unread of 4 messages (Moderated) [Topic Settings](#) | [More](#) ▾

The topics will be listed underneath the corresponding discussion in smaller, bold font. Click on the topic containing the item to be moved.

Check the box next to the conversation to be moved.

[Forums](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#) 

< PREVIOUS TOPIC

NEXT TOPIC >

Course Goals (Moderated)

MOVE THREAD(S)

	<u>Conversation</u>	<u>Authored By</u>	<u>Date</u>
<input type="checkbox"/>	Understanding 0 unread of 2 messages	Demo Instructor (demoinstructor)	Feb 26, 2020 12:01 PM
<input type="checkbox"/>	Pending My_Goal 0 unread of 1 message	Demo Student 1 (demostudent01)	Feb 26, 2020 1:55 PM
<input checked="" type="checkbox"/>	Hello there! 0 unread of 1 message	Demo Instructor (demoinstructor)	Feb 26, 2020 2:59 PM

All conversations, or threads, will be listed.

Select Move Thread(s).

[Forums](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#) 

< PREVIOUS TOPIC

NEXT TOPIC >

Course Goals (Moderated)

MOVE THREAD(S)

	<u>Conversation</u>	<u>Authored By</u>	<u>Date</u>
<input type="checkbox"/>	Understanding 0 unread of 2 messages	Demo Instructor (demoinstructor)	Feb 26, 2020 12:01 PM
<input type="checkbox"/>	Pending My_Goal 0 unread of 1 message	Demo Student 1 (demostudent01)	Feb 26, 2020 1:55 PM
<input checked="" type="checkbox"/>	Hello there! 0 unread of 1 message	Demo Instructor (demoinstructor)	Feb 26, 2020 2:59 PM

After selecting Move Threads, a box will open with options pertaining to the thread and where it will be moved.

Select options and click Move Thread(s) to Selected Topic.

Move Thread(s)

The following conversation(s) will be moved from **Course Goals** to the topic selected below.
- Hello there!

Leave reminder about the move in the old topic

Filter Topics

By Name:

In Forum: - Select Forum -

⚠️ Locked topics will not show up as available options

Topics (showing 5 of 5 topics)

Introductions

Course Goals

Chapter 2 Case Study

Chapter 1 Case Study

General Discussion


The available topics will be shown.

1. Select the topic where you would like to move the thread.
2. Click **Move Thread(s) to Selected Topic** to continue.


Tip: You may optionally select the check box to leave a reminder about the move in the old topic.

How do I delete a topic?

Go to Discussions.

 Announcements

 Discussions

 Assignments

Select the Discussions tool from the Tool Menu of your site.


Select Delete Topic from the More drop-down menu.

Forums


[Case Studies](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Use this area to discuss case studies from each chapter of your textbook.

▾ [View Full Description](#)

 [Chapter 2 Case Study](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Please discuss the case study from chapter 2

 [Chapter 1 Case Study](#) 0 unread of 1 message [Topic Settings](#) | [More](#) ▾

Please discuss the case study from chapter 1.


▾ [View Full Description](#)

[Duplicate Topic](#)

[Grade](#)


[Delete Topic](#)


[Discussion 1 SMPL101 Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

 [Introductions](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Click the **More** link next to the topic you want to delete, then chose the **Delete Topic** option from the drop-down menu.

Confirm deletion.

 You are about to delete this topic and all of the messages associated with the topic. Are you sure you want to delete the following topic and its contents?

 **Chapter 1 Case Study** (not moderated)

Please discuss the case study from Chapter 1.

▼ View Full Description


DELETE TOPIC

CANCEL

You will be prompted to confirm the deletion. If you are sure that you want to delete the topic and all of the messages within it, click the **Delete Topic** button.

How do I delete a discussion?

Go to Discussions.

 Announcements

 Discussions

 Assignments

Select the Discussions tool from the Tool Menu of your site.

Select Delete discussion from the More drop-down menu.

 FORUMS



[New Forum](#) [Organize](#) [Template Settings](#) [Statistics & Grading](#) [Watch](#)

Forums


[Case Studies](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Use this area to discuss case studies from each chapter of your

▾ [View Full Description](#)

[Duplicate Forum](#)

[Grade](#)

 [Chapter 2 Case Study](#) 0 unread of 0 messages [Delete Forum](#) [More](#) ▾


Please discuss the case study from chapter 2

 [Chapter 1 Case Study](#) 0 unread of 1 message [Topic Settings](#) | [More](#) ▾

Please discuss the case study from chapter 1.

▾ [View Full Description](#)

[Discussion 1 SMPL101 Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

 [Introductions](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Click the **More** link next to the discussion you want to delete, then chose the **Delete Forum** option from the drop-down menu.


You can also click Forum Settings next to the discussion you want to delete.


Forums

[Case Studies](#) [New Topic](#) [Forum Settings](#) [More](#) ▾

Use this area to discuss case studies from each chapter of your textbook.

▾ View Full Description

 [Chapter 2 Case Study](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾
Please discuss the case study from chapter 2


 [Chapter 1 Case Study](#) 0 unread of 1 message [Topic Settings](#) | [More](#) ▾
Please discuss the case study from chapter 1.


▾ View Full Description

Then scroll down to bottom of page and click Delete Forum.

[SAVE](#) [SAVE SETTINGS & ADD TOPIC](#) [SAVE DRAFT](#) [DELETE FORUM](#) [CANCEL](#)

Confirm deletion.

 You are about to delete all the topics and messages associated with the forum. Are you sure you want to delete the following forum and its contents?

 **Case Studies** (not moderated)
▸ Hide Full Description


[DELETE FORUM](#) [CANCEL](#)

Deleting a discussion will remove the discussion and everything associated with it, including all topics and conversations. If you are sure you want to delete the discussion, click **Delete Forum** to remove it from the site.


How do I modify discussion template settings?

Template Settings control the default settings of each created discussion. These settings can be overridden for a specific discussion or topic, but must be manually changed after the default settings template is created.

Go to Discussions.

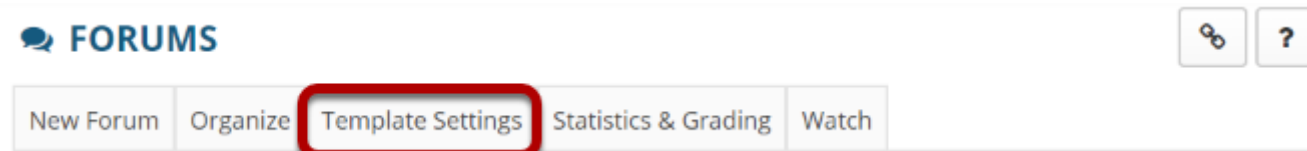
 Announcements

 Discussions

 Assignments

Select the Discussions tool from the Tool Menu of your site.

Click Template Settings.



Configure default settings.

Default Settings Template

Settings from this template will apply each time a new Forum or Topic is created. You can override these settings for a specific Forum or Topic after it has been created.

The default settings template allows you configure the default settings for all new Discussion and Topics in this site.

Choose Discussion Posting settings.

Forum Posting

Moderate topics in forums

Yes

No

Require users to post before reading

Yes

No

Template Settings allow the option for all topics in Discussions to be moderated. There is also an option that requires users to post before reading.

Choose Availability settings.

Availability

Show immediately

Specify dates to open (show) and/or close (hide)

Template Settings allow the option for all Discussions to be shown immediately after they are created or based on specified open (show) and close (hide) dates.

Choose if messages are marked "read."

Mark All Messages in Conversations Read

Automatically mark all messages in a conversation as read

Yes

No

Template Settings allow the option for conversations to be marked read automatically.

Footer

Select role permissions.

▼ Permissions		
Role	Permission Level	
Instructor	Owner ▼	► Customize
Student	Contributor ▼	► Customize
Teaching Assistant	Contributor ▼	► Customize
Group 1	None ▼	► Customize
Group 2	None ▼	► Customize

Template Settings allow the option to select permission levels within Discussions based on user roles or groups within the site. User roles can be given the title of Author, Contributor, None, Nonediting Author, Owner, Reviewer, and Custom. In the Customize drop-down menu, the check boxes are automatically selected based on the permission level selected. If the check boxes are manually chosen, this fulfills the Custom Permission Level.

Note: You may see different roles depending on whether your site is a course site or a project site, and whether or not there are any groups or custom roles in your site.

Click Save.

Click **Save** to save your settings (or **Cancel** to continue without saving).


How do I watch or subscribe to Discussions?

In order to stay notified of recent posts on a discussion, the Notifications option is helpful.

Note: New post notifications will be sent to the user's external/institutional email address, not via the Messages tool.

Go to Discussion.

 Announcements

 Discussions

 Assignments

Select the Discussions tool from the Tool Menu of your site.

Click Notifications.

 **DISCUSSIONS**

Forums

New Forum

Organize

Template Settings

Statistics & Grading

Notifications

Choose your notification preference.

Forums Notification Options

Use the settings below to change what notifications **you** receive when activity in the forums of **this** site take place. Some topics may not allow email notifications.

Send me an email whenever a new message is posted (to topics that allow notifications)

Send me an email when a conversation that I have contributed to receives a new message (within topics that allow notifications)

No notification

Save

Cancel

Select whether an email is desired for **whenever a new message is posted** on the Discussion, for **every new message posted on a conversation that the user has contributed to**, or to simply **turn off all notifications**.

Click Save.

