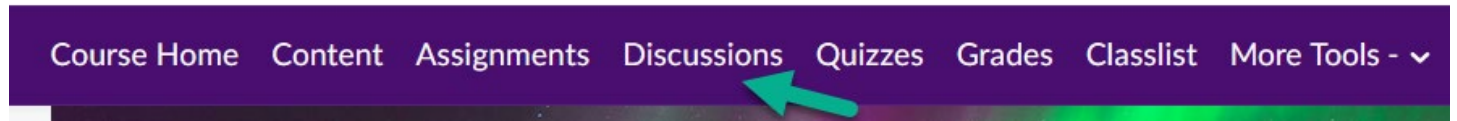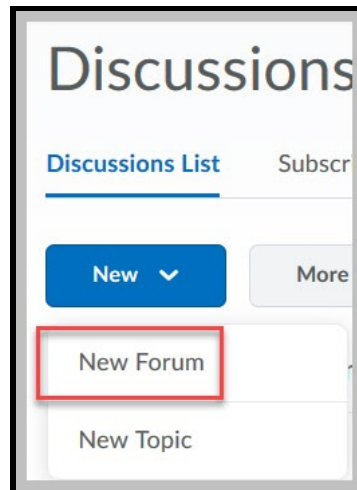# Discussions

Setting up a discussion:
Click on Discussions in the Navigation Bar:

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. Click on the blue New drop-down menu (arrow to the right of New). A forum is a category in which several topics can be housed e.g. **First Week, Chapter Readings, etc.**

3. Name the forum and create a new topic with the same title. A topic can also be added with a different name after the forum is set up.

a. **Options** include allowing anonymous posts, users starting a thread before they can read and reply to other threads in each topic, moderator approval, and displaying forum description in topics.
b. **Restrictions tab** includes availability, release conditions, and adding groups
   i. **Recommendation – do not put date restrictions on Forums in Discussions** because this will limit when students can participate in topics. **Rather, set up due dates on the topics themselves.**

Add Topic

Topic title will automatically fill with **Untitled**. Highlight this and type into the box to edit your topic title.

Availability Dates & Conditions

      a. Start Dates
- i. Visible with access restricted before start
  1. Students can read discussion topic but cannot post until start date
- **ii. Visible with submission restricted before start**
  1. Students can see discussion, rubrics (if there is one) but cannot post until start date
  2. **Recommended selection IF DATES ARE CHOSEN**
- iii. Hidden
  1. Students cannot see discussion

      b. End Dates
- i. Visible with access restricted after end
  1. Students can read all posts
  2. If no dates are selected, discussion is ALWAYS visible
- **ii. Visible with submission restricted after end**
  1. Students can read posts but can no longer post
  2. If no dates are selected, students can continue to post
  3. **Recommended selection IF DATES ARE CHOSEN**
- iii. Hidden
  1. Students cannot see discussion

Availability Dates & Conditions ▼

Start Date

📅 7/18/2023

12:00 AM

Click into the date box to edit.

Before start:

Visible with submission restricted

End Date

📅 7/28/2023

11:59 PM

Click on default for more options.

After end:

Visible with submission restricted

Availability: Start Date ✕

The following settings determine how the discussion topic appears to learners before the start date

◯ Visible with access restricted

◉ Visible with submission restricted

◯ Hidden

☐ Add availability dates to Calendar

Done **Cancel**

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Post & Completion

Choose how students will post their discussions:

a. Default participation
b. Allow learners to hide their name from other learners
c. **Learners must start a thread before they can view or reply to other threads** – strongly recommended to prevent repetitive posts and "I agree with X.."
d. Posts must be approved before they display in the topic.

Evaluation & Feedback

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

1. Click into a discussion topic to edit it.
2. Click on **Ungraded** underneath **Grade Out Of**

Topic Title *

Untitled

Forum: July 2023 updates to Discussions   **Change Forum**

Grade Out Of

Ungraded

Description

| Paragraph ∨ | **B** ∨ | ≡ ∨ | ≣ ∨ | + ∨ |

Topic Title *

Chapters 3 - 5

Forum: July 2023 updates to Discussions   **Change Forum**

Grade Out Of

10   points | 🔑 In Grade Book ∨

Description

Edit or Link to Existing

| Paragraph ∨ | Not in Grade Book   ... ⤢

Reset to Ungraded

3. **Assign points** - **Note:** Be sure that the Grade Out Of amount matches the Gradebook. The gradebook setting will override the Grade 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.

4. Click on drop-down menu In Grade Book and choose Edit or Link to Existing
    a. Default is to Create and link to a new grade item **which assumes there is NOTHING set up in the gradebook.**

Edit or Link to Existing

⦿ Create and link to a new grade item

⚲ Chapters 3 - 5
Points: 10

Choose Grade Category   **Choose Grade Scheme**

◯ Link to an existing grade item

If grade items are already set up in Discussions, choose this.

5. If grade items exist, **choose Link to an existing grade item.**
    a. Be sure to link it to the correct grade item, especially if the gradebook is already set up and there are several items from which to choose.

Edit or Link to Existing

◯ Create and link to a new grade item

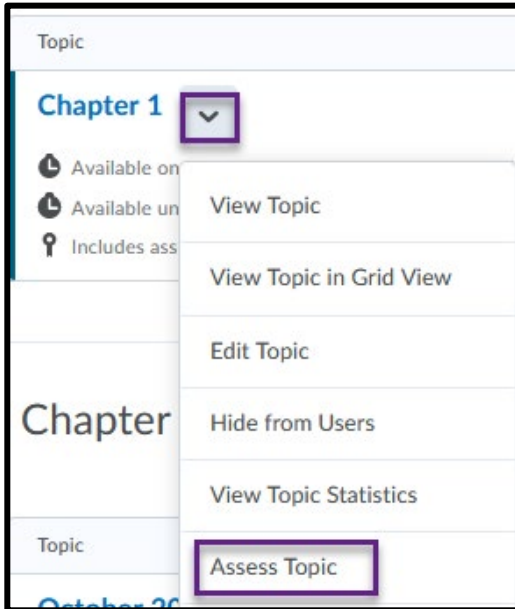⦿ Link to an existing grade item
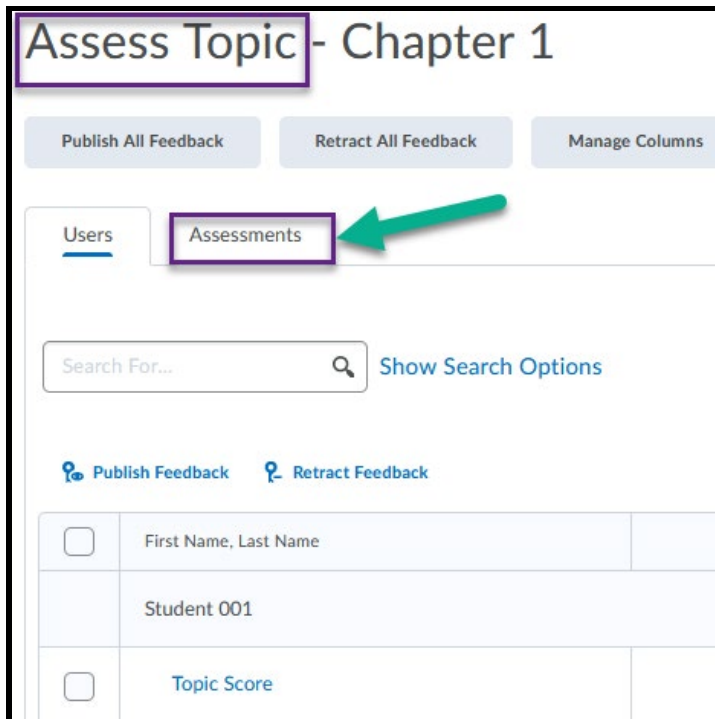
Chapter 1 Reading   ⌄

Points: 15

Grading Discussions

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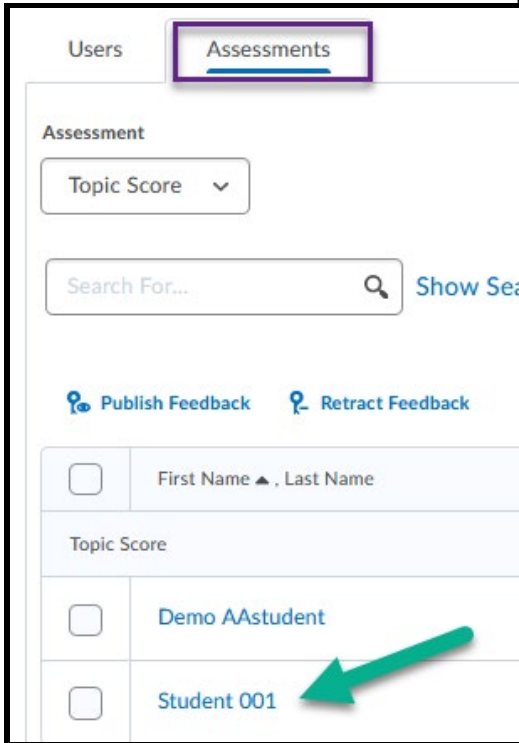

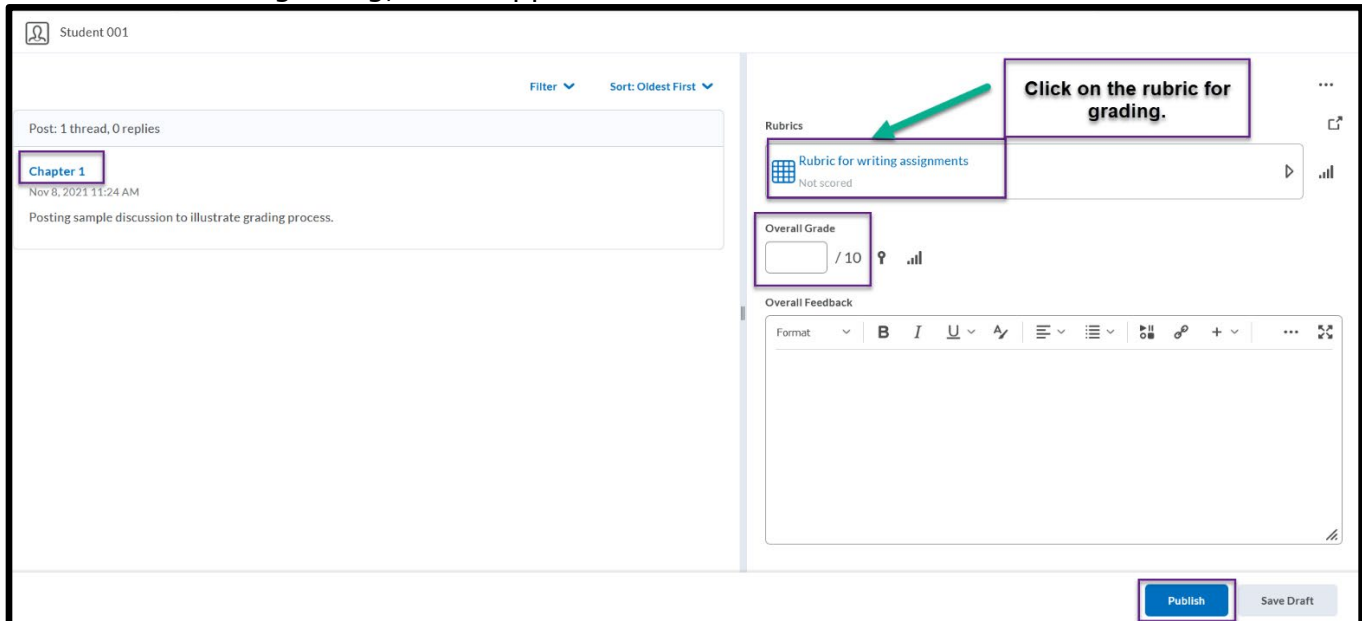2. Click on **Assessments** tab.

    a. A pop-up window will appear that allows you give the student a score as well as feedback.

3. Click on **Student's name** to view posts and to grade.

4. If you have created a rubric (see Rubrics document), and you have associated it with the discussion for grading, it will appear.
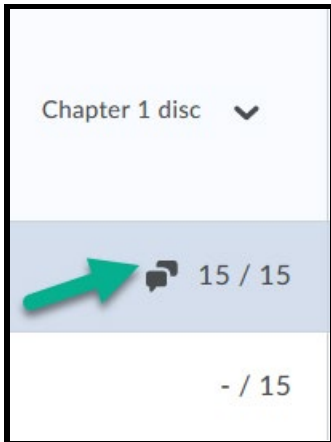

5. Click on the rubric to select criteria.

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- Save Draft or Publish. Publish releases the grade and feedback to the student.

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

Clicking on this will take you to the same screen above with rubric, points, and feedback.

If you need assistance, please contact the Teaching Learning Center at tlc@ccd.edu or by calling 303-352-3201.