
About the Discussions Tool



What is the Discussions Tool?

The Discussions tool provides an area for collaboration allowing learners to post, read, and reply to messages on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments.

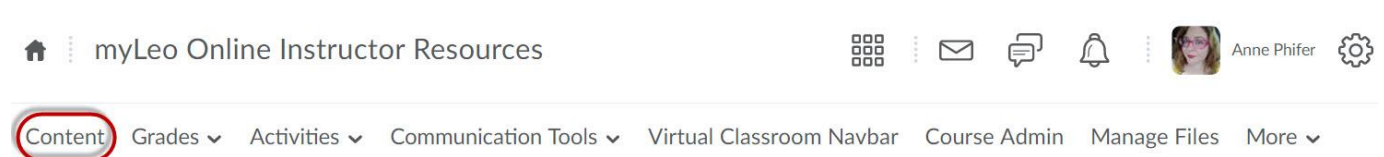
Why would you use the Discussions Tool?

Use the Discussions Tool in your course to:

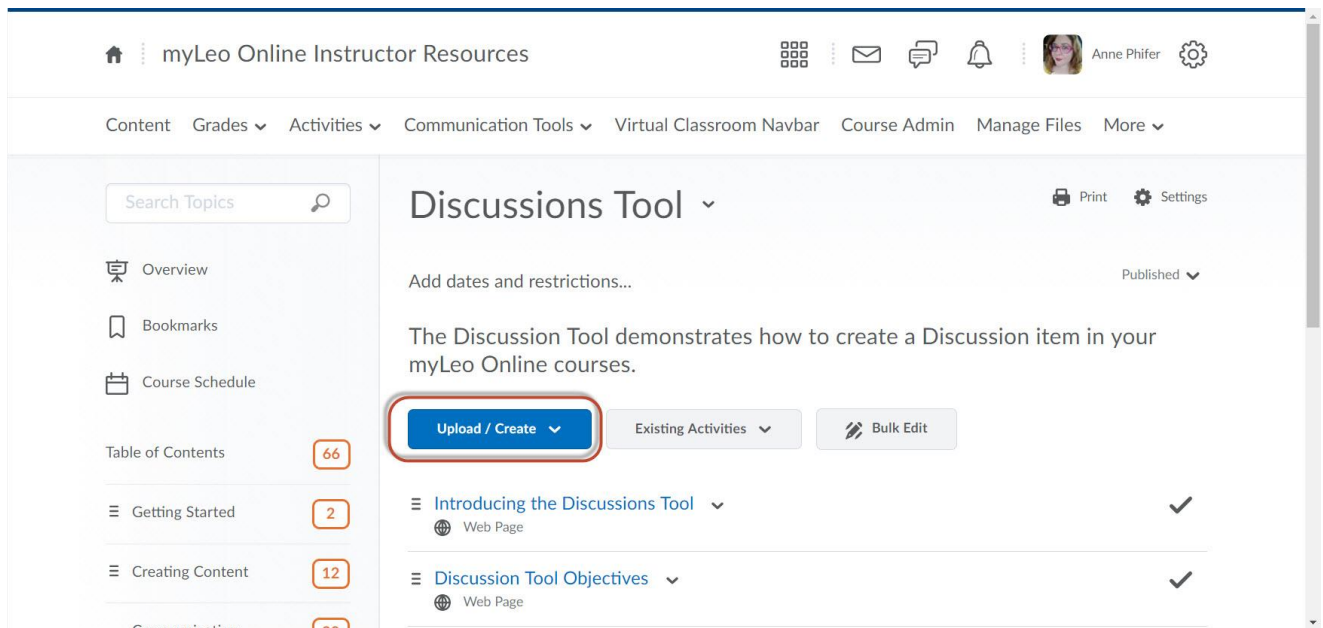
1. Encourage users to share thoughts on course material with their peers
2. Set up forums for users to ask questions
3. Pose a question for the class to debate
4. Discuss the answers to an assignment
5. Create forums for groups to work on group assignments

Build a Discussion Board and link it to the gradebook.

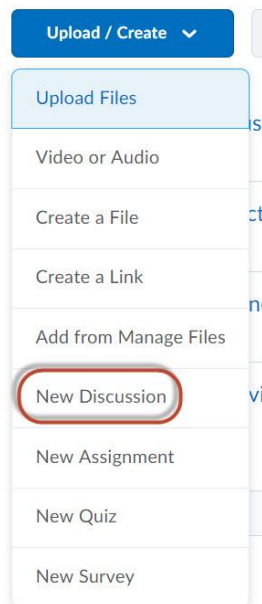
1. Navigate to "Content" in the Navbar.



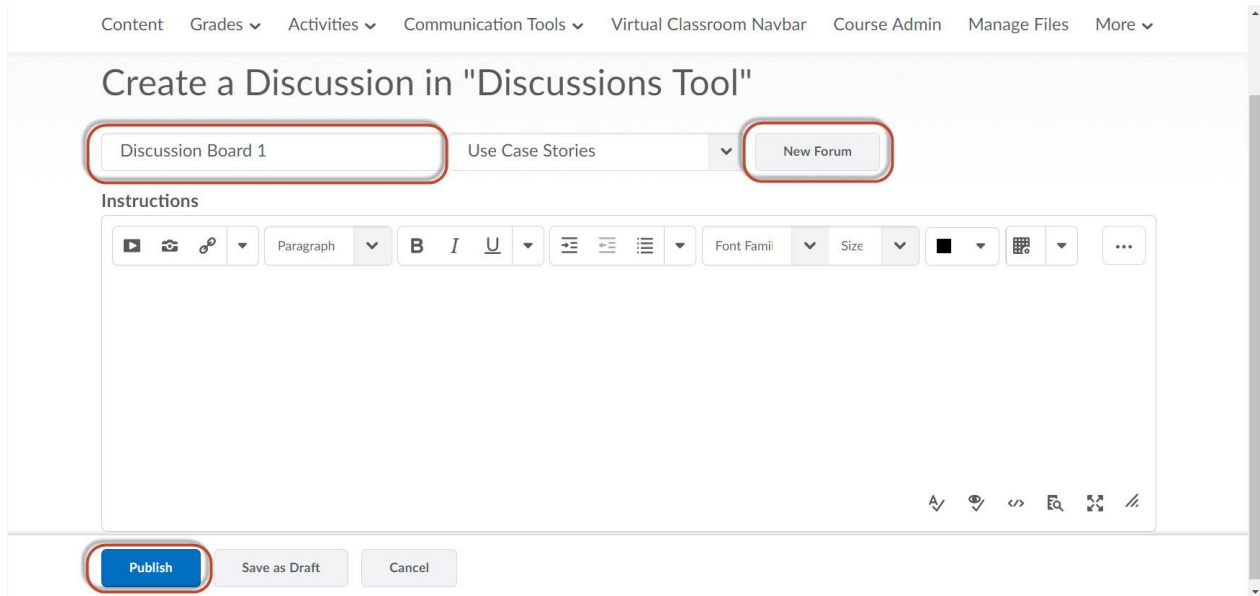
2. Navigate to the Module and/or Sub-module you want your Discussion to appear in. Click the "Upload/Create" button.



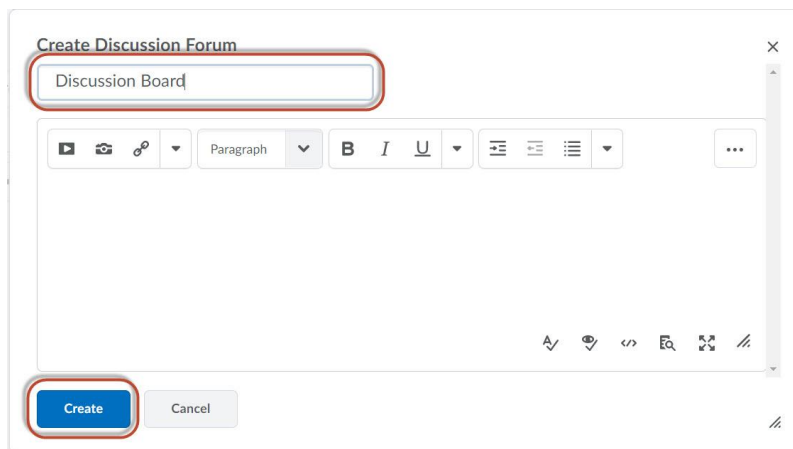
3. Choose "New Discussion" from the drop down menu.



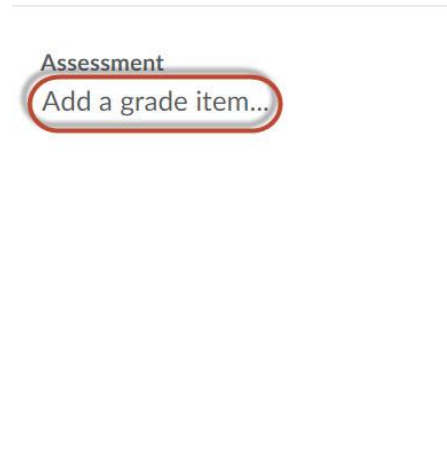
4. In the New Discussion screen, type a name for your Discussion topic and then choose the Forum you want that topic to belong to. If you don't already have a Forum for it to belong to, press the "New Forum" button.



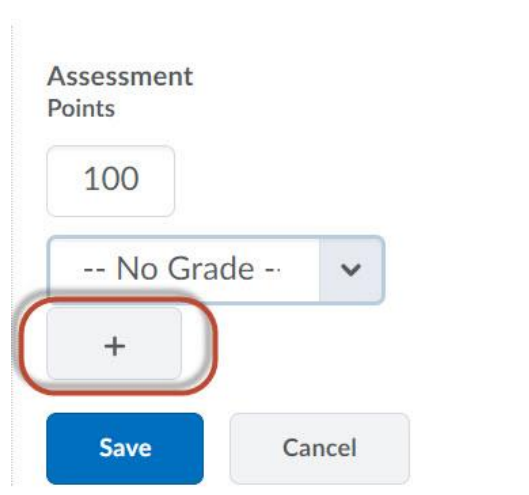
5. If you are creating a new Forum, give the new Forum a name and a description. Then hit "Create".



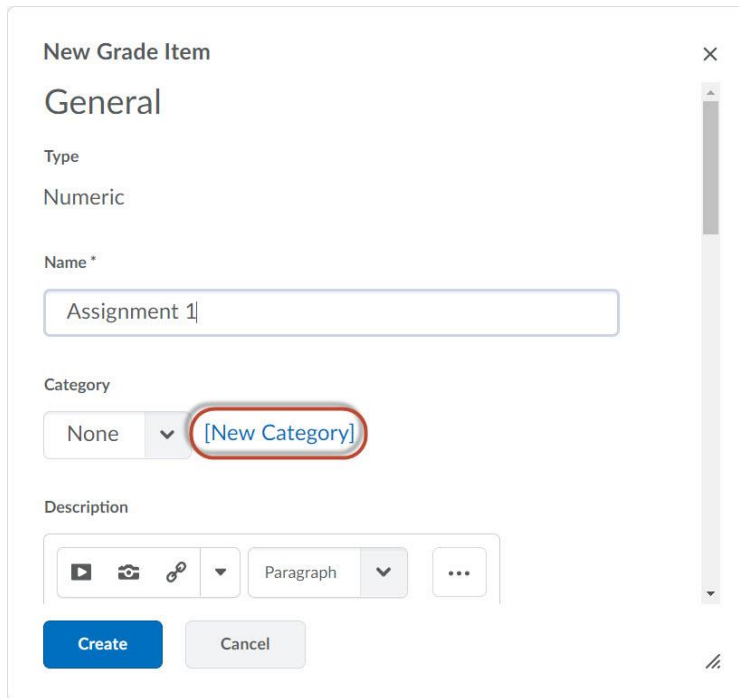
6. Hit "Publish" and wait for the screen to refresh. Your new Discussion topic has been created. Now, look in the bottom right hand corner for the assessment block. Click the words "Add a grade item..."



7. In the assessment block, enter points and then, if you have already set up your gradebook items, select the item from the drop-down menu. If you have not set up your gradebook item for this discussion, hit the large plus sign button to associate your Discussion topic with the gradebook.



8. In the New Grade Item screen, give your Discussion topic a name and then navigate to the Category section. If you already have Categories in your gradebook, select one from the drop down menu. If you don't, or if you need to create a new Category, select the words [New Category].



New Grade Item

General

Type
Numeric

Name *

Assignment 1

Category

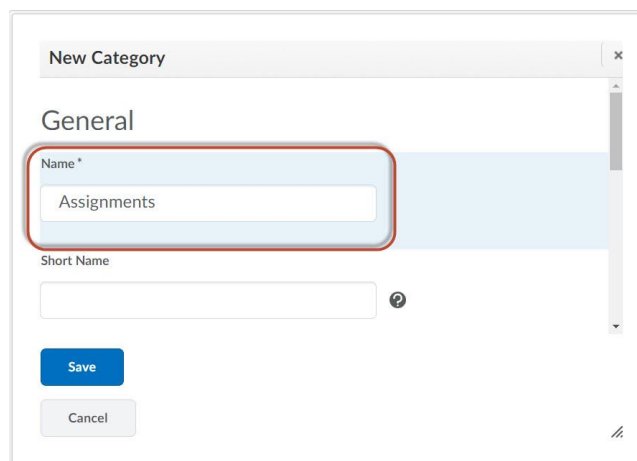
None [New Category]

Description

Paragraph

Create Cancel

9. If you need to create a new Category, give your category a name. In this screen you can also scroll down to select how many points each item in this category should have. When you are finished, press "Save".



New Category

General

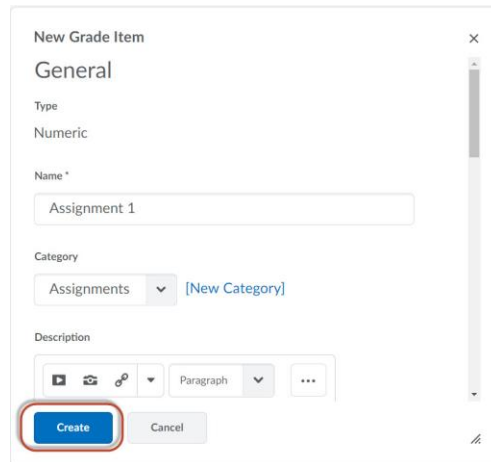
Name *

Assignments

Short Name

Save Cancel

10. Input your points and then hit "Create".



New Grade Item

General

Type
Numeric

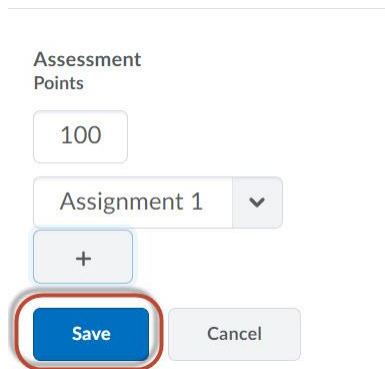
Name *
Assignment 1

Category
Assignments [New Category]

Description
Paragraph

Create Cancel

11. Now you will see that your assessment block is filled in completely with points and a grade item. Hit "Save".



Assessment Points

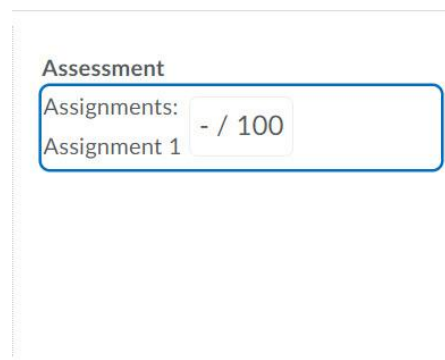
100

Assignment 1

+

Save Cancel

12. Now you should see an assignment Category (if applicable) and a Grade Item name listed in your assessment block. This means your Discussion topic is associated with the gradebook!



Assessment

Assignments: - / 100

Assignment 1