



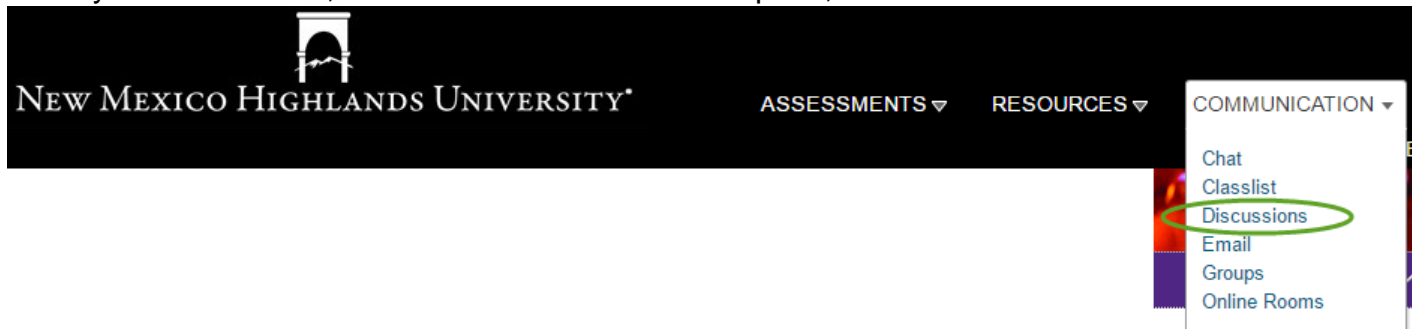
Overview: You can use the Discussion Tool to allow class participation and collaboration amongst peers. You can use forums to organize your discussion topics into categories. Your course can have multiple forums and topics, but you must create a forum before you can create a topic.

Objectives: Upon reading this reference guide you should be able to...

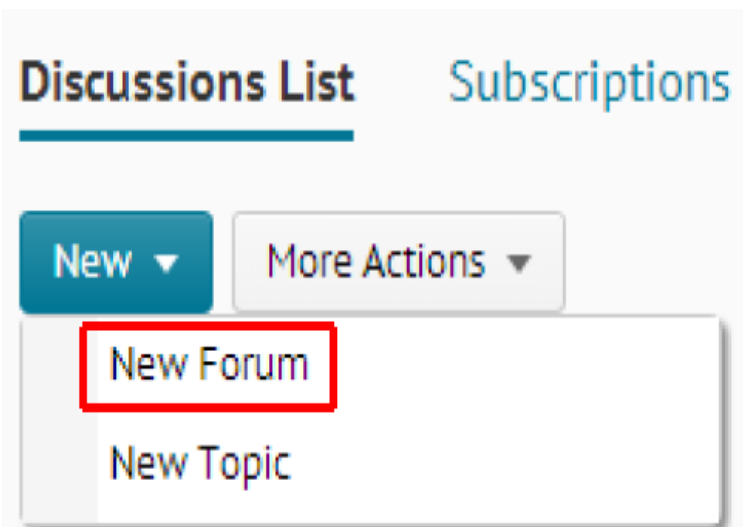
- Create a Discussion Forum
- Create a Discussion Topic

Create a Discussion Forum

1. Enter your D2L course, select the Communications option, and click on Discussions.



2. Select the “New” button on the top left of the page, and choose “New Forum” from the dropdown menu.





Desire2Learn Reference Guide Discussions

For Assistance Call Eric Urioste
(505) 426-2249

3. Enter a title for your discussion forum.
4. Enter a description for your forum if you wish.
5. Choose additional options for your forum.

Note: Any options you choose at the forum level will apply these options to **ALL** topics within that forum. See “Creating a Discussion Topic” below, for an explanation of all available options.

6. Choose your visibility settings, you may choose to leave the forum open at all times, or to restrict it by date. Visibility refers to whether or not students are able to see your posted discussion forum.

7. You may also choose locking options. While visibility determines whether or not students can SEE a forum, locking options determine whether or not students can POST to a discussion topic within that forum. You may have a visible forum, so that students can see it, but have it locked at the same time.

8. Choose “Save and Close” when you are finished creating your forum.

Forum Details

Title *

Description

Options

- Allow anonymous posts
- A moderator must approve individual posts before they display in the forum
- Users must start a thread before they can read and reply to other threads in each topic

Availability

Hide forum visibility options

Visibility

- Forum is always visible
- Hide this forum
- Forum is visible for a specific date range
 - Has Start Date
 - 7/31/2014 2:01 PM
 - United States - Chicago
 - Has End Date
 - 8/7/2014 3:01 PM
 - United States - Chicago
 - Display in Calendar

Locking Options

Hide locking options

Locking Options

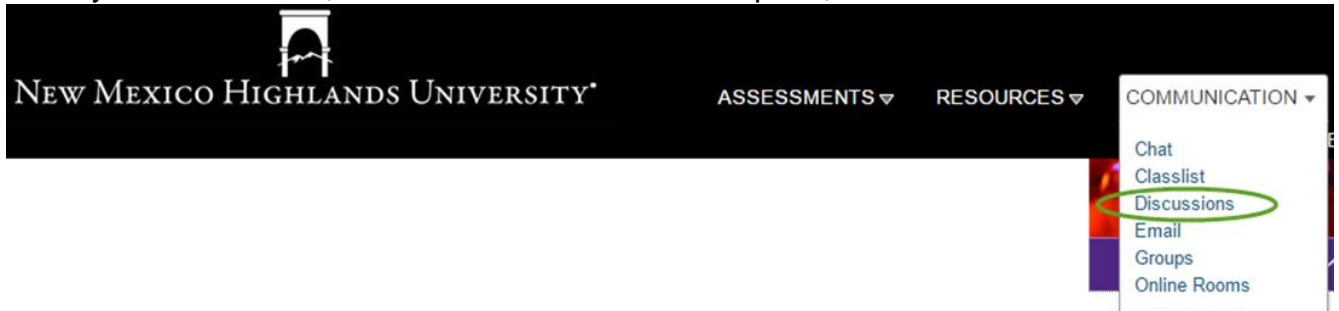
- Unlock forum
- Lock forum
- Unlock forum for a specific date range
 - Has Start Date
 - 7/31/2014 2:01 PM
 - United States - Chicago
 - Has End Date
 - 8/7/2014 3:01 PM
 - United States - Chicago
 - Display in Calendar

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

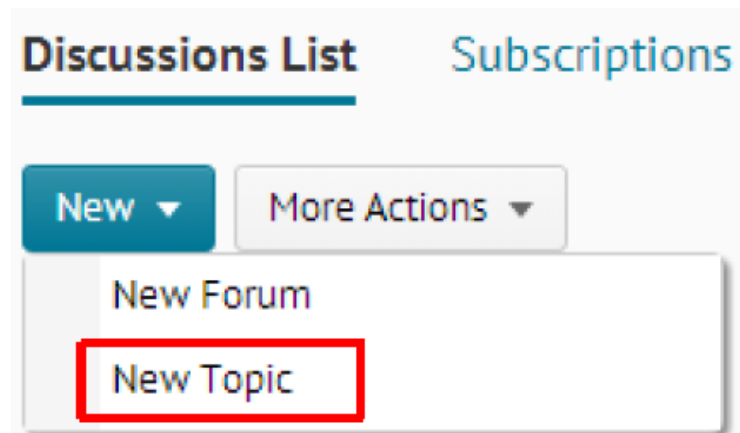


Create a Discussion Topic

1. Enter your D2L course, select the Communications option, and click on Discussions.



2. Select the “New” button on the top left of the page and choose “New Topic” from the dropdown menu.





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3. Choose the forum that you would like the discussion topic you are creating to reside in, from the "Choose a Forum" dropdown menu.
4. Enter a title for your discussion topic.
5. Enter the question you would like students to respond to in the "Description" box.
6. Choose any options you wish to apply to this individual topic.

Allow anonymous posts: This option will allow students to post their replies anonymously. Note, you cannot grade these with the gradebook.

A moderator must approve posts: You will be asked to approve each post before it is displayed to the class.

Users must start a thread: Students will not be able to read any other posts until they have posted themselves.

7. If you would like to enable ratings for posts, choose the type of rating system you would like to use from the "RatePosts" dropdown menu.

8. You may apply your preferred visibility options at the individual topic level as well.

9. You may also apply your preferred locking options at the individual topic level.

New Topic

Properties Restrictions Assessment Objectives

New Topic Details

Forum *
-- Choose a Forum -- [New Forum]

Title *

Description

Options

Allow anonymous posts

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

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

Rate Posts

No Ratings

Rate Posts

No Ratings

Availability

Hide topic visibility options

Visibility

Topic is always visible

Hide this topic

Topic is visible for a specific date range

Has Start Date

7/31/2014 2:10 PM
United States - Chicago

Has End Date

8/7/2014 3:10 PM
United States - Chicago

Display in Calendar

Locking Options

Hide locking options

Locking Options

Unlock topic

Lock topic

Unlock topic for a specific date range

Has Start Date

7/31/2014 2:10 PM
United States - Chicago

Has End Date

8/7/2014 3:10 PM
United States - Chicago

Display in Calendar

Save and Close Save and New Save Cancel



10. When you are finished choosing your options, scroll to the top of the page and choose "Assessment" to associate this discussion topic with your gradebook.

11. Choose the grade item you wish to associate this topic to, from the "Grade Item" dropdown menu.

12. Enter the number of points this discussion topic is worth.

13. If you have already created a rubric using the D2L Rubrics tool, you may select it by clicking the "Add Rubric" button.

14. You may also choose to grade students on each individual post rather than their contribution to the topic as a whole. To do this, check the "Allow Assessment of Individual Posts" box, and choose the grading method from the dropdown menu.

15. Choose "Save and Close" when you are finished.

The screenshot shows the 'Assessment' tab in a D2L interface. The 'Assessment' tab is highlighted with a red box. Below it, the 'Assessment' section contains several fields: 'Grade Item' with a dropdown menu showing '-- Choose a grade item --' and a '[New Grade Item]' link; 'Score Out Of' with an empty input field and a help icon; 'Rubrics' with an 'Add Rubric' button and the text 'No rubrics selected.' and '[Create Rubric in New Window]'; 'Posts' with a checkbox for 'Allow assessment of individual posts' and a help icon; and 'Calculation' with a dropdown menu showing '-- Select a calculation method --' and an 'Include' checkbox. At the bottom, there are four buttons: 'Save and Close' (highlighted with a red box), 'Save and New', 'Save', and 'Cancel'. Red arrows point from the numbered instructions to these specific elements: from instruction 11 to the 'Grade Item' dropdown, from instruction 12 to the 'Score Out Of' field, from instruction 13 to the 'Add Rubric' button, and from instruction 14 to the 'Allow assessment of individual posts' checkbox and the 'Calculation' dropdown menu.