

Welcome to a **DETI Webinar** **Presented by Distance Education & Technology Integration (DETI)**



eLearning@UNG (D2L) - “The Discussion Tool”



This webinar will demonstrate the use of the Discussion tool. The Discussion tool can be used for creating and managing interactive topic discussions between individual students or groups.

Discussions Tool-Objectives

- Explain the difference between a Discussion Forum and a Discussion Topic
- Demonstrate how to create a Discussion Forum and Discussion Topics, including “for groups”
- Explain the tracking and grading tools for Discussion Topics

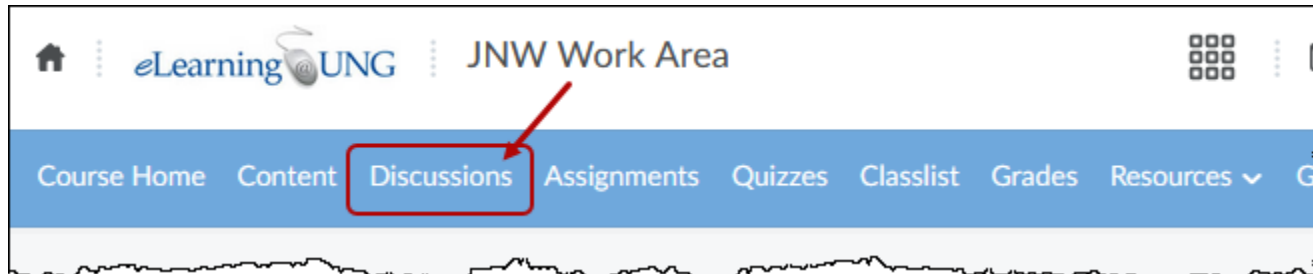
About the Discussions Tool

- Use the Discussions tool in your course to encourage students to share thoughts on course material with their peers. You can set up forums and topics for users to ask questions, discuss course content and assignments, and work together in assigned groups.
- Discussions are set up in Forums (categories) and Topics (to be discussed). Before any topic can be added for discussion, at least one Forum has to be created.
- Discussion participation is by “starting a thread”, an original entry, or post, to a Discussion Topic, replies add to the “thread”.

Using the Webinar Working Environment

- You are enrolled in “Faculty Work Area MT”
- You will either see it on your Course List or can search for it by the name
- You can toggle between the Bb Collaborate session and your eLearning screen for “hands-on” work

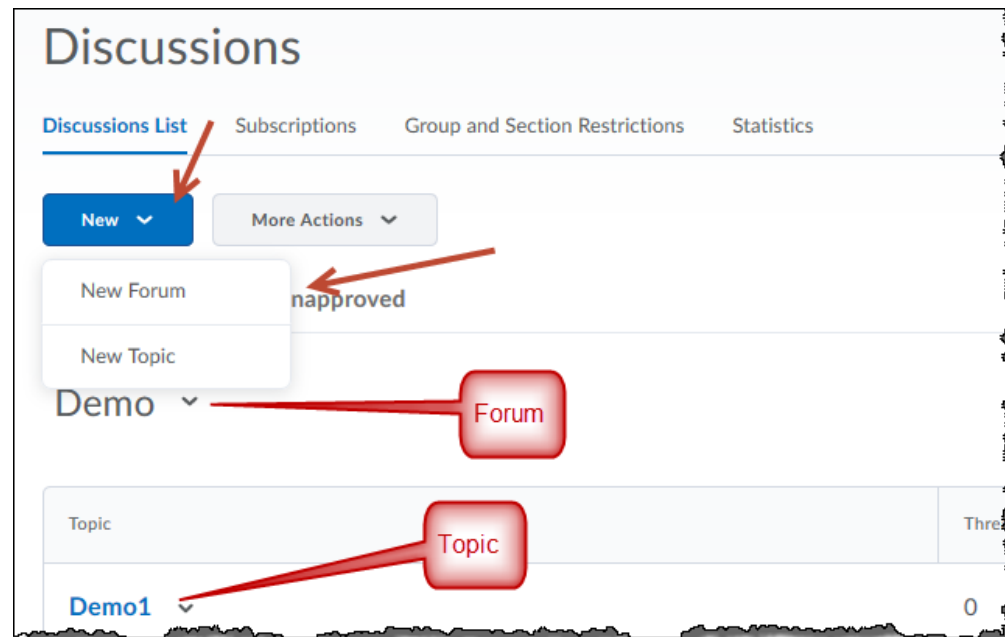
1. Access the Discussions Tool through the Discussions button/link.



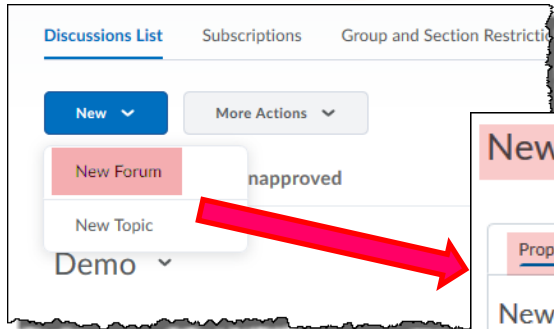
2. "New" button to create a new Forum or Topic

3. A "Forum" is a category where "Topics" are created. A "Topic" is where discussions are held.

4. You must create at least one Forum in the course in order to have Discussion Topics.



Discussions Tool – Forum



Forum Properties

New Forum

Properties Restrictions

New Forum Details

Title *

Create a new topic in this forum with the same title ?

Description

Paragraph B I U Font Fam... Font Size

Forum Options Settings

- 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 ?
- Display forum description in topics ?

Save and Close Save and Add Topic Save Cancel

Must have a "Title" (name). Can also automatically create a topic of the same name.

Click for more information, typical

Discussions Tool – Forum

The screenshot shows the 'Restrictions' tab of a forum configuration page. It includes sections for 'Properties', 'Availability', 'Release Conditions', and 'Group and Section Restrictions'. Red callout boxes point to specific features: 'Hide from Users', 'Has Start Date' (with date and time pickers and radio button options), 'Has End Date' (with date and time pickers and radio button options), and the 'Release Conditions' section (with buttons for 'Attach Existing', 'Create and Attach', and 'Remove All Conditions').

Forum Restrictions

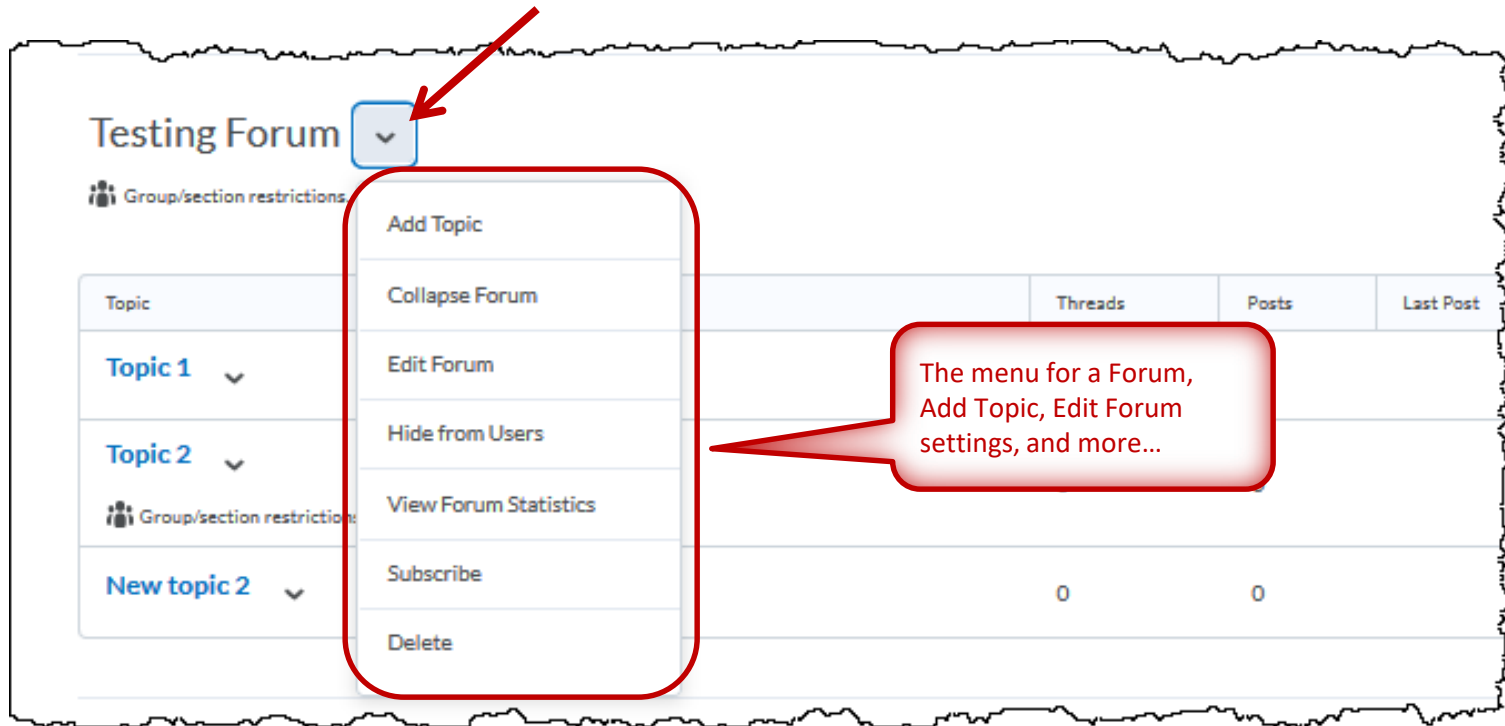
Note: All Forum restrictions apply to all Topics within the Forum.

*Option key:
Visible with access restricted before start/after end - Visible in discussion list but not clickable

Visible with submission restricted before/after end start - Visible and clickable for viewing, but can't post (Posts can be made between Start and End dates and time, this setting works like "unlocking" between dates)

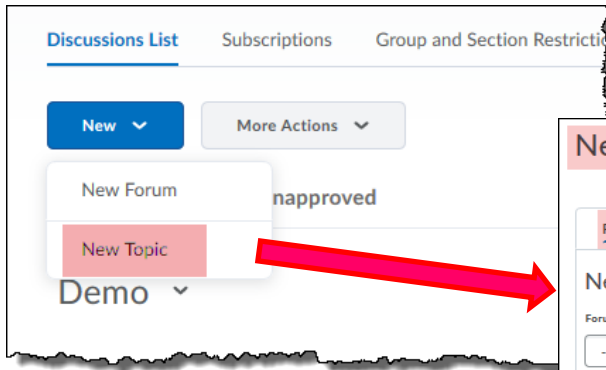
Hidden before/after start/end - Not visible on discussion list

Discussions Tool – Forum



Forum menu

Discussions Tool – Topic



Topic Properties

New Topic

Properties Restrictions Assessment Objectives

New Topic Details

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

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

Save and Close Save and New Save Cancel

Choose a Forum from the drop-down menu or create a new Forum

Select as Open for everyone or as a Group topic

Must have a "Title" (name)

Description and/or Instructions box

Topic Options Settings

Optional ratings type selection

Topic Restrictions

Hide from Users

Check box to hide topic from students

Availability

Has Start Date

9/13/2021 1:14 PM

Visible with access restricted before start ?

Visible with submission restricted before start ?

Hidden before start ?

Set date and time to Start availability based on the option selected below: See Option key*

Has End Date

9/20/2021 5:14 PM

Visible with access restricted after end ?

Visible with submission restricted after end ?

Hidden after end ?

Set date and time to End availability based on the option selected below: See Option key*

Display In Calendar

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Set Release Conditions or restrict for certain groups only

Group and Section Restrictions

Restrict this topic to the following groups and sections

*Option key:
Visible with access restricted before start/after end - Visible in discussion list but not clickable

Visible with submission restricted before/after end start - Visible and clickable for viewing, but can't post (Posts can be made between Start and End dates and time, this setting works like "unlocking" between dates)

Hidden before/after start/end - Not visible on discussion list

Discussions Tool – Setting up the Assessment

Topic Assessment

The screenshot shows the 'Edit Topic - Discussion#1' interface with the 'Assessment' tab selected. The interface includes a 'Assess Topic' button and tabs for 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Assessment' section contains the following elements:

- Grade Item:** A dropdown menu set to 'Discussion 1' with a '[New Grade Item]' link and a help icon. A callout points to this section with the text: 'Associate with (or create) a Grade Item for Topic'.
- Score Out Of:** A text input field containing '10' with a help icon. A callout points to this field with the text: 'Set Score "Out of"'. Below this is a 'Rubrics' section with an 'Add Rubric' button and a callout: 'Associate Rubric'.
- Posts:** A checkbox labeled 'Allow assessment of individual posts' with a help icon. A callout points to this checkbox with the text: 'Settings for assessing individual posting (not recommended)'. Below this is a 'Calculation' section with a dropdown menu set to '-- Select a calculation method --' and a checkbox labeled 'Include unassessed posts in the calculated topic score as zero' with a help icon.

Discussions Tool – Topic

The screenshot shows a table of discussion topics. The first row is for 'Discussion#1', which has 1 thread and 2 posts. The last post was by Jim Wilkison 3 minutes ago. A dropdown menu is open for 'Discussion#1', listing several actions: View Topic, View Topic in Grid View, Edit Topic, View Topic Statistics, Assess Topic, Subscribe, and Delete. A red arrow points to the dropdown arrow, and a red callout box points to the menu items.

Topic	Threads	Posts	Last Post
Discussion#1	1	2	Jim Wilkison 3 minutes ago
Test			
TestGroup1			

The topic menu for a Discussion Topic, select viewing options, editing properties, assessment, and more.

Topic menu

Discussions Tool – Topic

Posting to topics

Discussion#1 ▾

🔑 Includes assessment.

☆ Subscribe

Add a description ...

Rubrics

📊 Discussion Board Participation - Analytic III

[Start a New Thread](#)

Filter by: All Threads ▾

[Sample thread](#)


student jim posted Sep 8, 2016 2:00 PM ☆ Subscribe

This is a sample thread for Discussion 1

0 Unread 0 Replies 2 Views

Click to start a new thread in a Discussion Topic

Existing thread already started. Click on name to respond to it.

 [Sample thread](#) ▾


student jim posted Sep 8, 2016 2:00 PM ☆ Subscribe

This is a sample thread for Discussion 1

[Reply to Thread](#)

Filter by: All Posts ▾ | [Clear filters](#)

1 items shown.

 [Jim Wilkison](#) ▾
just now

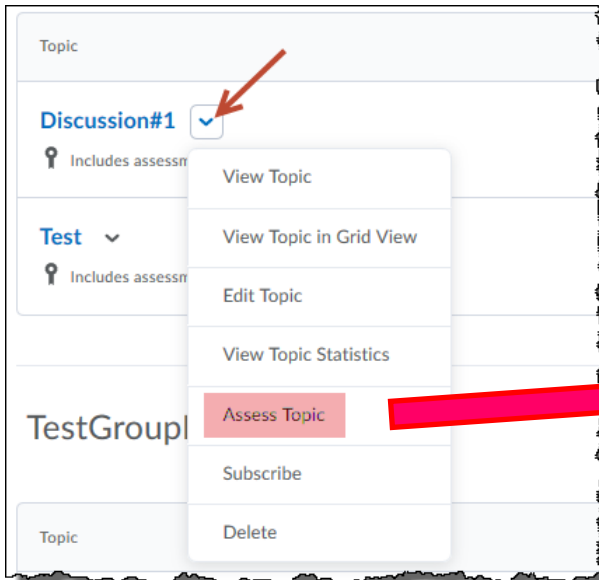
Looks good to me!

⏪ Reply

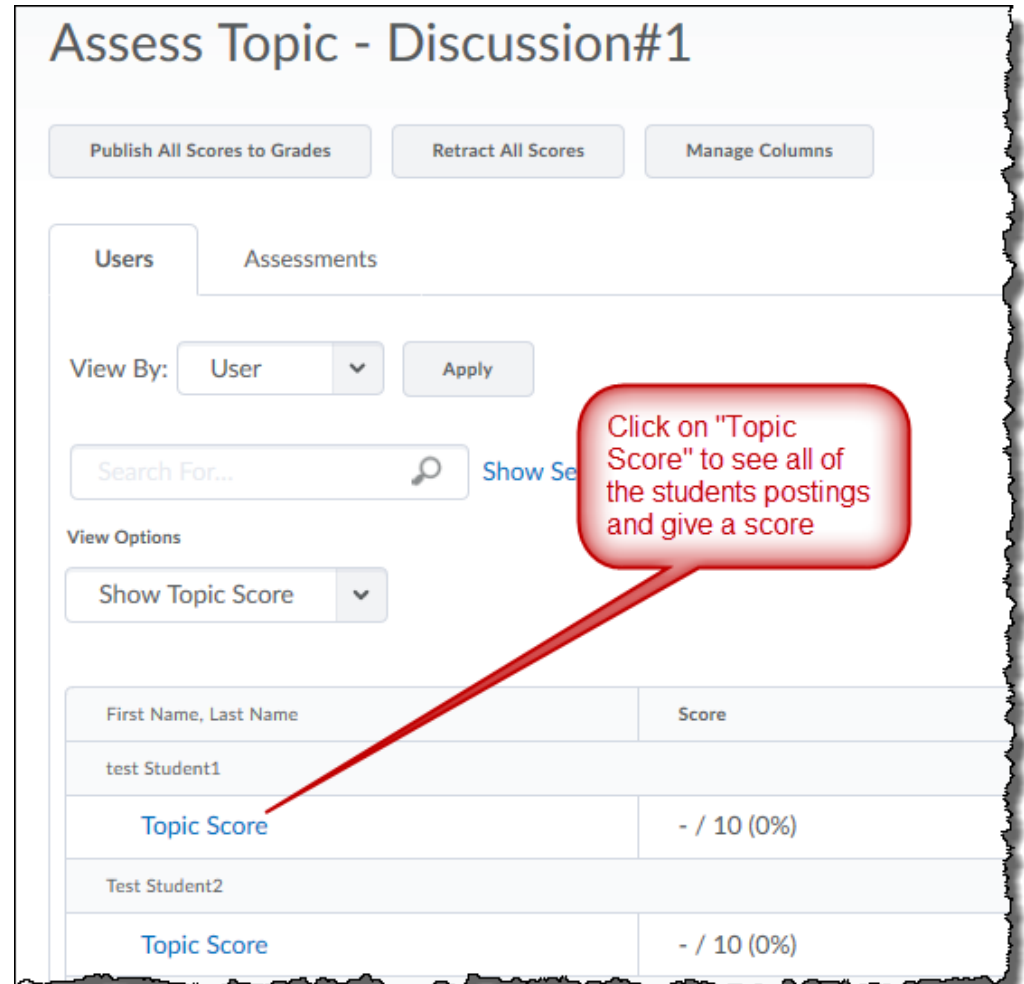
Reply or respond to this thread.

Reply to the response.

Discussions can be assessed with or without a rubric through the “Assess Topic” option in the topic menu, as shown:



The Discussion Tool



Discussions Tool – Forums and Topics: Group Discussions

The Group tools are found on the Course Admin page.

The screenshot shows the Course Administration interface. The top navigation bar includes 'Course Home', 'Content', 'Discussions', 'Assignments', 'Quizzes', 'Classlist', 'Grades', 'Resources & Links', and 'Course Admin'. The 'Course Admin' menu item is circled in red. Below the navigation bar, the 'Course Administration' section is titled. A table with columns 'Category' and 'Name' is visible. Under the 'Tools' section, a grid of icons represents various tools. The 'Groups' tool icon is highlighted with a red box, and a red arrow points from it to a zoomed-in view of the 'Manage Groups' page. In the zoomed-in view, the 'New Category' button is highlighted with a red box and a red arrow.

Click on “New Category”
to set up groups.

Discussions Tool – Forums and Topics: Group Discussions

New Category

Category Information

Category Name *

Description

Enrollment Type

of Groups - No Auto Enrollments

Number of Groups *

Group Prefix

Additional Options

Set up discussion areas

Set up lockers

Set up assignment submission folders

Save **Cancel**

Name of group category

Determines how groups are populated

Check box to set up Discussions for groups in this category

Setting up discussions through the Groups tool

Additional Options

Set up discussion areas

Forum * **[New Forum]**

Create new topic

Attach to existing topic

Save **Cancel**

Create Restricted Topics

Category Name

Jimtest

Forum * **[New Forum]**

Create one topic with threads separated by group

Title

Description

Create and Next **Add Another** **Skip**

You can also assign Forums and Topics to Groups through the “Restrictions> Group and Section Restrictions” settings of newly created Forums and Topics

Edit Forum - New Test Forum ▾

Properties **Restrictions**

Hide from Users

Group and Section Restrictions

Restrict this forum to the following groups and sections ⓘ

Add Groups and Sections

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

Save and Close Save and Add Topic Save Cancel

Edit Topic - New topic 2 ▾

Properties **Restrictions** Assessment Objectives

Hide from Users

Group and Section Restrictions

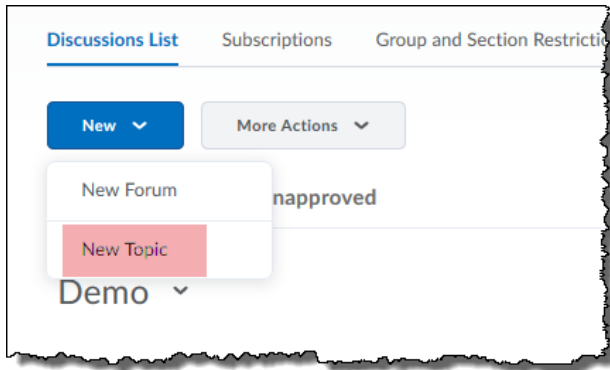
Restrict this topic to the following groups and sections ⓘ

Add Groups and Sections

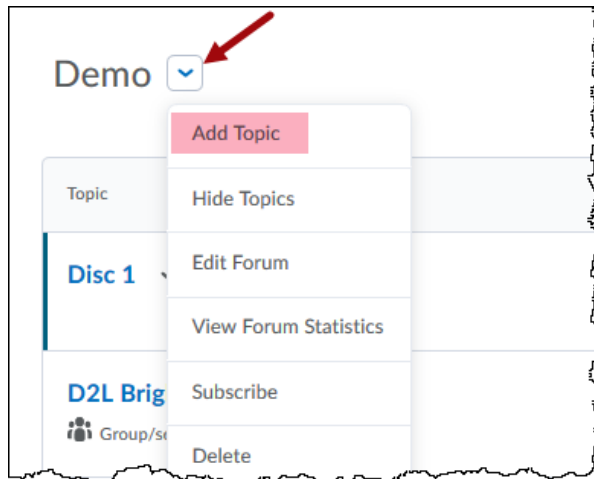
There are no group or section restrictions attached to this item.

Save and Close Save and New Save Cancel

Discussions Tool – Forums and Topics: Group Discussions



OR



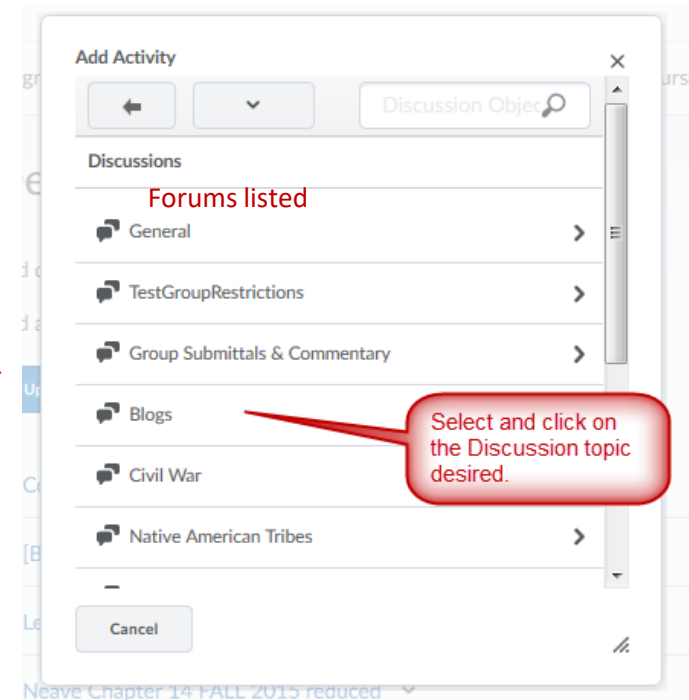
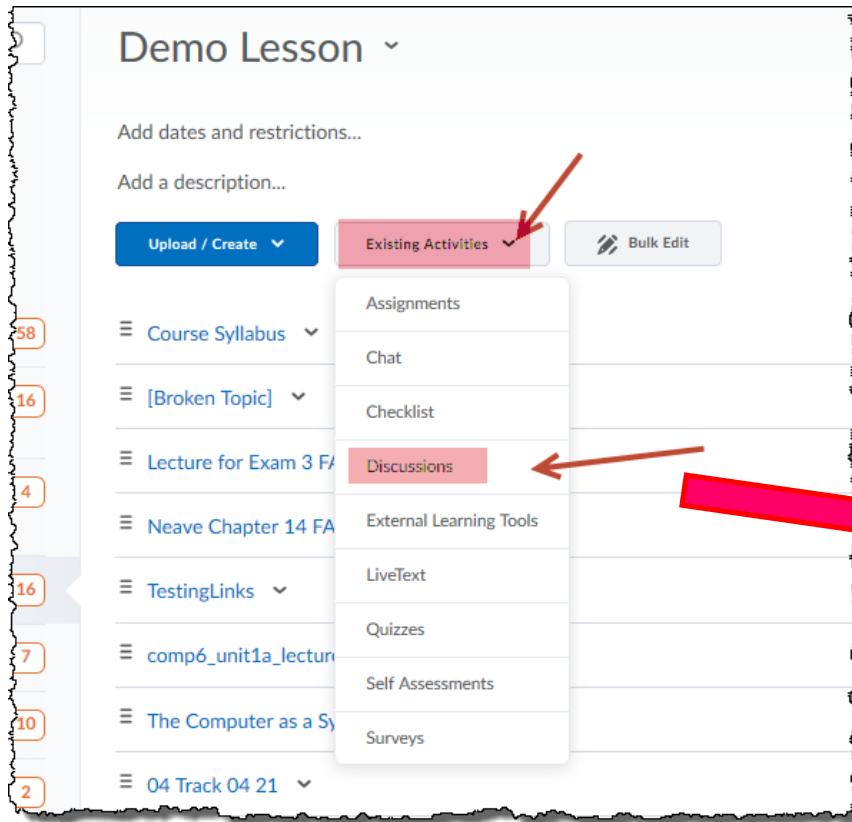
This screenshot shows the 'New Topic' form. At the top, there are tabs for 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. Below the tabs, the text 'New Topic Details' is displayed. The form has several sections:

- Forum ***: A dropdown menu with 'Demo' selected and a '[New Forum] ?' link.
- Topic Type**: Two radio buttons: 'Open topic, everyone can access this topic and its contents' (unselected) and 'Group or section topic, everyone can access this topic but students only see threads from their own group or section' (selected).
- Group or Section Category**: A dropdown menu with 'Class groups' selected.
- Title ***: A text input field.
- Description**: A rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, font family, and size.

Annotations (red callouts) are present:

- A callout pointing to the 'Forum' dropdown: 'Select a Forum to place topic in from the drop-down list (or create a new one).'.
- A callout pointing to the 'Group or Section Category' dropdown: 'Set as a group topic, then select the group category you want from the group discussions'.
- A callout pointing to the 'Title' field: 'Must have a Title'.

Discussion Topic— Adding to Table of Contents



Use the “Add Existing Activities” button in an existing module (or in a new module) to select existing Discussions Topics

The Distance Education>eLearning/D2L Resources page has more detailed information on the different tools and elements of the eLearning environment including:

- Home Page, Navigation, & Widgets
- Content Tool and Content Builder
- Discussions
- Dropbox
- Quizzes
- Grades
- E-mail & Calendar

Please email any questions to
DETI@ung.edu

Thank you



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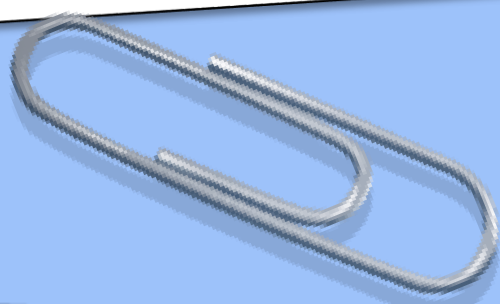


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