



Create a Discussion

Introduction:

Discussion topics allow you to create a forum (room) where users can post messages to exchange ideas, record thoughts, and ask questions on a particular subject.

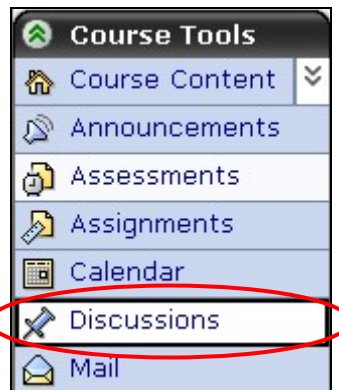
Threaded discussion topics are used for a more traditional online discussion. Participants post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.

Create a Threaded Discussion Topic

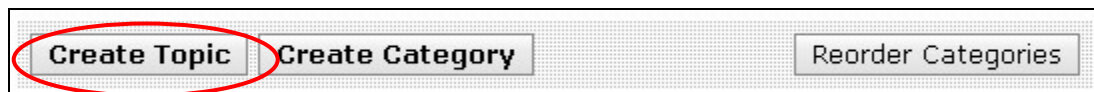
Step 1. To begin, click on the **Build** tab after you have logged into your course.



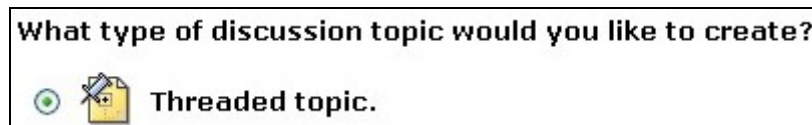
Step 2. Next, click **Discussions** from the *Course Tools* menu.



Step 3. Click **CreateTopic** from the *Discussions* area.



Step 4. Select what type of discussion topic you would like to create. A detailed description of each type of discussion topic appears below each option. In this example, we will select a **Threaded topic** (default selection).



Step 5. Click **Next** to continue.

Step 6. Enter a **Title** in the field provided.

*Title:

Note: You are encouraged to create as many discussion topics as needed within your course. Think of each topic as it's own "room" where students actively participate in a discussion facilitated by you. Discussion questions should stimulate meaningful dialogue at two levels; student to student as well as student and instructor.

Step 7. Enter the **Description** of the discussion topic in the field provided.

Description:

Our Week 1 Discussion will focus on whether the rules of evidence should change as society changes. Using the class discussion area, please respond to the following question:

Should the rules of evidence be changed as society changes and if so, who should have the responsibility of modifying or rewriting the rules and why?

Use HTML

Item Visibility: Show Item
 Hide Item

Note: It is important to include any and all logistical information, instructions, guidelines and deadlines in this area so that your students are aware of your expectations.

Step 8. Next, select the **Numeric grade** option and **enter the possible grade** in the field provided. In this example, we will enter 100.

Allow the topic to be graded

Numeric grade: Out of

Step 9. Modify the **Grade book column Title** as needed.

A column is automatically created for this topic in Grade Book

Grade Book column title:

Note: Consider using a shortened grade book column title so that you can view more columns within the grade book view of the course.

Step 10. Select **Release grade to Students in My Grades**. This allows students to be able to view their own grade.




Release grade to Students in My Grades




Step 11. Click **Save** when finished. You will return to the Discussions page where you will see a list of all discussion that you have created.

Your location: **Discussions**

The items were created.

Discussions

  Default Topic  (0 Messages)

  Week 1 Discussion  (0 Messages)

Our Week 1 Discussion will focus on whether the rules of evidence should change as society changes. Using the class discussion area, please respond to the following question:

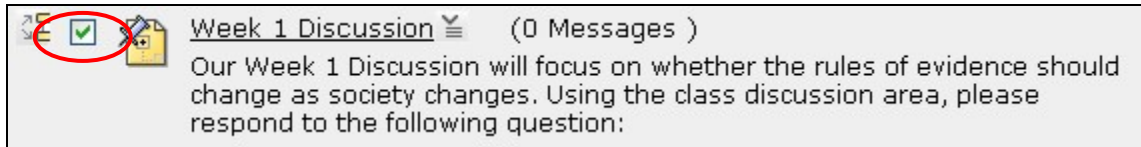
Should the rules of evidence be changed as society changes and if so, who should have the responsibility of modifying or rewriting the rules and why?

Participation Guidelines:
You may respond to as many of the messages from your fellow classmates as you wish, but the minimum requirement is 1 reply....[more](#)

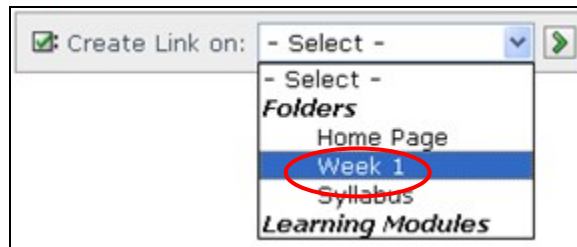
Create a Link to a Threaded Discussion Topic

In this section, you will learn how to create a content link to a discussion topic directly within a folder you have created on the course homepage.

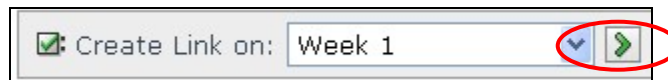
Step 1: From the *Discussions* page, select the **checkbox** corresponding with the discussion topic that you would like to link.



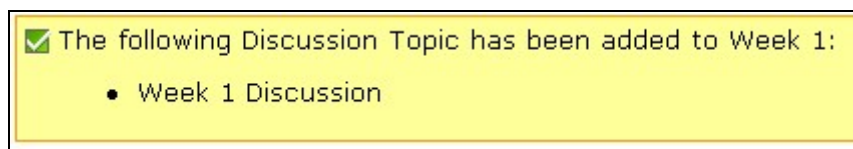
Step 2: Next, use the drop down menu located at the bottom of the screen to select the desired folder (assuming that you have already created your course folder structure) to link your discussion topic. In this example, we will select the *Week 1* folder.



Step 3: Click the **Green (Go) arrow** when finished.



Note: You will receive confirmation that the following discussion topic was added to the selected folder.



For some, you may want to confirm that this process worked properly... If so, follow these steps.

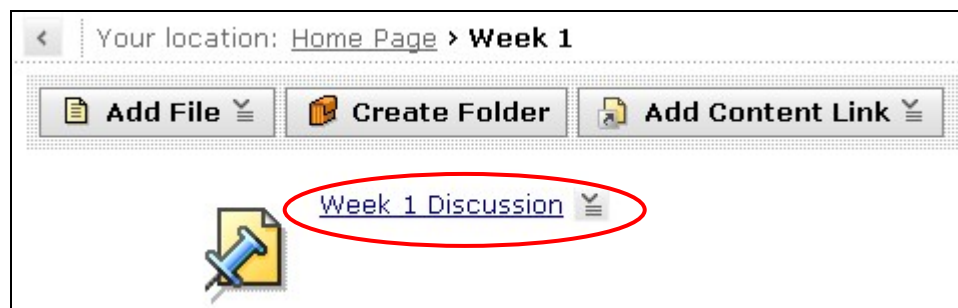
Step 4: From the *Course Tools* menu, click on the **Course Content** link to return to the course home page.



Step 5: From the course home page, click on the **name of the folder** you want to access. In this example, we will select the folder titled *Week 1*.



Step 6: Once inside the folder, you will see the link to the discussion topic. Congratulations!!



Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLITC or contact us via email at tlitc@bhcc.mass.edu.