

Using the Discussion Course Tool - Learners

The Discussion Course Tool allows Instructors and Learners to communicate in an online discussion format by holding ongoing, threaded discussions, as well as provide a forum for requiring and assessing learner’s participation. The discussion home page summarizes all the forums and posts for the current course or community, providing the date and time of the post as well as the number of comments left for each post. The learner may search posts by keywords, category and the author of the post. The availability of discussions and the learner’s ability to create new forums and posts depends on the course/training settings configured by the instructor.

Homepage Discussion Summary Widget

Learners can decide whether or not to display discussion summaries on their homepage by turning the widget on/off.

- 1 Login to Edvance360. Navigate to **Dashboard > Widgets > Discussion Summaries On/Off > Save Widget Settings**

Home » My Widgets

My Widgets

Status	Widget Name	Description	Settings
<input type="radio"/> On <input checked="" type="radio"/> Off	rssreader	Add RSS feeds to personalize your homepage page.	n/a
<input type="radio"/> On <input checked="" type="radio"/> Off	Basic Calculator	Adds a popup calculator to all course pages.	n/a
<input checked="" type="radio"/> On <input type="radio"/> Off	Discussion Summaries	Displays unread course and group discussion threads upon login.	n/a
<input type="radio"/> On <input checked="" type="radio"/> Off	Certificates	Display number of certificates issues per week.	n/a
<input type="radio"/> On <input checked="" type="radio"/> Off	List of active courses	Displays list of active courses along with start, end dates and course length.	n/a
<input type="radio"/> On <input checked="" type="radio"/> Off	Course Progress	Displays gauge for total lesson progress of the course.	n/a
<input type="radio"/> On <input checked="" type="radio"/> Off	Test Score	Displays test score as percentage against dates test taken.	n/a
<input checked="" type="radio"/> On <input type="radio"/> Off	My Courses	Display first five enrolled courses.	n/a
<input type="radio"/> On <input checked="" type="radio"/> Off	Calendar This Week	Display events of the current week.	n/a

Save Widget Settings

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Discussion Posts and Comments will display on learner's homepage if the widget is turned on. Learners can navigate directly to the discussion post/comment by selecting **Read More** or mark all posts and comments read by selecting **Clear All**.

Posts & Comments

Clear All



Introductions
03/23/2017 1:21 PM | Clear
In: Edvance360: The Basics By: Jane Doe

Welcome to Edvance360 The Basics.

Read More...

How to Create Discussion Forum

From the discussion home page learners may create new forums, which are groupings of discussion threads.

1. Navigate to **Course/Training > Discussion > Forums**
2. Select the green plus sign "Add New" located to the right of the Forum title bar

Forums



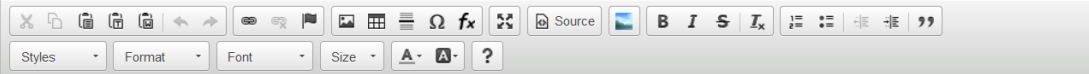
QuickStart Guide: Using the Discussion Course Tool - Learners

3. To create a new discussion forum, the user should enter a **name** for the forum, a **description**, and optionally fill in the **Sort Order** field. Then select **Draft or Publish** from the status drop down and click the **Save**.

Trainings » Course Discussion » Add Discussion

* Name [?](#)

Description



Styles - Format - Font - Size - A- A+ ?

Paragraphs: 0, Words: 0

Sort order

status

Publish v

Save

4. Once users click on the discussion forum, they may create a new post or comment, or edit the posts or comments they have created, and if they are an administrative user, they may add or delete a forum. Users may also search forums by keywords, category and by the author of the post.

How to Create Discussion Post

1. Navigate to **Courses/Trainings > Discussion > Posts**
2. Select the green plus sign “Add New” located to the right of the Posts title



3. Enter a title, add the body of the discussion post, attach a file if desired, and fill in additional options.

Additional options include the following:

- *Category*: Allows users to search for the post by category.
- *Tag/Keywords*: Allows users to search for posts by specific words or phrases
- *Comment Settings*: Select On, Off, or *After Commenting to determine if or how users may comment to posts in the thread
- *Sort Order*: Add a number here to place this post in the desired order in the list of posts
- *Start Date*: If desired, click inside this box to select a start date for this post. This date indicates when the post will be available for learners.
- *Expire Date*: If desired, click inside this box to select an expiration date for this post. This date indicates the date this post will no longer be available to learners.
- *Status*: Select Draft/Publish from the drop down to determine whether users may begin interacting with this post.

Note: When the After Comment view is selected, users are not allowed to edit their comments after submission.


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Discussion Forum

Select discussion forum

* Title

Description



Paragraphs: 0, Words: 0

Attachments No file selected.

Category

Tags/Keywords

Comment Settings

Sort order

Start date

Expire date

status

4. After entering desired information into post select **Save**

How to Search Discussion Forum or Post

The learner may search forums and posts by keywords, category and the author of the post. The availability of discussions and the learner's ability to create new forums and posts depends on the course/training settings configured by the instructor.

Search Filter

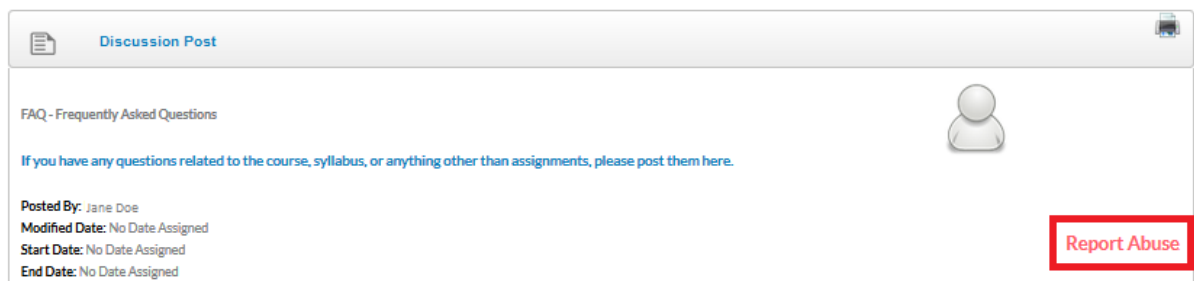
Tags/Keywords:

Category:

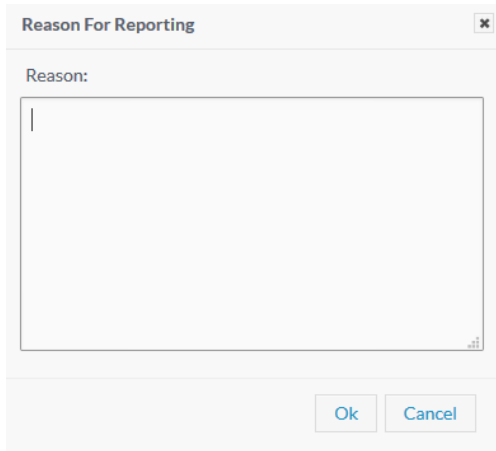
Poster:

How to Report Abuse

1. Within the discussion post or comment select **Report Abuse**. Users may click the Report Abuse Function in each individual post and comment to report any abuses of the system.



2. Enter the reason for abuse report and select the OK

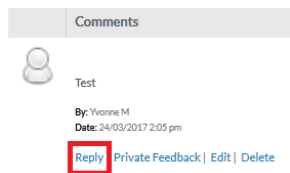


A dialog box titled "Reason For Reporting" with a close button (X) in the top right corner. Below the title is a label "Reason:" followed by a large, empty text input area. At the bottom of the dialog box are two buttons: "Ok" and "Cancel".

This will create an abuse report for Administrators to review in the Administrative tab. They will receive a Report Submitted number to let them know the order in which their report will be viewed by Administration. Once a discussion post or comment has been reported it will no longer be visible to students until an Administrative review has taken place. If the Administrator approves the report the material will be visible again to students, but Administrators may also choose to delete offending items.

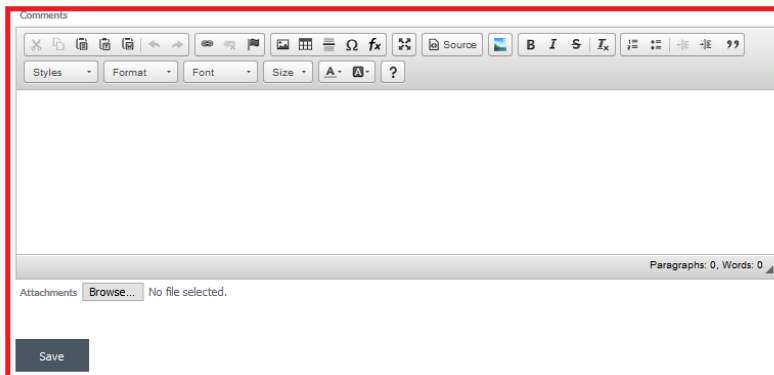
How to Reply, Edit & Delete

1. Within the discussion post or comment select **Reply**.

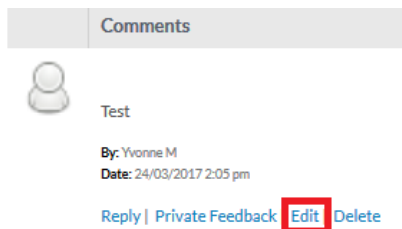


2. The comment window will display. Enter comment and select **Save**

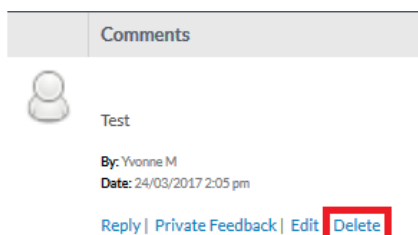
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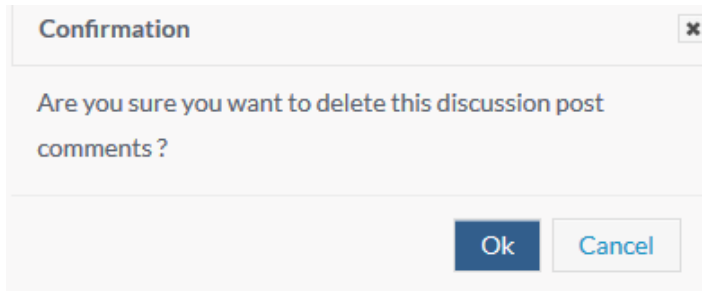
3. Select **Edit** to edit a reply/comment. The comment window will open and you can edit then select **Save**



4. Select **Delete** to delete a reply/comment. You can only delete comments you have posted.



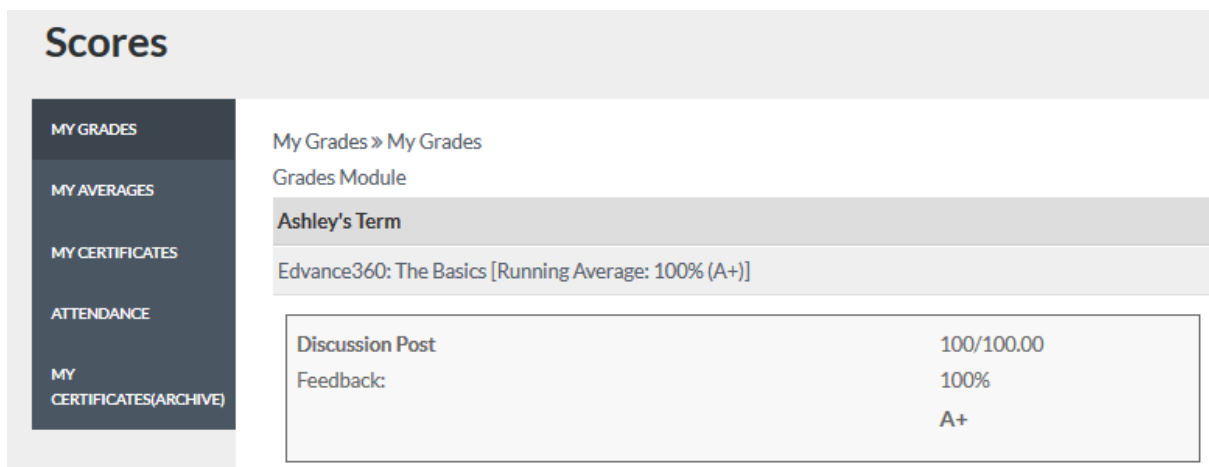
5. A window will open to confirm the request, select **OK**



Graded Discussion Posts

If the instructor has designated the discussion post as a graded assignment learners can view their grades in **Scores/My Grades**.

1. Learners Navigate to **Scores** in the top navigation menu



The screenshot shows the "Scores" page in a learning management system. On the left is a dark sidebar menu with options: MY GRADES, MY AVERAGES, MY CERTIFICATES, ATTENDANCE, and MY CERTIFICATES(ARCHIVE). The main content area shows the breadcrumb "My Grades » My Grades" and "Grades Module". Below that is a section for "Ashley's Term" with a sub-section for "Edvance360: The Basics [Running Average: 100% (A+)]". A table displays the following data:

Discussion Post	100/100.00
Feedback:	100%
	A+