

# Using the Discussion Course Tool - Instructor

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 instructor and 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

Instructors 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 checked="" type="radio"/> On <input type="radio"/> Off	rssreader	Add RSS feeds to personalize your homepage page.	Edit Settings
<input checked="" type="radio"/> On <input 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 checked="" type="radio"/> On <input type="radio"/> Off	Logins	Display login by day.	n/a
<input checked="" type="radio"/> On <input type="radio"/> Off	Certificates	Display number of certificates issues per week.	n/a
<input checked="" type="radio"/> On <input type="radio"/> Off	Tools Usage	Display percentage of users that have used following tools * Mailbox * Gradebook * Dropbox * Discussion * Repository * Wiki * Lessons.	n/a
<input checked="" type="radio"/> On <input type="radio"/> Off	List of active courses	Displays list of active courses along with start, end dates and course length.	n/a
<input checked="" type="radio"/> On <input type="radio"/> Off	Course Progress	Displays gauge for total lesson progress of the course.	n/a
<input checked="" type="radio"/> On <input 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	Comments Per Week	Displays number of comments per week for active courses.	n/a
<input checked="" type="radio"/> On <input type="radio"/> Off	Average of Running Averages	Display average of the running average of each student in the course that is still active.	n/a
<input checked="" type="radio"/> On <input type="radio"/> Off	My Courses	Display first five enrolled courses.	n/a

**Save Widget Settings**

## QuickStart Guide: Using the Discussion Course Tool - Instructor

Discussion Posts and Comments will display on instructors homepage if the widget is turned on. Instructors 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



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

Welcome to Edvance360 The Basics.

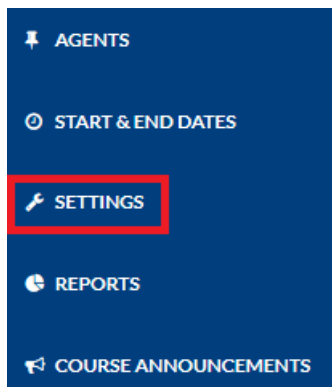
[Read More...](#)

Clear All

## How to Enable Discussion Tool

If enabled by the site administrator instructors have the option to enable/disable the Discussion Forum/Post tool.

1. Navigate to **Courses/Trainings** > Select desired Course/Training
2. Scroll down to **Settings**



### 3. Select the **Module Tab** > Ensure Status is **Active** > **Save**

Name	Order	Status
Discussion	1	Active
Resources	2	Active

Note: Instructors can change the order in which the course tools display and enable/disable course tools by selecting “Active” or “Inactive” from the Status dropdown menu.

## How to Create Discussion Forum

From the discussion home page instructors 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



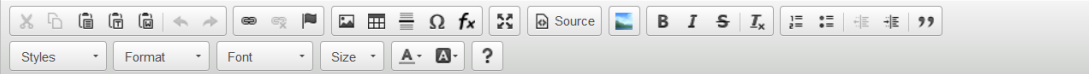
## QuickStart Guide: Using the Discussion Course Tool - Instructor

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*: 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*: 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 learner.
- *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.


## QuickStart Guide: Using the Discussion Course Tool - Instructor

Discussion Forum

Select discussion forum

\* Title

Description



Paragraphs: 0, Words: 0

Attachments  No file selected.

Category

Tags/Keywords

Comment Settings

Sort order

Start date

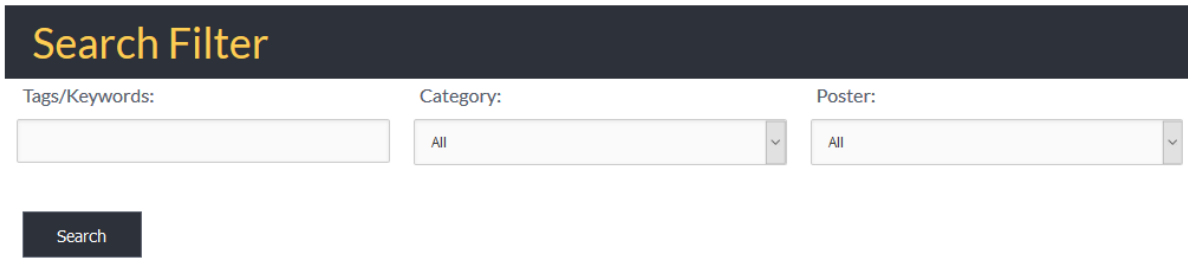
Expire date

status

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

### How to Search Discussion Forum or Post

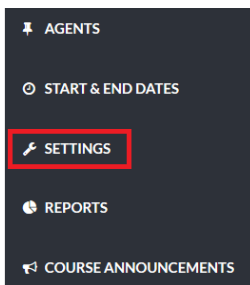
The instructor may search forums and posts by keywords, category and the author of the post. The availability of discussions and the learner's ability to create new forums and posts depends on the course/training settings configured by the instructor.



The screenshot shows a dark-themed search filter interface. At the top, the text "Search Filter" is displayed in a light yellow font. Below this, there are three input fields: "Tags/Keywords:" with an empty text box, "Category:" with a dropdown menu showing "All", and "Poster:" with a dropdown menu showing "All". A dark "Search" button is located below the input fields.

### How to Change Discussion Forum & Post Settings

1. Navigate to **Courses/Trainings > Settings**



## 2. Select **Details** > **Discussion**, select desired settings then **Save**

Trainings » Course Settings

The screenshot shows the 'Course Settings' page with a navigation bar at the top containing 'Modules', 'Details', 'Others', 'LTI', 'Offline Reporting', and 'Badges'. The 'Details' tab is selected and highlighted with a red border. Below the navigation bar, there are expandable sections: 'Details', 'Access Dates', and 'Discussion'. The 'Discussion' section is expanded and highlighted with a red border. It contains four sub-sections, each with a blue header bar and two radio button options:

- Sort**:
  - Sort discussion list by date.
  - Sort discussion list by sort order.
- Comment Deletion**:
  - Fully Delete Comment.
  - Leave "comment removed" message in place of deleted comment.
- Community Posts**:
  - Students May Create New Posts.
  - Only Faculty May Create New Posts/Forums.
- Group Discussion Posts/Forums**:
  - Students May Create New Posts/Forums.
  - Only Faculty May Create New Posts/Forums.

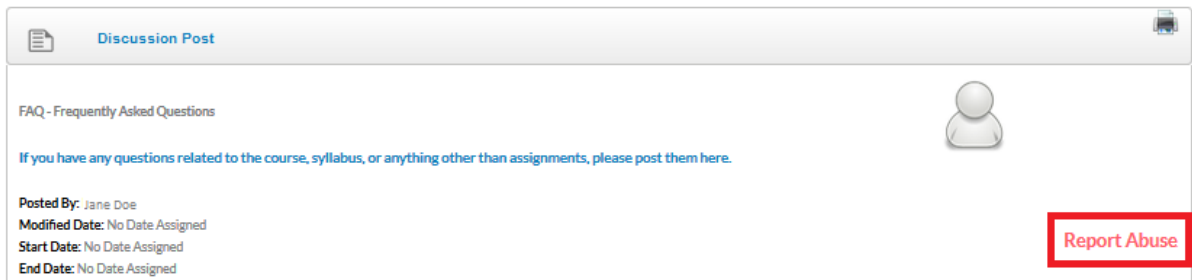
At the bottom left of the settings area, there is a 'Save' button highlighted with a red border.



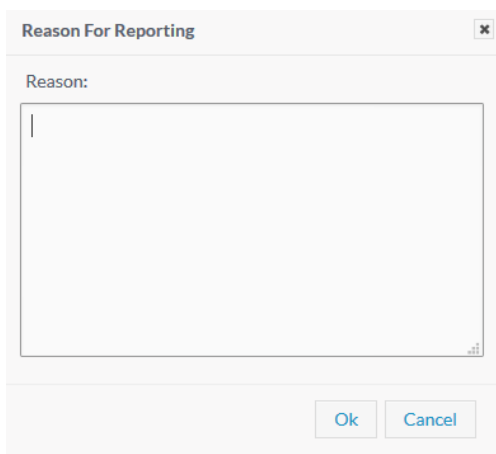
## How to Report Abuse

Users can Report Abuse in discussion posts. 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.

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.

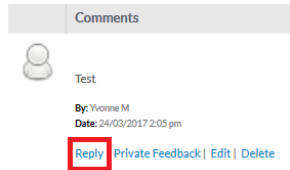


2. Enter the reason for abuse report and select the OK

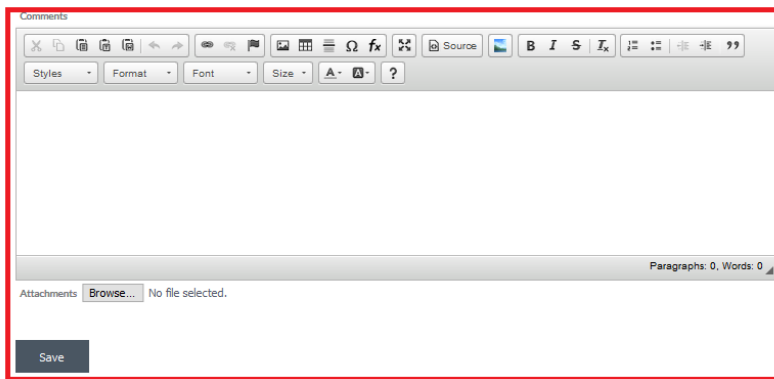


## How to Reply, Edit & Delete

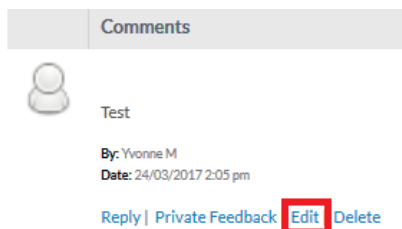
1. Within the discussion post or comment select **Reply**.



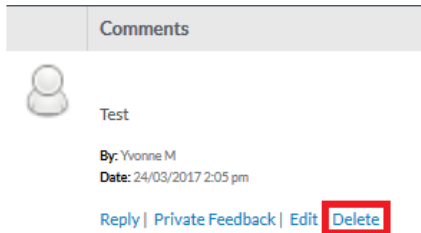
2. The comment window will display. Enter comment and select **Save**



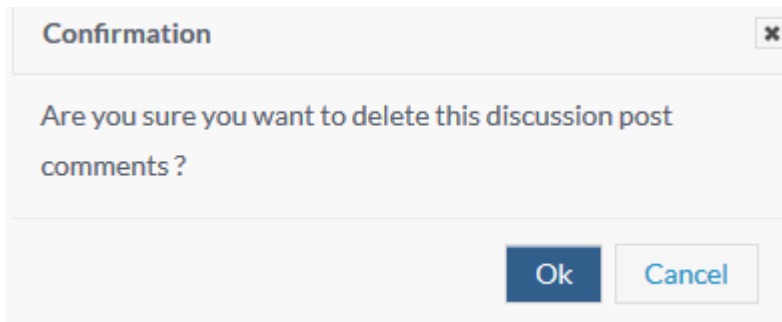
3. Select **Edit** to edit a reply/comment. The comment window will open and you can edit then select **Save**



4. Select **Delete** to delete a reply/comment.



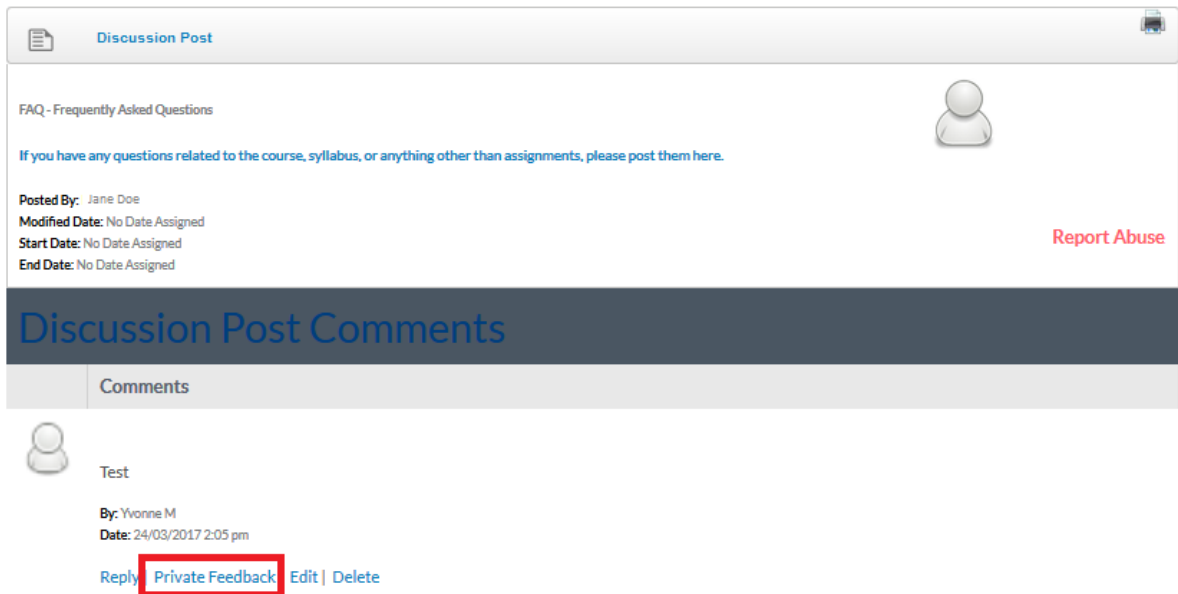
5. A window will open to confirm the request, select **OK**



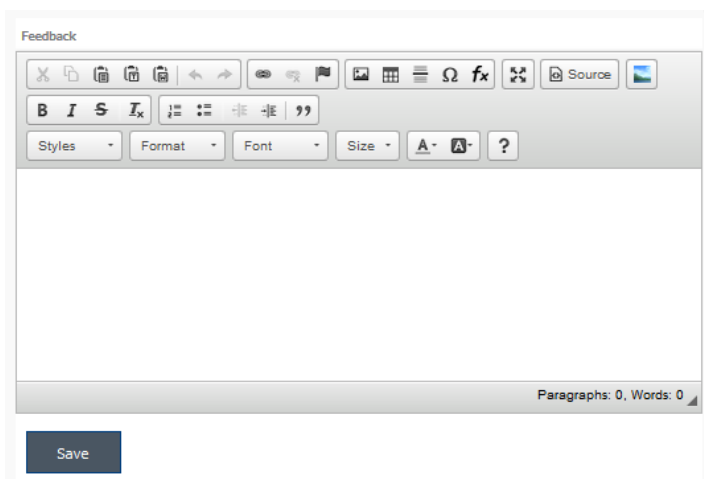
## How to Send Private Feedback

This feature allows instructors to privately respond to learn's discussion posts.

1. Within the discussion post or comment select **Private Feedback**. The private feedback window will display.



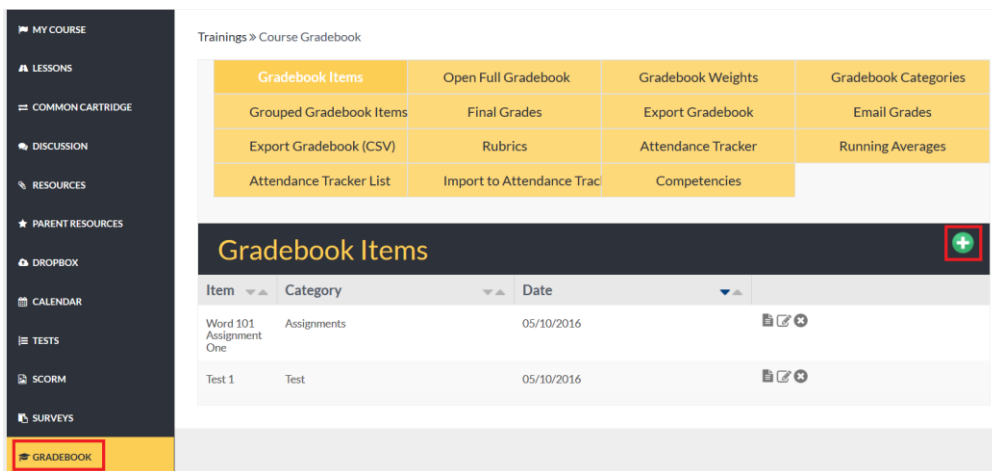
2. Enter comment into private feedback window and select **Save**



## Graded Discussion Posts

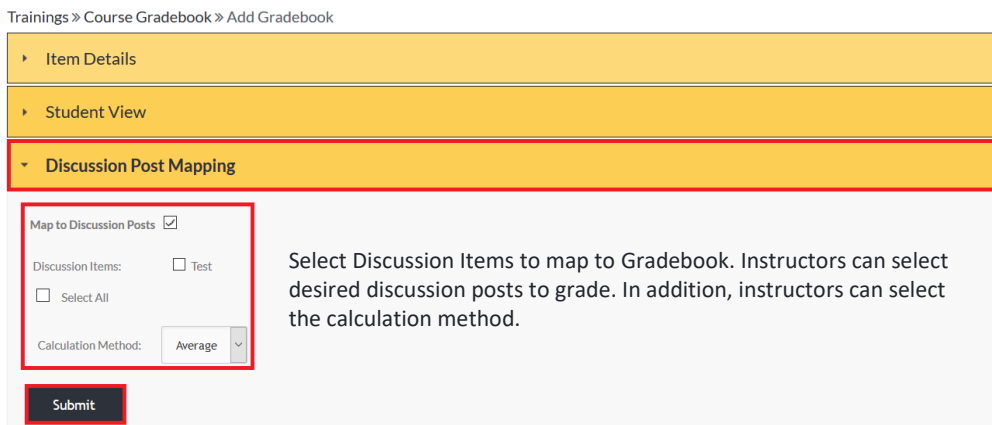
If the instructor has designated the discussion post as a graded assignment learners can view their grades in **Scores/My Grades**

1. Navigate to **Gradebook** > Select **Add New** 



The screenshot shows the 'Trainings >> Course Gradebook' page. On the left is a navigation menu with 'GRADEBOOK' highlighted. The main content area has a table with options like 'Open Full Gradebook', 'Gradebook Weights', and 'Gradebook Categories'. Below this is a 'Gradebook Items' section with a table listing items like 'Word 101 Assignment One' and 'Test 1'. A red box highlights the '+ Add New' button in the top right corner of the 'Gradebook Items' section.

2. Enter **Item Details**, **Student View**, **Discussion Post Mapping** information then select **Submit**



The screenshot shows the 'Trainings >> Course Gradebook >> Add Gradebook' form. It has three sections: 'Item Details', 'Student View', and 'Discussion Post Mapping'. The 'Discussion Post Mapping' section is expanded and highlighted with a red box. It contains a 'Map to Discussion Posts' checkbox (checked), 'Discussion Items' with 'Test' and 'Select All' options, and a 'Calculation Method' dropdown set to 'Average'. A 'Submit' button is at the bottom. To the right of the form, text reads: 'Select Discussion Items to map to Gradebook. Instructors can select desired discussion posts to grade. In addition, instructors can select the calculation method.'

3. Instructors will see the information below on grades discussion posts

Grade This Post:  points

## Auto Create Gradebook Item

1. Navigate to **Discussion Post > Edit or Add New** 

2. Scroll down to **Auto Create Gradebook Item**

Auto Create Gradebook Item  Link to Existing Gradebook Item

Gradebook Category

Discussion

Calculation Method

Average

\* Gradebook Possible Points

- Select **Gradebook Category** – created in Gradebook
- Select **Calculation Method** – Average or Sum
- Enter **Gradebook Possible Points**


## Link to Existing Gradebook Item

1. Navigate to **Discussion Post > Edit or Add New** 

2. Scroll down to **Link to Existing Gradebook Item**

Auto Create Gradebook Item  Link to Existing Gradebook Item

Gradebook Item

Select Gradebook Item 

Select desired Gradebook Item to link Discussion Post