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**

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

Clear All

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

Welcome to Edvacne360 The Basics.
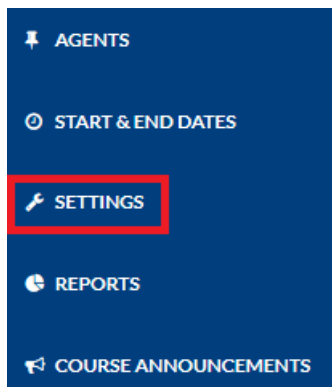
Read More...

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**

- ⚲ AGENTS
- ⊘ START & END DATES
- 🔧 SETTINGS
- ● REPORTS
- 📢 COURSE ANNOUNCEMENTS

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

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**

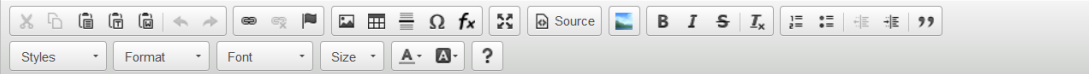**2.** Select the green plus sign "**Add New**" located to the right of the Forum title bar

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

[editor toolbar]
Styles | Format | Font | Size | A▾ A▾ | ?

Paragraphs: 0, Words: 0

Sort order

[   ]

status

Publish ▾

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.

Discussion Forum

Select discussion forum

* Title ⓘ

Description

Attachments Browse... No file selected.

Category

Tags/Keywords

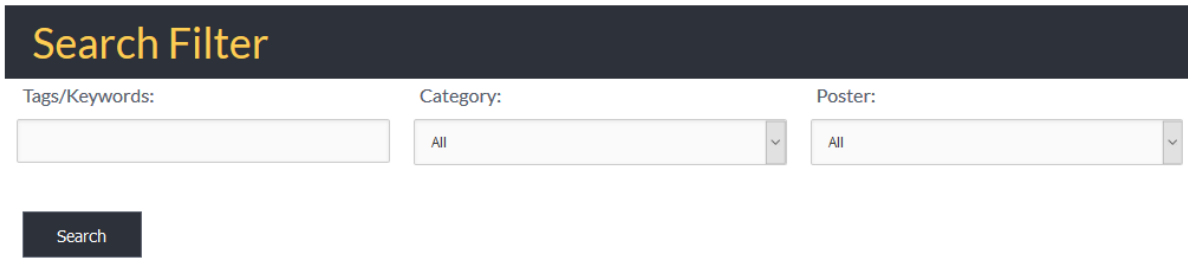Comment Settings

On

Sort order

Start date

Expire date

status

Draft

Save

4. After entering desired infromation into post select **Save**
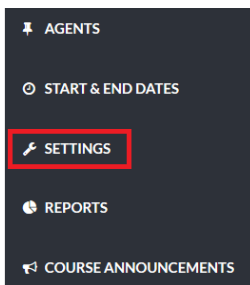
How to Search Discussion Forum or Post

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.

How to Change Discussion Forum & Post Settings

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

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

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.
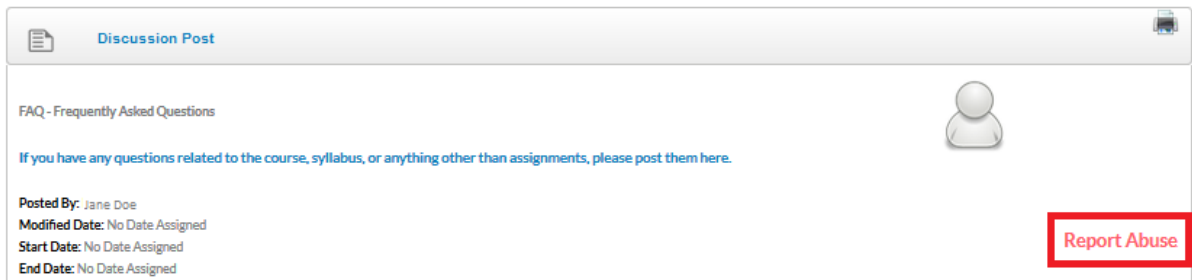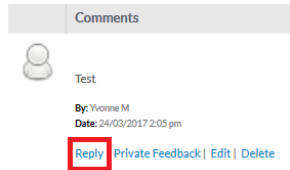

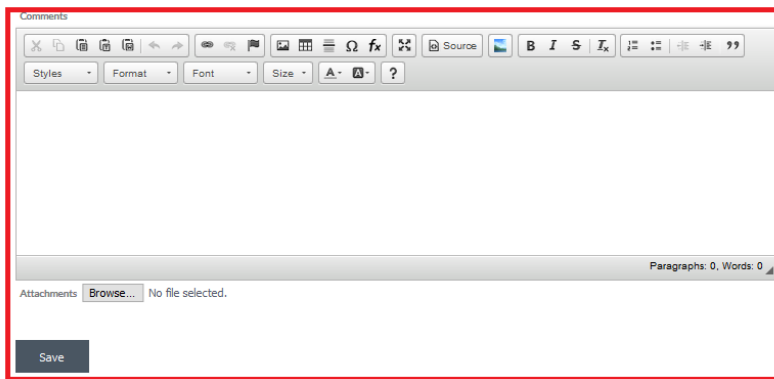**2.** Enter the reason for abuse report and select the OK
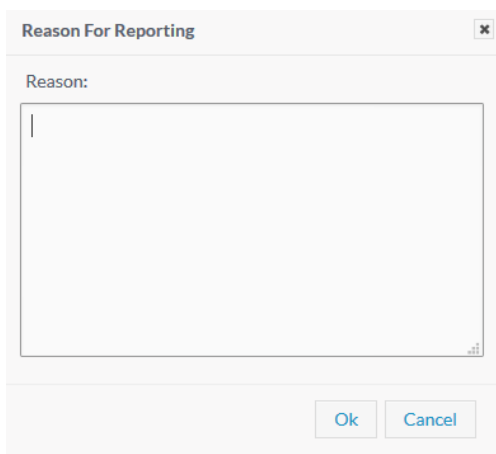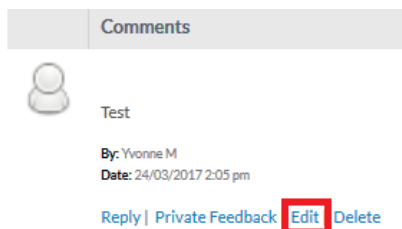
How to Reply, Edit & Delete

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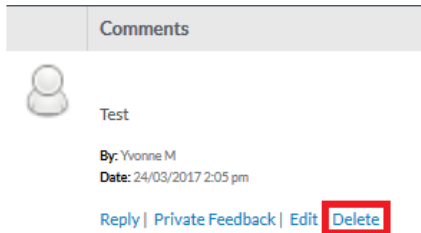

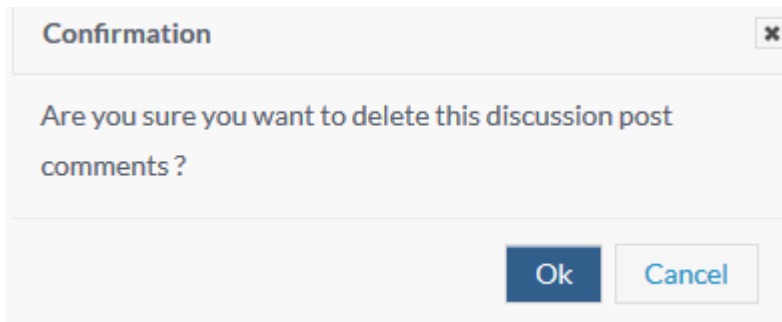**2.** The comment window will display. Enter comment and select **Save**

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

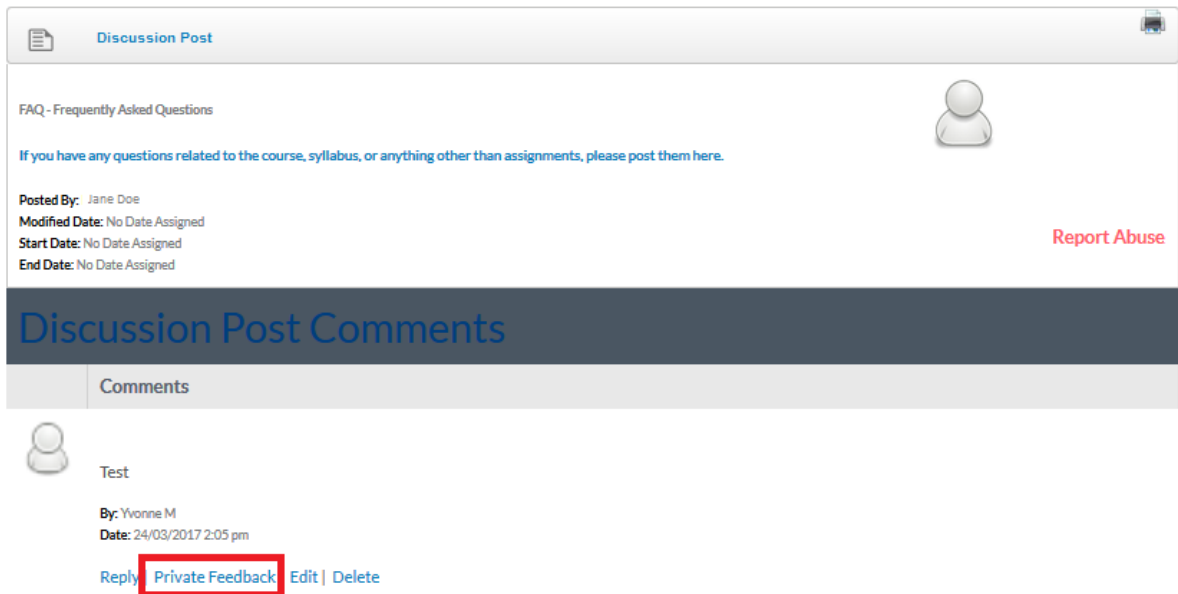**4.** Select **Delete** to delete a reply/comment.

5. A window will open to confirm the request, select **OK**
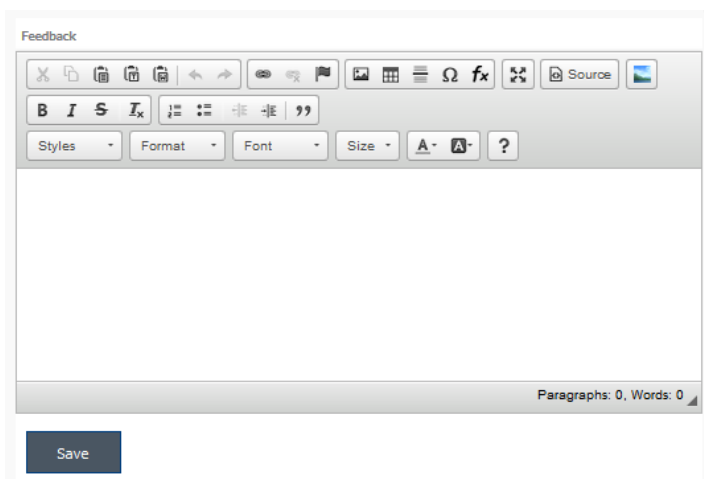
How to Send Private Feedback

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.
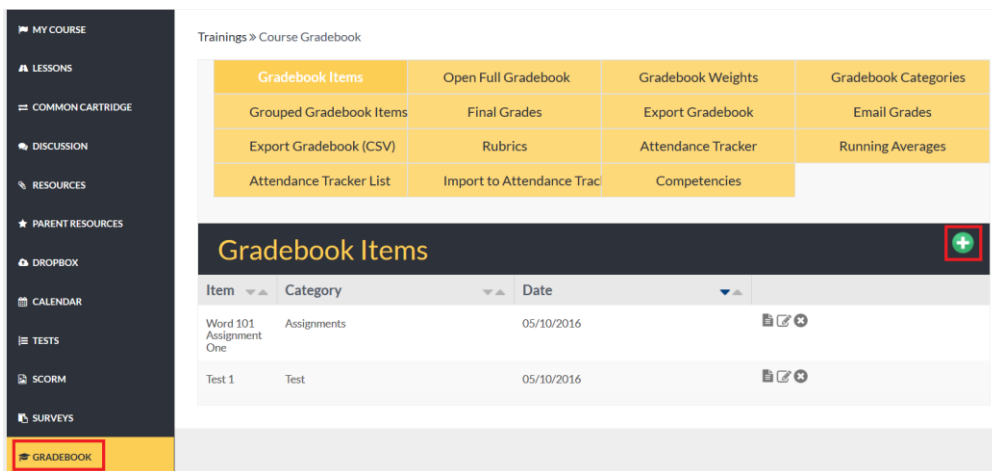

2. Enter comment into private feedback window and select **Save**
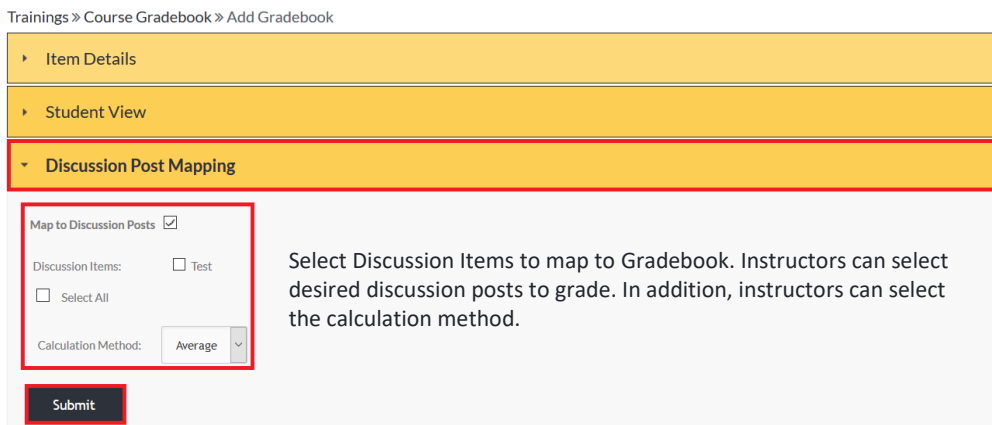
Graded Discussion Posts

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**

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

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

Auto Create Gradebook Item

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

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

- 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