

# HOW TO CREATE AND MANAGE DISCUSSION BOARDS

# CREATING A DISCUSSION BOARD

- 1. Select the **ADD MENU** Item icon above the course title to access the menu.
- 2. Select **TOOL** Link.





- 3. Type a **NAME** for the link.
- 4. From the **TYPE** menu, select **DISCUSSION BOARD**.
- 5. Select the **AVAILABLE TO USERS** check box.



6. Select **SUBMIT**.









### CREATING A FORUM ON THE DISCUSSION BOARD

Topics, or groups of related topics, are discussed within a forum.

1. Select the **CREATE FORUM** button from the action bar on the Discussion Board page.



- 2. Type a **NAME** for the forum, which will be used by users to access the forum.
- Add optional instructions or a description in the DESCRIPTION text box.

Create Forum Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Hel
* Indicates a required field.
1. Forum Information  * Name 2 Climate Change in the News Climate Change in the News
Description For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
<b>T T T P</b> aragraph → Arial → 3 (12pt) → Ξ → <b>I</b> = → <b>T</b> → <b>𝒜</b> → <b>𝔅</b>
X D D Q ∞ α Ξ Ξ Ξ Ξ Ξ Ξ Τ <sup>x</sup> Τ <sub>x</sub> 2 25 ч τ − − □ 💯 ·
We hear about climate change in the news all the time these days. What are some of your questions, or thoughts, regarding climate change?
Path: p

4. In the FORUM AVAILABILITY section, select YES.

Forum Availability	
Available	💿 Yes 💿 No
Enter Date and Time Restrictions	📄 Display After
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.
	📄 Display Until 🛛 📓
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Select additional FORUM SETTINGS.

NOTE: TO GRADE THE FORUM, THE GRADING OPTIONS NEED TO BE ENABLED UNDER FORUM SETTINGS.

6. Click SUBMIT.





#### **DIVISION OF INFORMATION TECHNOLOGY California State University, Dominguez Hills**

# CREATING A THREAD IN A FORUM

A thread is a conversation within a forum that includes the initial post and all replies to it.

1. On the **DISCUSSION BOARD** page, open a forum and select **Discussion Board CREATE THREAD.** Forums are made up of individual discussion threads that can be orga -> Delete Eorum 1 Climate Change in the News 📀 We hear about climate Delete Properties of various discussions 2. In the **CREATE THREAD** page, enter a 2. Message m, SUBJECT. \* Subject Most scientist believe in climate change 3. Add instructions, a description, or a Message For the toolbar, press ALT+E10 (PC) or ALT+EN+E10 (Mac) question in the **MESSAGE** text box. T T T T Paragraph - Arial - 3 (12pt) - := - := - T - ∥ -Most scientist believe in climate change. Here is a link with more information https://climate.nasa.gov/scientific-consensus/ After reading what scientist have to say, do you agree or disagree with their conclusions? Path: p 4. You can attach a file in the ATTACHMENTS section 3, by either Attachments browsing your computer for the file Attach File Browse My Computer Browse Course or browsing the course repository. 5. If you chose to grade threads when 4. Grading you created the forum, you decide on If a Due Date is set, submissions are accepted after this date, but are marked late. a thread-by-thread basis whether to Grade Thread • 🗸 grade a thread and you'll see Points possible: 25 additional settings. In the **GRADING** section 4, select the check box for 🗑 Show participants in "needs grading" status </u> after every 💈 🕶 Posts **GRADE THREAD** and type Points Due Date  $\odot$ possible. Enter dates as mm/dd/yyyy. Time may be entered in any increment. Associated Rubrics Add Rubric ¥ Date Last Edited Name Туре 6. Select SAVE DRAFT to store a draft of the post or **SUBMIT** to create the thread.





### HOW TO GRADE A DISCUSSION BOARD

There are multiple ways to grade a discussion board. This handout assumes that the grading forum has already been set up for the discussion thread.

Forums are made up of individual discussion threads that can be organized around a particular subject, and will help organize your discussions.

Grade settings appear on the **CREATE FORUM** and the **EDIT FORUM** pages.

 In the left hand navigation, click on Discussion, then select the **DISCUSSION BOARD** that you want to grade

2. Click GRADE DISCUSSION FORUM.

Please Note: if you do not see this option on the action bar of the forum you would like to grade, then grading has not been enabled for that forum. You will need to enable grading before you can proceed.





3. On the **GRADE DISCUSSION FORUM USERS PAGE**, select **GRADE** in a student's row. The student's posts are counted in the Posts column.

Grade Discussion Forum Users Grades entered or changed here are automatically entered or changed in the Grade Center.Points possible: 10 More Help								
P	Email					=		
0	Last Name 🔿	EastName	Unemame	Pasta	Grade			
121	Demis_PreviewUser	Stella	Ω stella_previewuser	2	99. 1	Grade		
->	Email					This is a table showing the attributes of a collection of items.		





Print Prev	EW .				Filter
Sort by Date	I Last Post Order + Descending 5			Forum Statistics ~	> 55
Select A	None			0	
Mark S					/25
Thread: Post: Author:	The weather has change significantly RE: The weather has change significantly	Posted Date: Status:	July 24, 2017 3:55 PM Published	GRADE BY RUBRIC TO DISCUSSION BOARD RUBRIC Used for Grading	0
respectfully d	sagree. I don't think that the weather has changed that drastically since	) I was a child.		FEEDBACK TO LEARNER (8)	
5		Reply Quote	Mark as Unread		
Thread: Post: Anthon:	Most scientist believe in climate change RE-Most scientist believe in climate chance	Posted Date: Status:	July 24, 2017 9 23 AM Published		
lere is some r	ore information that I found regarding Climate Change. According to NA	0 2 · A	h		
dvance and re ariations in Ea	treat, with the abrupt end of the last ice age about 7,000 years ago man rth's orbit that change the amount of solar energy our planet receives. "	T Add Notes			
5		Reptr Quote	Mark as Unread	Cancel Save Draft	Submit
Thread: Post: Author:	Most scientist believe in climate change RE Most scientist believe in climate change	Posted Dete: Status:	July 20, 2017 1.46 PM Published	^	10
agree with the	scientist. We need to take care of our planet.				
		Beply Quote	Mark as Unread		
Select A	None				
Mark					OK

On the **GRADE DISCUSSION FORUM** page, the student's posts for this forum appear. Because you can assign a forum grade based on multiple threads, all messages posted by a student are included for review.

- In the CONTENT FRAME, evaluate the currently selected student's posts. You can sort by Author's Last Name, Author's First Name, Subject, Date of Last Post, and Thread Order. You can also sort by Ascending or Descending order.
- Sort by Date of Last Post Order Ascending Sel Author's Last Name Author's First Name Subject Order Order Thread Order
- 5. In the **GRADING SIDEBAR**, type a grade. If you associated a rubric for this forum, expand and complete the rubric.
- 6. If a rubric has been used, click on the **GRADING RUBRIC** link and grade according to level of accomplishment for each category. The total score will be automatically tabulated.
- 7. You may add comments for the student under FEEDBACK.
- 8. Enter notes under ADD NOTES (notes can only be seen by the course instructor)
- 9. Click SUBMIT to move to the next student.



