

How Do I ? Create and Edit Discussion Topics

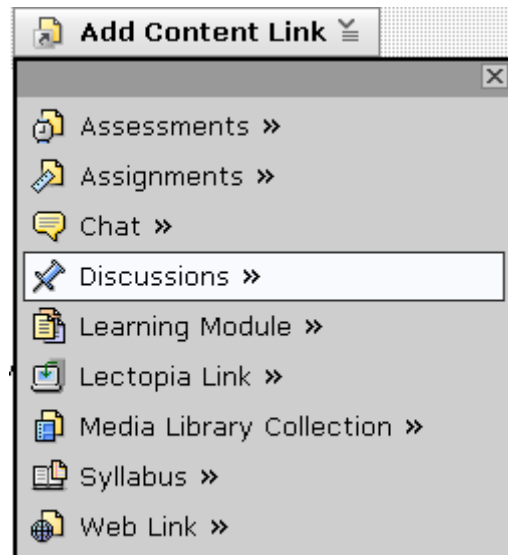
The Discussions tool allows you to create topics relevant to a theme in a unit where students, designers and instructors can post and reply to messages. Only enrolled students and staff involved in that unit can post and reply to messages to the discussion.

Always set students' expectations of how you intend to use communication tools.

For example: Sometimes you may want to create a discussion topic for students to discuss ideas amongst themselves and in which you will not be involved – make sure your students know this before they begin. This will go some way to avoiding disappointment and frustration.

To Create a Discussion Topic

1. From the **Build Tab** navigate to the Course Content Home Page, folder or learning module to which you want to add the Discussion Topic.
2. Select **Add Content Link** and choose **Discussions**.
3. Select **Create Discussion Topic** and then choose the type of discussion topic you would like to create.




NOTE: You can choose to create any of the following types of discussion:

THREADED TOPIC: This is the most common and more traditional type of topic. Staff and students can post and reply to messages. Replies that are associated with the same post are grouped together in a thread that can be expanded or collapsed.

BLOG TOPIC: Choosing this option will create a collaborative weblog allowing participants to post a series of entries on a particular topic. The messages will be displayed in chronological order. Comments can be added to any blog entry.

JOURNAL TOPIC: Creating a journal topic gives students a space to collect their own writing. Journals can be private (between the student and teacher) or shared with the class.

4. Click on the **Next** button and you will be prompted to enter a title and description for the topic. NOTE: You might use the description field to give your students an indication of the manner in which you expect them to use the topic.
5. At the next field, you can choose whether or not to categorise the topic. This will help you to manage your Discussion topics if you have a significant number.


6. Next, you can choose whether to make your topic gradable and to assign the highest grade. If the topic is gradable, a column will be created automatically in the Grade Book. NOTE: If you want to share a grading form with your colleagues, this must be created before you create the discussion topic. See 'How Do I ...? Create a Grading Form
7. Choose **Save**.
8. The **Description** will appear beneath the topic title in whatever location you have chosen. To remove the Description, select the ActionLinks  and choose **Customize Link**. In the **Custom Description for this Link** field, type in a space and delete the remainder of the text, then choose **Save**. The topic **Description** will still appear in the **Discussion** tool.

To Add a Link to an Existing Discussion Topic or Category




1. From the **Build Tab** navigate to the Course Content Home Page, folder or learning module to which you want to add the Discussion Topic or category.
2. Select **Add Content Link** and select **Discussions** from the dropdown list.
3. Click on the topic or category from the **Select from inventory** list, then choose **Add Selected**.

Select from inventory:




Default Topic	▲
Groupwork - Character Analys	
Groupwork - Character Analys	
Groupwork - Character Analys	
Introductions	
Our Characters	▼

Add Selected
4. The **Description** will appear beneath the topic title in whatever location you have chosen. To remove the Description, select the ActionLinks  and choose **Customize Link**. In the **Custom Description for this Link** field, type in a space and delete the remainder of the text, then choose **Save**. The topic **Description** will still appear in the **Discussion** tool.



Alternatively:

- From the **Build** tab, click on **Discussions**  in the **Course Tools** menu. Select the checkbox to the left of the topic or category title.
- Go to **Create Link on** at the bottom of the listed discussions and select the desired location from the drop-down list. Then choose the **Go**  button.
- The **Description** will appear beneath the topic title in whatever location you have chosen. To remove the Description, select the ActionLinks  and choose **Customize Link**. In the **Custom Description for this Link** field, type in a space and delete the remainder of the text, then choose **Save**.

To Edit a Discussion Topic

1. From the **Build** tab, select **Discussions**  in the **Course Tools** menu.
2. Click on the **ActionLinks** icon  next to the relevant discussion topic and choose **Edit Properties** .
3. Make your changes, then choose **Save**.

To Remove a link to a Discussion Topic or Category

1. From the **Build** tab, go to the folder, learning module or Home Page from which you wish to delete the link to the discussion topic or category.
2. Go to the discussion topic or category link and click on the **ActionLinks** icon  next to its title. Select **Remove Link** .
3. When the dialog box appears asking **Are you sure you want to remove this link?**, choose **OK**.