D2L Brightspace

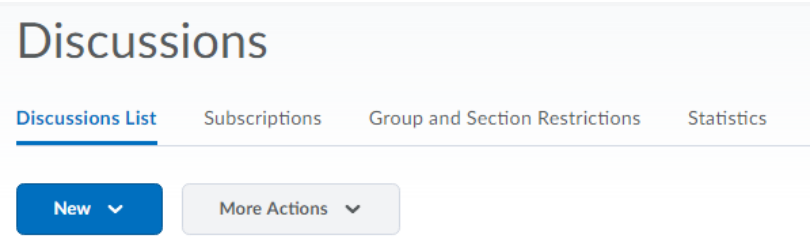
Instructor Guides: Discussions

Discussion Boards are useful tools to engage students in your content material. They may be used as a discussion area for the entire class, or a small group of students for a specific group project or activity. Follow the steps below to create your own discussion boards in D2L.

Discussion Forums

Use forums to organize your discussion topics into categories. Your course can have multiple forums and topics, but **you must create a forum before you can create a topic since all topics belong to forums**.

1. On the navbar, click **Assessments** then **Discussions**.
2. On the **Discussions List** page, from the **New** button drop-down menu, click **New Forum**. Enter a title for your new forum.



3. Enter a description for your new forum.
4. In the **Options** section, select any of the following check boxes:
   - **Allow anonymous posts** - To enable users to post anonymously.
   - **A moderator must approve individual posts before they display in the forum** - To ensure that posts are approved by a moderator before they display in the forum.
   - **Users must start a thread before they can read and reply to other threads in each topic** - To ensure user participation.
   - **Display forum descriptions in topics** - To provide instructors the option to display a discussion forum description within a discussion topic description.
6. In the **Availability** section, select **Visibility** options for your forum.
7. Select **Locking Options** for your forum. Locking your forum prevents users from accessing it until it is unlocked.
8. Click **Save and Close**.

Discussion Topics

Your course can have multiple forums and topics, but you must create a forum before you can create a topic since all topics belong to forums

1. On the navbar, click **Assessments** then **Discussions**.
2. On the **Discussions List** page, from the **New** button, click **New Topic**.
3. From the drop-down list, select the forum **you** want to put your topic in. If you want to create a new forum for your topic, click **New Forum**.
4. To grant everyone access to the topic and restrict learners to only see threads from their own group or section, under **Topic Type**, select **Group or section topic**.
   Note: You cannot edit the topic type once you save the topic.
5. Enter your New Topic Details.
6. Select **Availability** options for your topic.

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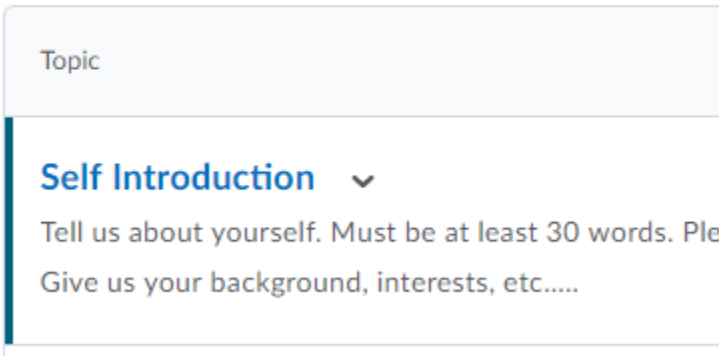
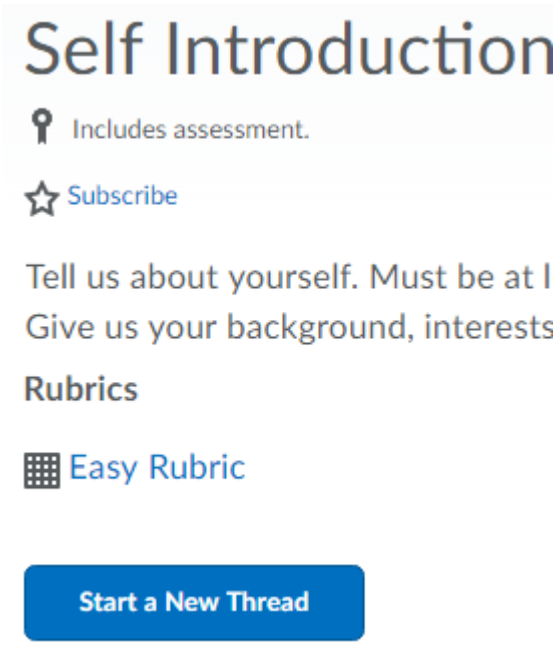
7. Select **Locking Options** for your topic. Locking your topic prevents users from accessing it until it is unlocked.
8. Click on the **Assessment** tab to associate your topic with a grade item and enter the **Score Out Of** number
9. Click **Save and Close**.

Instructional Design and Management Notes:

- Instructors could create their own "first posting" to the discussion board to get the conversation started.





To Start a Discussion Thread

1. On the navbar, click **Assignments** and then **Discussions**.
2. Click the topic where you want to create a thread.
3. Click **Start a New Thread**.
4. Enter a subject.
5. Enter your post.
6. Set any of the following posting options:
   - To keep the thread at the top of the list, select **Pin Thread**.
   - To post anonymously, select **Post as Anonymous**.
   - To receive updates on the thread using your selected notification method, select **Subscribe to this thread.**
   - To attach a file, in the **Attachments** area, click **Browse** to locate the file that you want to attach.
   - To attach an audio recording, in the **Attachments** area, click **Record Audio** > **Record**.
   - To attach a video recording, in the **Attachments** area, click **Record Video** > **Allow** > **Record**. When you finish recording, click **Stop**. To erase your recording, click **Clear**. To add the recording, click **Add**. If you have pre-recorded video and are using a supported browser, you can drag video files onto the attachments upload target.
7. Click **Post**.

Grading a Discussion

1. On the navbar, click **Assessments** then **Discussions**.
2. From the context menu of the topic you want to assess, click **Assess Topic**.
3. On the **Assess Topic** page, do one of the following:
   - To publish scores for specific users, select the check box in the **Publish to Grades** column beside each user whose score you want to release. Click **Save**.
   - To publish scores for all users, click **Publish All Scores to Grades**.

Source: https://community.brightspace.com/s/