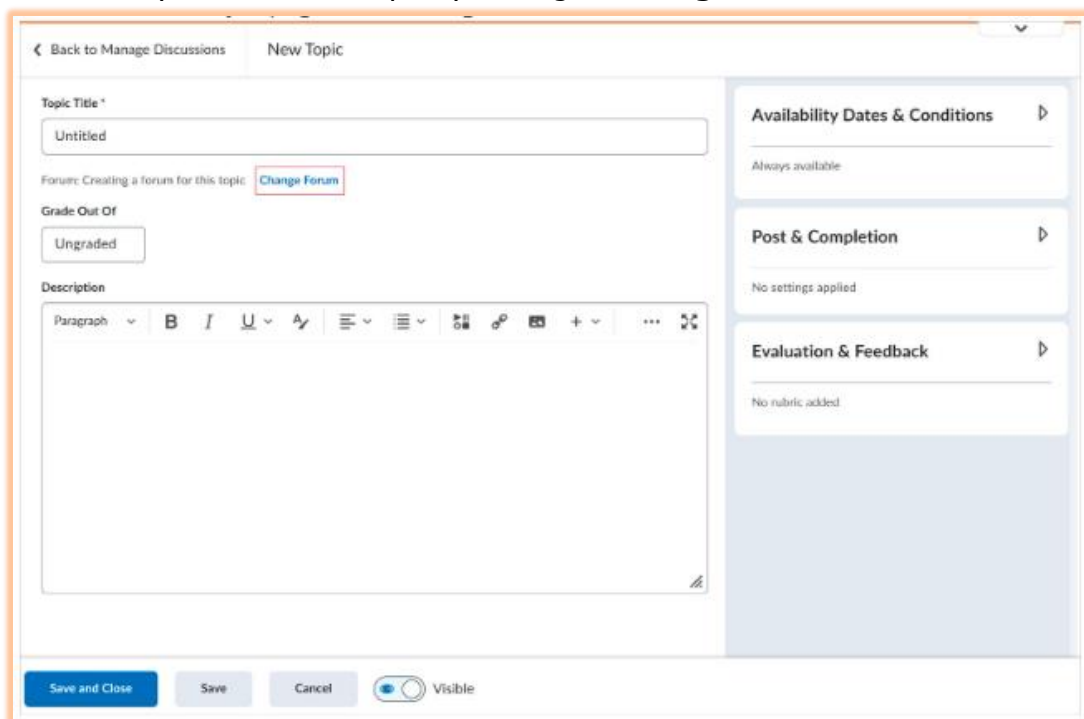


Brightspace – Discussions Instructor Guide

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 Brightspace.

Forums are used to group topics into predetermined themes, course units, etc. You can only post in discussion topics. If there are no topics created for a forum, then students will not be able to participate in discussions.

1. On the navbar, click **Assessments** then **Discussions**.
2. On the **Discussions List** page, from the **New** button drop-down menu, click **New Topic**. Enter a topic title.
3. A forum is automatically created using your new topic name. You can complete the discussion creation process to create a topic associated with that forum. If desired, you can change the forum associated with your discussion topic by clicking on **Change Forum**.



4. Enter a description for your new topic.
5. In the **Availability Dates & Conditions** accordion, enter the following:
 - Enter a Start Date and End Date.
 - Adjust the **Before end** and **After end** restrictions based on your preferences by clicking each option.
 - Click Add Release Condition to create a new release condition or add an existing one.
 - Under Group and Section Restrictions, you can set different restrictions if you have Groups or Sections set up in your course.
 - In the Post & Completion accordion, select from the following options

6. In the **Post & Completion** accordion, select from the following options:
 - Default participation
 - Allow learners to hide their name from other learners
 - Learners must start a thread before they can view or reply to other threads
 - Posts must be approved before they display in the topic
7. In the **Evaluation & Feedback** accordion, do the following:
 - Click Add Rubric to attach a rubric to your discussion topic.
 - Click Manage Learning Objectives to associate learning objectives to your discussion topic.
 - Select Allow evaluation of individual posts to assign scores to posts and select your Calculation Method. You can also choose to Include unevaluated posts in the topic score calculation as zero.
 - Select Allow learners to rate posts to allow learners to score each other's posts. Then, select a rating type.
8. Toggle the **Visibility** on or off.
9. Click **Save and Close**.

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. Click the **Topic Score** link beneath the name of the user you want to assess. This will bring up all of their posts for the topic, which you can then assign either individual scores or an overall topic score.
4. To assess individual posts, in the **Assessment** tab of the **Edit Topic** page, select the **Allow assessment of individual posts** check box. Clear the check box to assess the topic as a whole.
5. You can also access the discussion grading from the **Grades** tool by clicking on the discussion icon for a student's post.

Please note: The Rubric score transfer to the grade book does not occur if **Allow assessment of individual posts** or a Percentage rubric is selected.

Source: <https://community.d2l.com/brightspace/kb/articles/3454-create-discussion-forums-and-topics>