


## Discussion Boards

Discussion boards are flexible tools that allow students to participate in asynchronous discussions by sharing thoughts and ideas about class materials. Students do not need to be in the same location or time zone to participate. Typically, the instructor starts the conversation and acts as the moderator and facilitator throughout the discussion. This document will detail how to create, facilitate, and grade discussions.

### Creating a Discussion


1. From the *course content* page, select a **learning module**.
2. Select the **plus sign** where you want to add a discussion and choose **Create**.
3. Expand **Participation and Engagement** and choose **Discussion**.
4. Enter a discussion **name**. Type a **description** in the box provided and click **Save**. A description may include a question, idea, or prompt.
5. Select the **settings icon** in the upper right corner to adjust the discussion settings.

**IDDC Pro Tip:** To encourage original ideas, you can require students to first respond to a discussion before viewing other student responses. To set this feature, check the box for *Post first*.

6. Optionally, select the **check box** for *Grade discussion* to count the discussion for a grade. Additional grade settings appear.
7. Set the *Participation & Grading* options.
8. Click **Save** to save settings.
9. Adjust the visibility and availability settings by selecting the **drop-down menu** in the upper right corner.
10. Click  to return to the *course content* page.

### Facilitating and Monitoring Discussions

A discussion board can simulate a classroom discussion. As the facilitator, you can correct misconceptions, provide explanatory feedback, or simply add to the discussion throughout the post.

1. Access a **learning module** and select a **Discussion**.
2. Select the **Reply** link below a student's response to comment or reply.
3. Select the **⋮** icon to the right of a student's response to edit or delete the response.
4. Use the *Find Participants* **field** in the right panel to filter the discussion board for a particular student.
5. Click  to return to the *course content* page.

## Grading Discussion Posts

1. Select the **Gradebook** from the navigation bar.



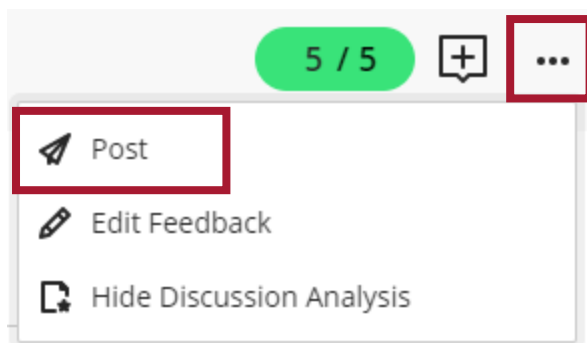
2. Select the **discussion** that needs graded.
3. Select a **student**.


The student's response will open underneath your original discussion description. The right panel will show an analysis of the response in comparison to the class average.

4. Enter a grade in the box provided in the upper right corner.

**IDDC Pro Tip:** Grades will only be visible to you until you post them to the gradebook. You can post grades individually as you grade each student's work or you can post all grades at once.

5. To post a grade immediately, select the **ellipses** and choose **Post**.



6. Use the right and left pointing arrows to navigate through the students.
7. Click  to return to the gradebook.