

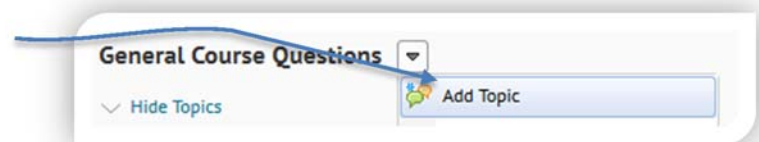
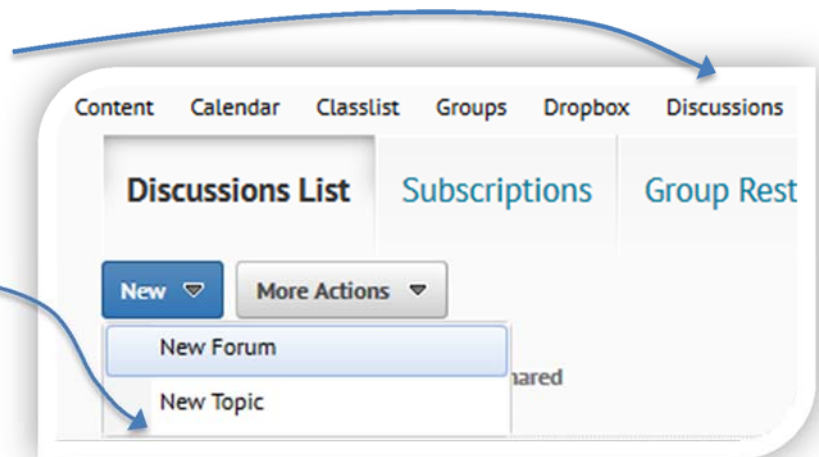
# TEACHING ELEMENTS MYCOURSES DISCUSSION SETUP CHECKLIST

VERSION 1.0 | 6/30/14

Use this list to guide you through the configuration of online discussions.  
To learn more you may [schedule a one-one consultation](#) or [contact the Academic Technology Support Desk](#).

## IF YOU CREATE A NEW DISCUSSION:

- Click **Discussions** from the main navigation bar.
- Create a Forum. (This is the container for Discussion Topics.)
  1. Click New, then select **New Forum**
  2. Include a Title for each Forum. (*i.e. Week 1*)
  3. Set the Availability of the Forum. (This will apply to all Topics created within the Forum)
    - a. Visible (default)
    - b. Hidden
    - c. Visible for a specific date range
  4. Click Save and Close
- Create a Topic(s) (These are the discussion prompts for your students.)
  1. Click the black arrow to the right of the Forum title, select **Add Topic**
  2. Include a Title for each Topic. (*i.e. Henrietta's Understanding of Medical Research?*)
  3. Include a Description for each topic (*i.e. Do you think Henrietta would have given consent to have a tissue sample used in medical research if she had been asked? Do you think she would have understood what was being asked of her? Explain your answers.* )
  4. Set the Availability of the Topic



- a. Visible (default)
  - b. Hidden
  - c. Visible for a specific date range
5. Click **Save and Close**

Use the **Role Change** feature to browse the Discussions as a student will see it.

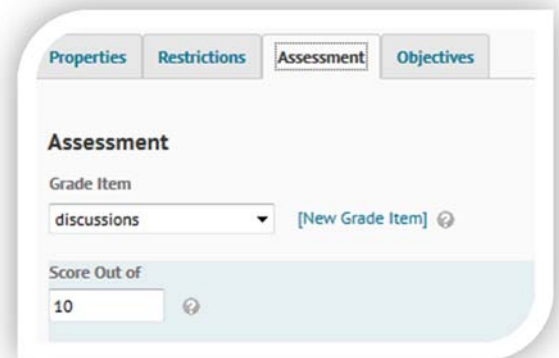
## IF YOU COPY A DISCUSSION FROM ANOTHER COURSE:

- Review your discussions (both forums and topics) to ensure that date/time visibility settings align with the new term.
- Ensure that your locking/read-only options are set to unlocked.
- Ensure your discussion descriptions do not contain any outdated information.
- Review the topic Assessment tab to ensure that they are linked to the appropriate grade item, if needed.
- Use the **Role Change** feature to browse the content as a student will see it.

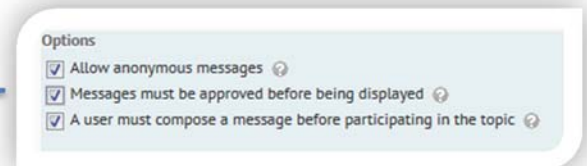
## ADDITIONAL OPTIONS:

THESE SETTINGS CAN BE MADE WHEN EDITING A TOPIC

- Grading Discussions
  - o You can grade posts within the Discussion area by associating your discussion topics to a grade item.
    1. Edit a Topic
    2. Click the Assessment tab
    3. Either select a pre-existing grade item or create a New Grade Item
    4. Enter a Score Out of number that corresponds to the max points a student can receive for the grade item
    5. Click **Save**



- Compose before participating
  - o You can require students to compose a new message in a Topic before viewing or replying to other messages in the Topic.
    1. Edit a Topic
    2. Scroll down to the Options area
    3. Check the third box



- Anonymous Messages
  - o Allow anonymous messages to be posted to the topic. Anonymous messages are displayed with the message author 'Anonymous'.
- Approval of Messages

- Require messages posted to the Topic to be approved before they are displayed to all users.
- Group Restrictions (Restrictions Tab)
  - Only members of the specified groups will have access to this Topic.
- Display on Calendar (Properties Tab)
  - To display discussion availability in the course calendar check the box to “Display in Calendar.”
- Read-Only Discussions (Properties Tab)
  - Specify that the Topic become locked so that students can only read posts.