

DISTRIBUTED  
LEARNING  
**| 2019**



USING BRIGHTSPACE TOOLS  
Discussions



# Discussions

## ACCESSING THE DISCUSSIONS AREA

On the D2L navbar, click **Communication**.



Course Home Content Assessments ▾ Communication ▾ Course Tools ▾

Select Discussion from the dropdown menu

## CREATE A NEW DISCUSSION FORUM

Click New and select New Forum from the dropdown menu

The screenshot shows the D2L interface for the Discussions area. At the top, the navigation bar includes 'Course Home', 'Content', 'Assessments ▾', 'Communication ▾', and 'Course Tools ▾'. Below this, the 'Discussions' section is visible with tabs for 'Discussions List', 'Subscriptions', 'Group and Section Restrictions', and 'Statistics'. A blue 'New ▾' button is located on the left, and a 'More Actions ▾' button is to its right. An orange arrow points to the 'New' button, which has a dropdown menu open. The dropdown menu contains two options: 'New Forum' and 'New Topic'. A partial view of a 'New Forum' form is visible to the right of the dropdown menu.

Type the name of the new forum and the description (optional) in the appropriate boxes. Choose the options you want for your forum.

**New Forum Details**

Title \*

Create a new topic in this forum with the same title ?

Description

Options

- Allow anonymous posts ?
- A moderator must approve individual posts before they display in the forum ?
- Users must start a thread before they can read and reply to other threads in each topic ?
- Display forum description in topics ?

The screenshot shows a form titled "New Forum Details". It has three main sections: "Title", "Description", and "Options". An orange arrow points to the "Title" input field. Another orange arrow points to the "Description" text area, which includes a rich text editor toolbar with options like Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, and Font Family. A third orange arrow points to the "Options" section, which contains four checkboxes with labels and help icons.

Set the Availability and Locking Options.

**Availability**

Hide forum visibility options

Visibility

- Forum is always visible
- Hide this forum
- Forum is visible for a specific date range
  - Has Start Date
    - 5-24-2019 2:47 PM Now
    - Canada - St. John's
  - Has End Date
    - 5-31-2019 5:17 PM Now
    - Canada - St. John's
  - Display in Calendar

**Locking Options**

Hide locking options

Locking Options

- Unlock forum
- Lock forum
- Unlock forum for a specific date range
  - Has Start Date
    - 5-24-2019 2:47 PM Now
    - Canada - St. John's
  - Has End Date
    - 5-31-2019 5:17 PM Now
    - Canada - St. John's
  - Display in Calendar

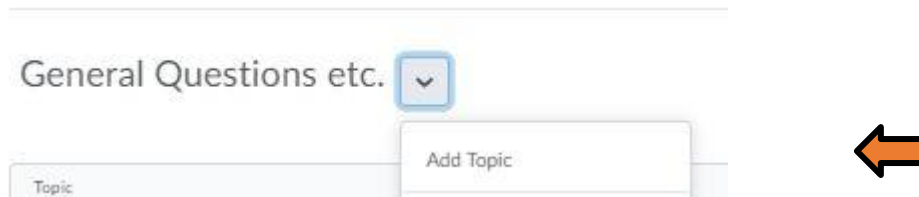
The screenshot shows the "Availability" and "Locking Options" sections of the forum configuration form. An orange arrow points to the "Locking Options" section. Both sections have a "Hide" button and a "Visibility" or "Locking Options" header. Each section contains radio buttons for different visibility/locking states, and if a specific date range is selected, there are checkboxes for "Has Start Date" and "Has End Date" with date and time pickers and a "Now" button. A "Display in Calendar" checkbox is also present in both sections.

Click the Save and Add Topic Button at the bottom of the screen or Save and Close.

## CREATE A NEW DISCUSSION TOPIC

Click the dropdown arrow next to the Forum name

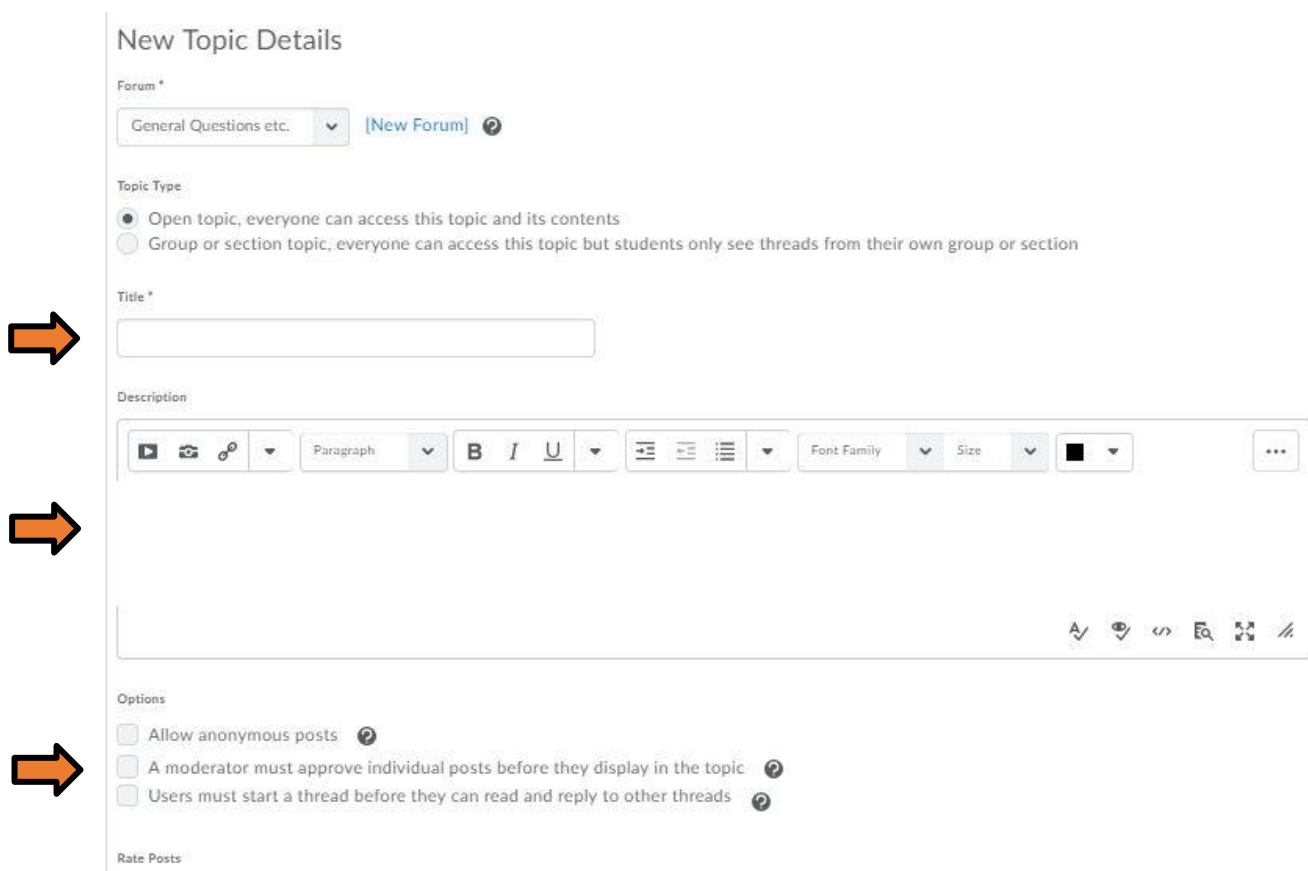
Click Add Topic



Under the Properties Tab, type the name of the new topic in the Title textbox

Type a description in the space provided (optional)

Choose the Options you want for your Topic.

A screenshot of the "New Topic Details" form. The form is divided into several sections. The "Forum" section has a dropdown menu set to "General Questions etc." and a link for "[New Forum]". The "Topic Type" section has two radio buttons: "Open topic, everyone can access this topic and its contents" (selected) and "Group or section topic, everyone can access this topic but students only see threads from their own group or section". The "Title" section has a text input field with an orange arrow pointing to it from the left. The "Description" section has a rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, font family, size, and background color. Below the editor is a large text area with an orange arrow pointing to it from the left. The "Options" section has three checkboxes: "Allow anonymous posts", "A moderator must approve individual posts before they display in the topic", and "Users must start a thread before they can read and reply to other threads". An orange arrow points to this section from the left. The "Rate Posts" section is partially visible at the bottom.

## Set the Availability and Locking Options

### Availability

▼ Hide topic visibility options

#### Visibility

- Topic is always visible
- Hide this topic
- Topic is visible for a specific date range

Has Start Date

5-24-2019

3:00 PM

Now

*Canada - St. John's*

Has End Date

5-31-2019

5:30 PM

Now

*Canada - St. John's*

Display in Calendar



### Locking Options

▼ Hide locking options

#### Locking Options

- Unlock topic
- Lock topic
- Unlock topic for a specific date range

Has Start Date

5-24-2019

3:00 PM

Now

*Canada - St. John's*

Has End Date

5-31-2019

5:30 PM

Now

*Canada - St. John's*

Display in Calendar

Under the Restrictions Tab set any release or group restrictions

The screenshot shows the 'Restrictions' tab of a software interface. At the top, there are four tabs: 'Properties', 'Restrictions' (which is active and underlined), 'Assessment', and 'Objectives'. Below the tabs, the main content area is titled 'Release Conditions'. Under this title, there is a dropdown menu labeled 'Hide Topic Release Conditions'. Below the dropdown are three buttons: 'Attach Existing', 'Create and Attach', and 'Remove All Conditions' (with a trash icon). Below these buttons, it says 'There are no conditions attached to this item.' Below this section is another section titled 'Group and Section Restrictions'. It has a dropdown menu labeled 'Hide Topic Group and Section Restrictions'. Below that is a checkbox labeled 'Restrict this topic to the following groups and sections' with a help icon. Below the checkbox is a button labeled 'Add Groups and Sections'. Below this, it says 'There are no group or section restrictions attached to this item.'

Under the Assessment Tab attach to the grade item by clicking the dropdown arrow or create a new grade item if not already done, include score and any rubrics

The screenshot shows the 'Assessment' tab of a software interface. At the top, there are four tabs: 'Properties', 'Restrictions', 'Assessment' (which is active and underlined), and 'Objectives'. Below the tabs, the main content area is titled 'Assessment'. Under this title, there is a section for 'Grade Item' with a dropdown menu showing '-- No grade items exist --' and a button labeled '[New Grade Item]' with a help icon. Below this is a section for 'Score Out Of' with an empty input field and a help icon. Below that is a section for 'Rubrics' with a button labeled 'Add Rubric' and the text 'No rubrics selected.' Below this is a link labeled '[Create Rubric in New Window]'. Below that is a section for 'Posts' with a checkbox labeled 'Allow assessment of individual posts' and a help icon. Below this is a section for 'Calculation' with a dropdown menu showing '-- Select a calculation method --' and a checkbox labeled 'Include unassessed posts in the calculated topic score as zero' with a help icon.

If you wish to add more topics click Save and New. When you're done, click Save and then Close.