Adding Weekly Content Items > Threaded Discussions

Add New Items
To create a new Threaded Discussion content item in PLS in Author mode, click the Week/Unit that you wish to add an item. Under the Week Title, click “Week Content Items,” and a list of the current content items will appear with their content type listed next to them. Click the light yellow button titled: “Add Items.”

This panel will allow you to create a new content item, as well as, set many controls that will be central to the purpose of the item. All of these controls are available for later adjustment.

Name
Type the desired name for the item.

• Do not include the week number in the title of an item, as PLS will automatically include this information. Example: All quizzes should be named, “Quiz,” NOT “Week 3 Quiz.”
• Do not use ANY characters such as: !@#$%^&*-_+ etc. in the name; they create problems in the PLS system.

• It is important to choose a naming convention that will carry through the entire course. The greatest advantage to consistent naming conventions appears in the Gradebook, where all of the items under one name will be organized in a single row.

**Item Type**

**Threaded Discussion** – organize and grade discussion threads with this item.

**Add To:**
By default, this will add the item to the Week that the Add Item was originating from. **IMPORTANT TIP:** If it is necessary to add an identical item to multiple weeks, instructors may use the Ctrl or Shift keys to add/subtract the item to additional Weeks.

**Hide Item:**
This will immediately hide the item from students upon creation. Items may be added by instructors in various stages of development – this button allows content to be hidden until completed or relevant to the curriculum.

**Create Dropbox:**
It is not possible to successfully create a Dropbox for a Threaded Discussion item.

**Add to Gradebook:**
Click this to automatically add the item to the Gradebook. Instructors may use or disregard points and settings until a later time and adjust them by visiting the Gradebook.

**Click “Add Items”**
Do not forget to click “Add Items” or “Save & Add More Items” upon completion or your work will be lost and the items will not be added.