

uiuLEARN TUTORIAL

DISCUSSIONS> CREATE A DISCUSSION FORUM & DISCUSSION TOPIC

This tutorial covers how to:

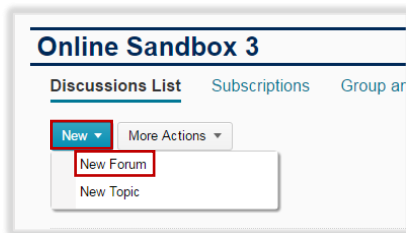
- Create a discussion forum in your course (Steps 1-5).
- Create a discussion topic within the forum (Steps 6-8).
- Assess your discussion topic and add to your gradebook by creating a new grade item (Steps 9-16).
- Add your discussion forum to the weekly content area (Steps 17-22).

Note: You must create the Forum first so the discussion Topic can be added within the Forum.

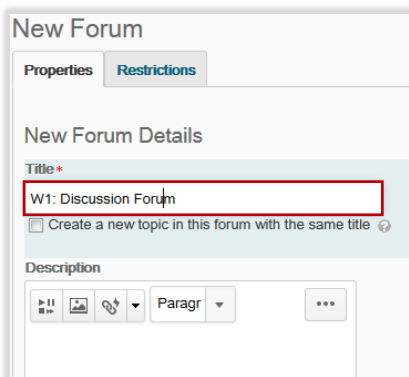
STEP 1> Access your course and click Discussions.



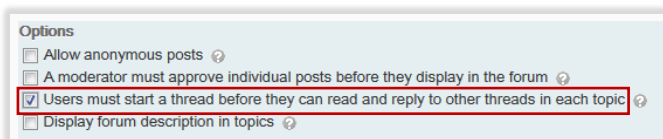
STEP 2> Click the dropdown arrow next to New and select New Forum.



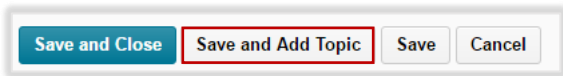
STEP 3> Enter the title for the Discussion Forum (i.e. W1: Discussion Forum).



STEP 4> It is recommended that you under Options you check the box next to “Users must start a thread before they can read and reply to other threads in each topic”. This encourages originality with student answers as they must start their own answer thread before they can read and/or reply to other threads for each topic.



STEP 5> Click Save and Close. Or if you wish to add a topic to this forum, click Save and Add Topic. For the purpose of this tutorial, Save and Add Topic has been selected.



STEP 6> The next screen will prompt you to create a new discussion topic. The forum will be automatically populated to the forum you just added. (If you clicked Save and Close before creating a new Topic, you will need to select the forum it belongs to.) Enter the discussion topic title (i.e. W1: Discussion Question 1).

A screenshot of the 'New Topic' form. It has four tabs: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. Under 'New Topic Details', there is a 'Forum' dropdown menu with 'W1: Discussion Forum' selected and a '[New Forum]' link. Below that is a 'Title' text box containing 'W1: Discussion Question 1', which is highlighted with a red border.

STEP 7> Enter the detailed discussion question or topic within the Description box.

A screenshot of the 'Description' box. It shows a 'Title' field with 'W1: Discussion Question 1'. Below it is a 'Description' text area with a rich text editor toolbar (bulleted list, image, link, paragraph) and a 'Paragr' dropdown. The text area contains the placeholder text 'Enter the detailed discussion question or topic here.' and is highlighted with a red border.

STEP 8> It is recommended that you under Options you check the box next to “Users must start a thread before they can read and reply to other threads in each topic”. This encourages originality with student answers as they must start their own answer thread before they can read and/or reply to other threads for each topic

A screenshot of the 'Options' section. It contains four checkboxes: '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', and 'Display forum description in topics'. The third checkbox is checked and highlighted with a red border.

STEP 9> Click on the Assessment tab.

A screenshot of the 'Edit Topic - W1: Discussion Question' form. It has four tabs: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Assessment' tab is selected and highlighted with a red border.

You will now populate this gradable item into your Grades area as well identify the maximum points the item is worth. Note: You must have the weekly categories already created in your gradebook to complete this step. Please refer to the tutorial on how to create categories.

STEP 10> Select the Grade Item, or if you don't already have your grade items set up, click on New Grade Item. For this tutorial we will create a New Grade Item.

STEP 11> Enter the name of the Grade Item (i.e. W1: Discussion & Participation – DQ1).

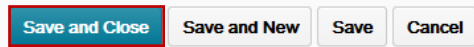
STEP 12> Select the category for the item to be populated (i.e. Week 1)

STEP 13> Under Grading, assign the maximum number of points.

STEP 14> Click Save.

STEP 15> You will be returned to the Assessment tab with the Grade Item populated. Enter the maximum number of points in the Score Out Of box and click Save and Close. Click Save and New if you would like to add another discussion topic within this forum.

STEP 16> Click Save and Close.

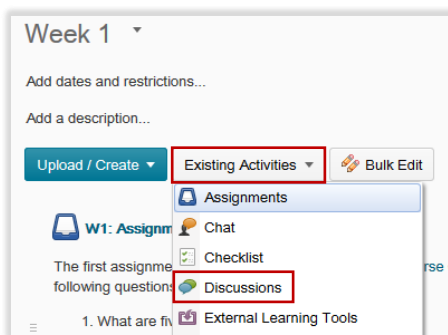


STEP 17> The discussion forum and topic is now created, as well as linked to your gradebook, however it is not yet visible in your content. To add this newly created item to your content, click Content.

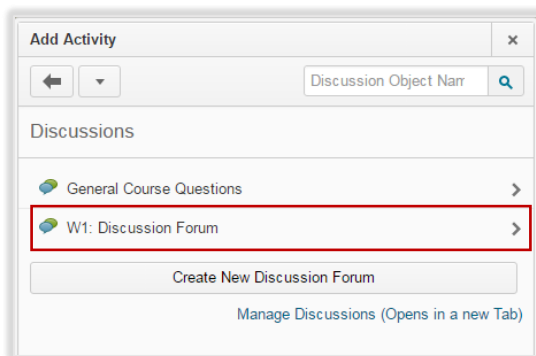


STEP 18> You will be directed back to the main course home page. Go to the week where your discussion forum needs to be.

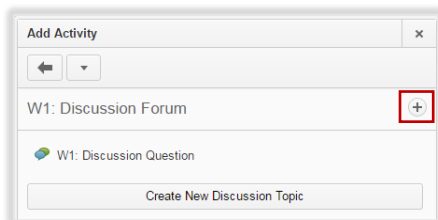
STEP 19> Click the dropdown arrow next to Existing Activities and select Discussions.



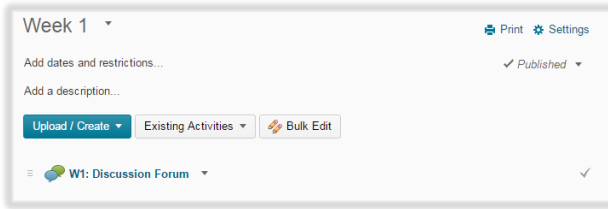
STEP 20> Click on the Discussion Forum you are adding.



STEP 21> Click the ⊕ next to the right of the forum name.



STEP 22> You will now see the forum in the weekly content.



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