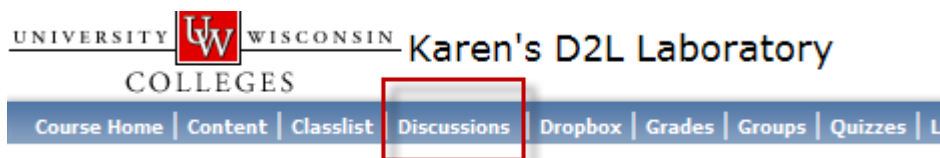


Discussion Board Basics

The Discussions area of D2L provides a place for the instructor to encourage and facilitate conversations about class topics. Students interact by posting messages under discussion forum headings, reading other students' responses, and replying to them. In addition, students can use the Discussions area to ask questions, work on small group assignments, and share reflections with peers about the course materials. Discussion **Forums** are the main headings that you use for each major discussion board area. Under this Discussion Forum you will need to create one or more **Topics**, which is where students will be able to post their responses.

Creating a Discussion Forum and Topics

1. Log in to D2L and click on a course link under the My Courses area.
2. On the course home page, click on the **Discussions** link in the blue navigation bar.



3. In the Forums & Topics List window, click on **New Forum**.



4. On the New Forum page, type in a Title and Description for your first discussion forum. Often the description will contain brief instructions for students.

New Forum

Forums & Topics List | **New Forum** | Forum Statistics

Properties | Restrictions

Cancel | Save & Add Topic | Save

New Forum Details

* Title:

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

Description:

5. In the Availability section choose “**Forum is always visible**” if you want students to see this forum right away. Choose “Hide this forum” if you want students to see it at a later date. Choose “Forum is visible for a specific date range” if you know the date you want students to start having access to this forum. Use the pull-down menus to choose the start date. It is not necessary to put in an End Date, unless you want a forum to be invisible to students after a set period of time.

Availability

[Hide forum visibility options](#)

Visibility: Forum is always visible
 Hide this forum
 Forum is visible for a specific date range

Has Start Date

September 21 2009 Now

10 26 AM

Has End Date

September 21 2009 Now

10 26 AM

Display in Schedule

Locking Options

[Show locking options](#)

Cancel **Save & Add Topic** Save

6. Last, click **Save & Add Topic**. This will take you to the New Topic page.

7. On the New Topic page next to Title, type in a title for this discussion topic. The title can be the same as the Forum or it can be different. Type in a description of this topic as needed.

Properties | [Restrictions](#) | [Assessment](#)

Created Successfully (Sep 14, 2009 10:34 AM).


Cancel **Save and New** **Save**

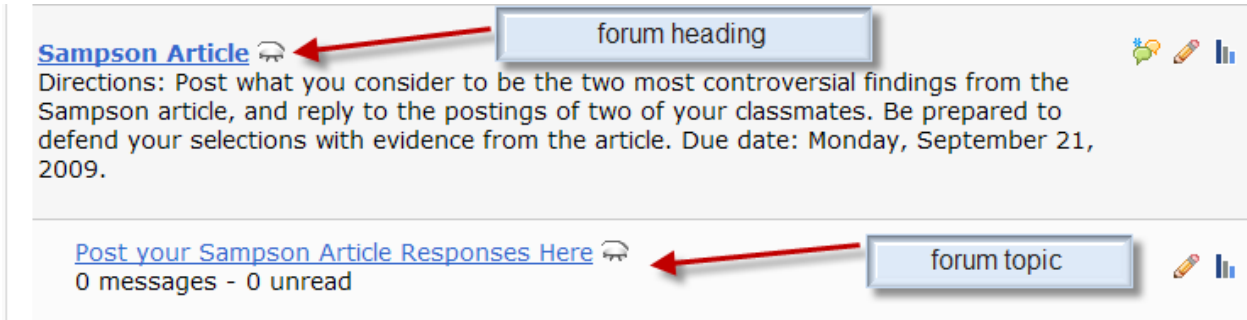
New Topic Details




* Forum: Sampson Article [\[New Forum\]](#)

* Title: **Post Sampson Article Responses Here**




Description:

8. Last, click **Save** to save the topic. The topic will be visible to students according to the dates you set on the New Forum page. Now when you click on the Discussions link you will see your new Forum and Topic listed. The  symbol next to a title means that the item is not visible to students yet.



[Sampson Article](#)  forum heading   

Directions: Post what you consider to be the two most controversial findings from the Sampson article, and reply to the postings of two of your classmates. Be prepared to defend your selections with evidence from the article. Due date: Monday, September 21, 2009.

[Post your Sampson Article Responses Here](#)  forum topic  

0 messages - 0 unread

Editing Discussion Forums and Topics

1. To edit a discussion forum's title, description or other settings, click on the Pencil icon to the right of the title.

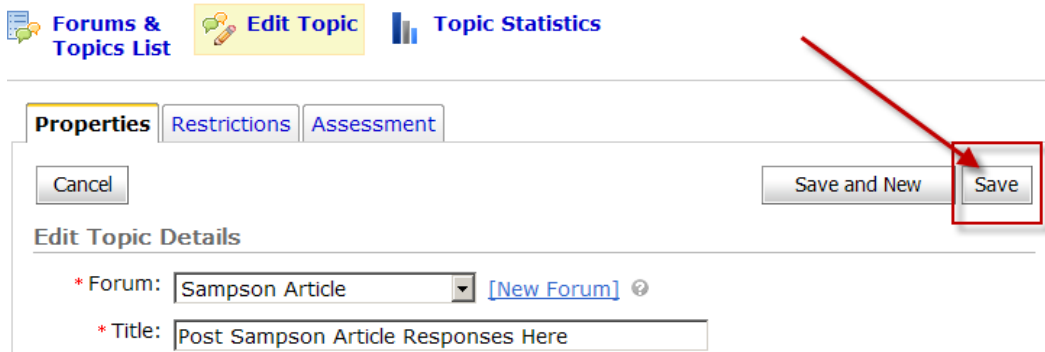





[Post your Sampson Article Responses Here](#)   

0 messages - 0 unread

2. Make changes as needed, then click **Save**.

Edit Topic - Post your Sampson Article Responses Here




 [Forums & Topics List](#)  [Edit Topic](#)  [Topic Statistics](#)

Properties Restrictions Assessment

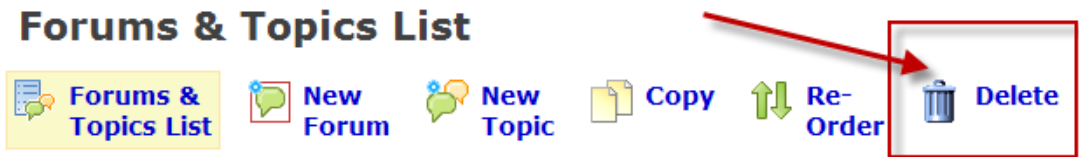
Cancel Save and New **Save**

Edit Topic Details

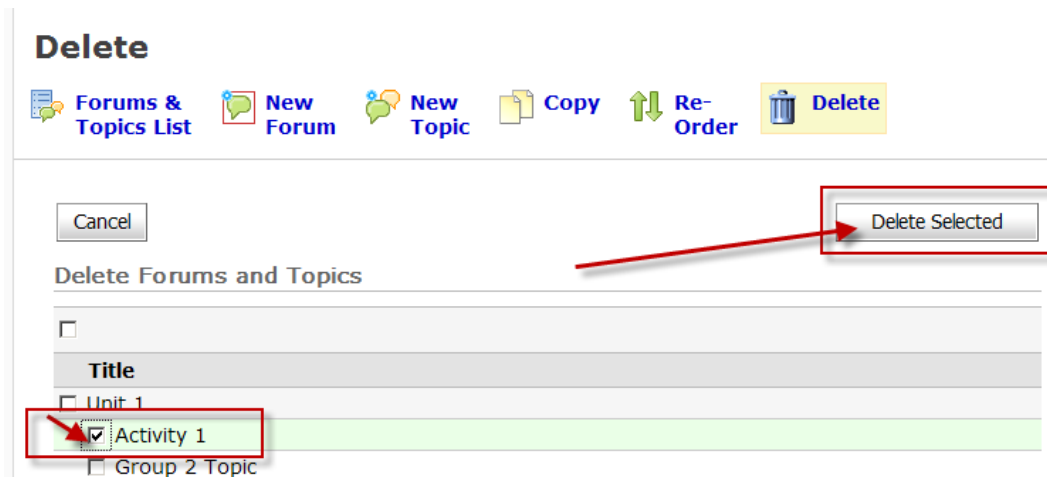
* Forum: [\[New Forum\]](#) 

* Title:

3. To delete a discussion board forum or topic, click on the Trash can icon at the top of the Forums & Topics page.



4. Next, click to place a checkmark next to the discussion item that you wish to delete.



5. Finally, click on the **Delete Selected** button. Click on OK in response to the pop-up message which asks if you are sure you want to delete this.

Creating a New Posting

1. In the Forums & Topics List click on the Topic under which you want to create a posting. Remember that you can't post comments under the Discussion Forum **headings** – just under the Discussion Forum **topics**.

Forums & Topics List

[Forums & Topics List](#) [New Forum](#) [New Topic](#) [Copy](#) [Re-Order](#) [Delete](#)

Display:

Title
Unit 1 link: www.google.com
Activity 1 3 messages - 0 unread

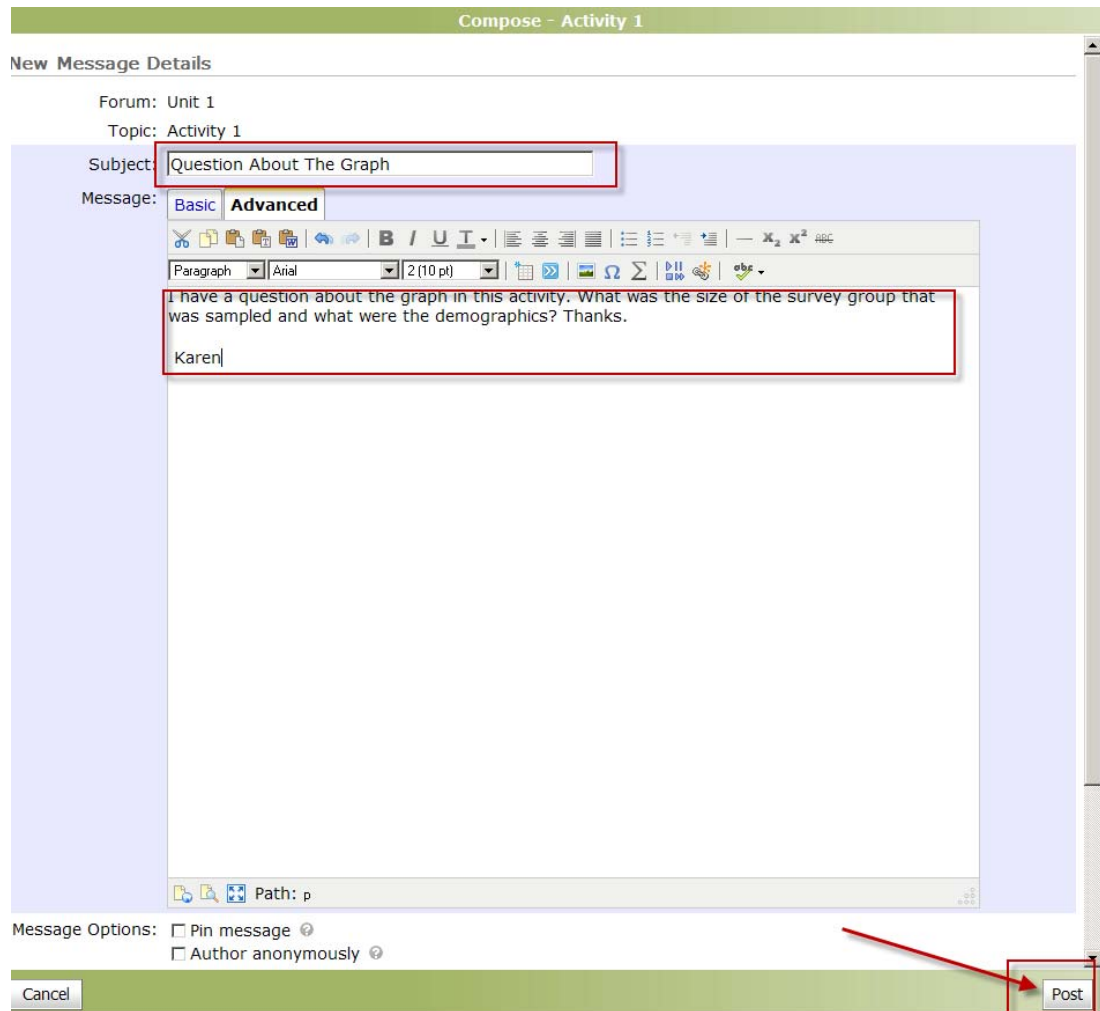
2. When you click on a topic, you will be taken to a page where you can compose a new discussion board message.

Activity 1

<input type="checkbox"/>	<input type="checkbox"/>	Subject
<input type="checkbox"/>	<input type="checkbox"/>	sample posting
<input type="checkbox"/>	<input type="checkbox"/>	Student Message
<input type="checkbox"/>	<input type="checkbox"/>	Sample Message to Move

3. Click on the **Compose** button to create a new posting.

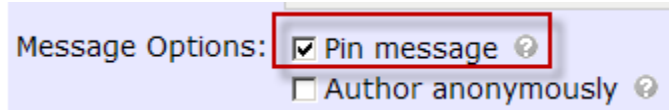
4. In the Compose window, type in a Subject.



5. Next, click in the editing space to type your message. If you wish to format the font, click on the Advanced tab. Then you will see formatting tools available similar to those in Microsoft Word.



6. If you wish to have your message always appear at the top of this discussion topic, click to place a checkmark in the “Pin message” box; otherwise, leave it blank. The default is for new messages to appear at the top of the list and then be automatically moved down as newer messages are posted.





7. When you are ready to post your message, click on the Post button in the lower right corner of the Compose window.



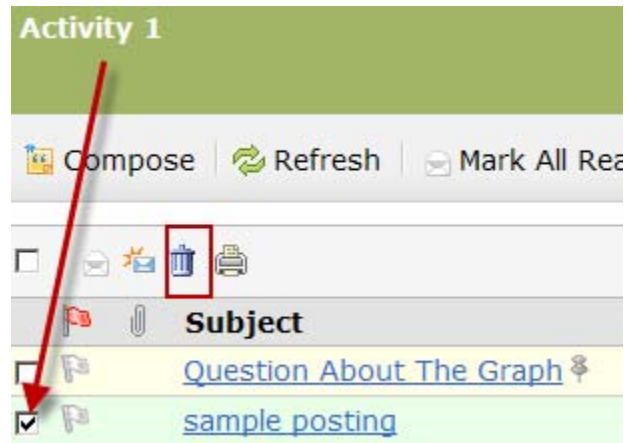
8. Your message will now appear in the Discussions area.
9. As an instructor, you can edit and re-send your discussion postings by clicking on the message title in the list of discussion postings and then choosing Edit Message and clicking on the Save button; however, students are not able to edit and re-send their messages once they have been posted.



 **Question About The Graph** 
[Karen Franker](#) Sep 14, 2009 11:01 AM

Deleting Student Messages in the Discussions Area

Sometimes a student will accidentally post a message in the wrong forum or post a message that needs to be removed. To delete a student's message, click to place a checkmark next to the message title, then click on the Trash can icon to delete the message. Note that all responses to the message will also be deleted.

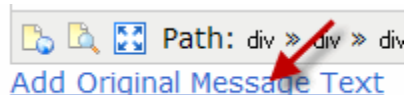


Posting Replies to Messages Posted by Other Users

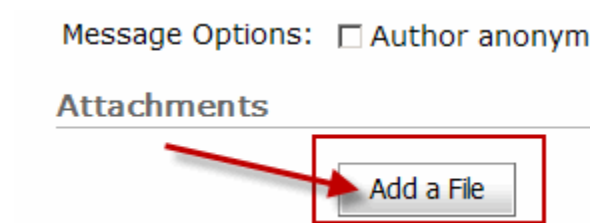
1. Click on the title of a message that has been posted.
2. The message will open in a window at the bottom of the screen.



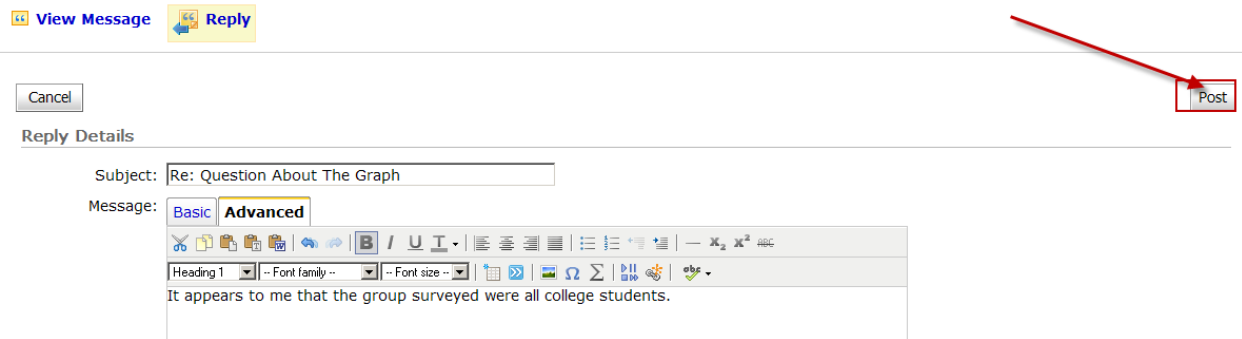
3. Click on the **Reply** button.
4. In the Reply window, type your message. If you wish to include the entire original message text, click on the blue link titled "Add Original Message Text".



To add an attachment, click on the **Add a File** button.



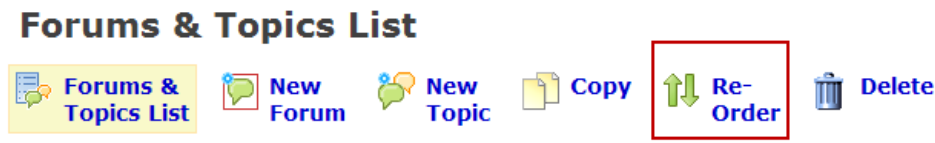
5. Finally, click on the **Post** button to post your message.



Re-Ordering Discussion Forums and Topics

You have the option of re-arranging discussion forums and topics. It is often helpful to students to have the newest discussion forums appear at the top of the forums list for quicker access and better visibility.

1. Click on the Re-Order button near the top of the Forums & Topics page.



2. If you want an item to appear at the top of the forums list, use the pull-down menu to select "1" for that item. Note that topics under a forum heading are moved with that forum heading.

Re-order



Cancel

Save

Re-Order Forums and Topics

[Expand All](#) [Collapse All](#)

Forum/Topic Title	Sort Order
Unit 1	1
Unit 2	2

3. Continue selecting the sort order number for each item you want to move.
4. When done, click on **Save**. The new order now appears when you click on Discussions.