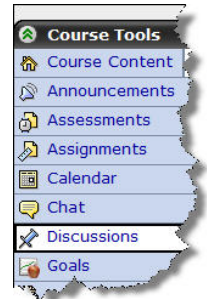


HOW TO CREATE A DISCUSSION TOPIC?

Creating a Category

A category is an area where topics are grouped and organized.

1. From the **Build Tab**, select **Discussions** from the **Course Tools** menu, then select **Create Category**.



2. From the **Create Category** screen, enter the **Title and Description** of your Category.



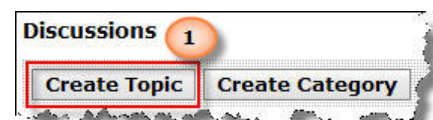
3. If you have established Goals for your course, click the Select Goals button to associate a Goal with this topic. Select **Save** to create the category

A screenshot of the "Create Category" form. It has a "Title:" text box and a "Description:" text area, both with a "2" in a circle next to them. There is an "Enable HTML Creator" button. Below the description area is a "Use HTML" checkbox. At the bottom, there is a "Goals" section with the text "Associate goals with this category." and a "Select Goals" button. At the very bottom are "Save" and "Cancel" buttons, with a "3" in a circle next to the "Save" button.

Creating a Topic

A topic is an area where students post messages. Often a topic is referred to as a Bulletin Board. Messages posted in a topic are public and viewable by all students in the course. To create a topic:

1. Select **Create Topic** and choose from the following:






HOW TO CREATE A DISCUSSION TOPIC?

Discussion Types

- **Threaded Topic** – This is the traditional online discussion format
- **Blog Topic** – Here, you can create a collaborative Blog (web log)
- **Journal Topic** – Create a journal topic to give students a place for their own writing.

What type of discussion topic would you like to create?

1

-  **Threaded topic.**
Create a threaded topic for a more traditional online discussion. Users post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.
-  **Blog topic.**
Create a collaborative blog (weblog) space by allowing participants to post a chronological series of entries on a particular topic. Participants can then add comments to any blog entry.
-  **Journal topic.**
Create a journal topic to give Students a place for their own writing. The journals can be kept private between the Student and the Section Instructor or shared with the class.

2. Give your topic a **Title**.

3. Add a discussion **Description**.
This could lead into the discussion or be a question.

4. Make the discussion visible or hidden by selecting **Show Item/ Hide Item** to your students (can be changed later).

5. To add this topic to a category, **Select Category** from the drop-down list.

Create Threaded Topic

2 Title:

3 Description: Enable HTML Creator

Use HTML

Item Visibility: Show Item **4** Hide Item

Category: Topics can be organized into categories.

5 Select Category:

HOW TO CREATE A DISCUSSION TOPIC?

6. Select how you would like to grade the topic (**numeric, alphanumeric, or grading form**).

7. Give a **Title** for the Grade Book column and select the check box if you want grades released to students.

Grading

- Topic is not gradable

Allow the topic to be graded

- Numeric grade: Out of
- 6** Alphanumeric grade
- Grade by Grading Form:

A column is automatically created for this topic in Grade Book

- 7**
- Release grade to Students in *My Grades*

NOTE: If this is a non-graded topic, you do not need to make a selection here. The Grade Book column title should be short and distinctive.

8. Select the **Peer Review** options if you allow students to review messages using a simple rating scale or grading form you have created.

Peer Review (Expand this area to see more options.)

- Do not enable peer review in this topic
- Allow Students to review messages using a simple rating scale
- 8** Allow Students to review messages using a grading form

9. Select the **Posting Rules** you want students to follow and choose how you would like the author of each message identified to others.

Student Posting Rules

- 9** Students can post messages and reply to messages
- Students can post messages but cannot reply to messages
- Students can reply to messages but cannot post messages
- Students can edit their messages after posting them
- Lock this topic for Students (Section Instructors can post in a locked topic)

Author Identification

- 9** Authors are identified by user names
- Authors are anonymous to Students

* Required Field

Once you have completed your selections, click **Save** at the bottom of the screen to add the discussion topic.