

Create Discussions for Group Sets in Canvas

In Canvas, once a Group Sets has been created, it is possible to add Assignments or Discussions for the Group Set. There is an option when creating either of these Content Items that allows you to set up the content for a Group.

Create a Discussion

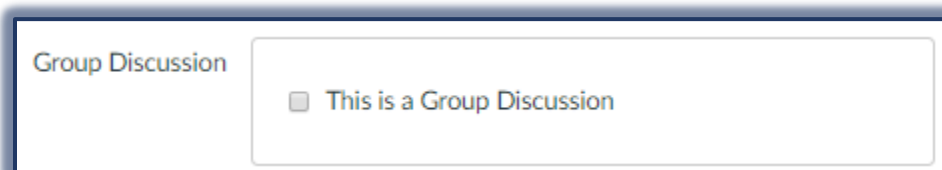
- Click the **Discussions** link in the **Course Navigation Pane**.
- Click the **Add Discussion** button.



- The **Create Discussion** window will display.
- Create a **Title** for the Discussion in the **Title Field**.
- Input the information for the **Discussion** in the **Rich Content Editor**.
- To add an **Attachment** to the **Discussion**, click the **Choose File** button.
- Select any of the following options:
 - * **Allow Threaded Replies** – This option provides the students the opportunity to reply to threads by other students.
 - * **User Must Post Before Seeing Replies.** – With this option, students are required to reply to the instructors post before replying to other students in the course.
 - * **Enable Podcast Feed** – Students can submit their responses using a podcast, when this option is selected.
 - * **Graded** – Instructors can decide whether or not the discussion should be graded. Graded Discussions will appear in the Gradebook. Ungraded discussions will not appear in the Gradebook.
 - * **Allow Liking** – Students are allowed to Like a thread.

CREATE GROUP DISCUSSION

- Click the **This is a Group Discussion** check box.



- The window will expand to display the options for assigning this item to a Group Set.
- You can choose to assign grades to students individually by selecting the **Assign Grades to Each Student Individually** checkbox.
- If the box is left unchecked, all the students in the group will receive the same grade.
- Click the **Group Set** drop-down menu to select a **Group Set** for the **Assignment**.
- To create a **New Group**, click the **New Group Category** button.

- Follow the instructions in the **Create Group Sets in Canvas** document to create the **Group Set**.

SET DISCUSSION DATES

- Select the **Available Dates** and **Times** for the Discussion.

PIN DISCUSSION

Pinned Discussions are ones that you want students to see at the top of their page. These discussions can be arranged in any order. Students won't see this section unless there are discussions within the section.

- Click **Discussions** in the **Course Navigation Pane**.
- There are two ways to Pin a Discussion.

* Settings

- Click the **Settings** button to the **right** of the **Discussion** link.
- Select **Pin** from the list.
- The **Discussion** will be moved to the **Pinned Discussions** area.



* Drag

- Click the **Discussion**.
- Drag the **Discussion** to the **Pinned Discussions** area.

CLOSED FOR COMMENTS

This area displays discussions that have been manually closed for comments or the discussion is past the available from or until date. These discussions are only available in a read-only state. They are ordered by most recent activity.

- 🖥️ Click **Discussions** on the **Course Navigation Pane**.
- 🖥️ Select one of three methods to Close the Discussion for Comments.

⚙️ Settings

- ⚡ Click the **Settings** button to the **right** of the **Discussion** link.
- ⚡ Select **Close for Comments** from the list.
- ⚡ The **Discussion** will be moved to the **Closed for Comments** area.



⚡ Drag

- ⚡ Click the **Discussion**.
- ⚡ Click and drag the **Discussion** to the **Closed for Comments** area.

⚙️ Discussion Settings

- ⚡ Click the link for the **Discussion**.
- ⚡ Click the **Settings** icon next to the **Edit** button.
- ⚡ Select **Close for Comments** from the list.



SAVE THE DISCUSSION

- 🖥️ Click the **Save and Publish** button to make the **Discussion** available to students in the course.
- 🖥️ Click the **Save** button to allow time to make additional changes to the Discussion before making it available to the students.

Edit Discussion

- 🖥️ Click **Discussions** on the **Course Navigation Pane**.
- 🖥️ Click the **Discussion** that is to be edited.
- 🖥️ Click the **Edit** button.

