




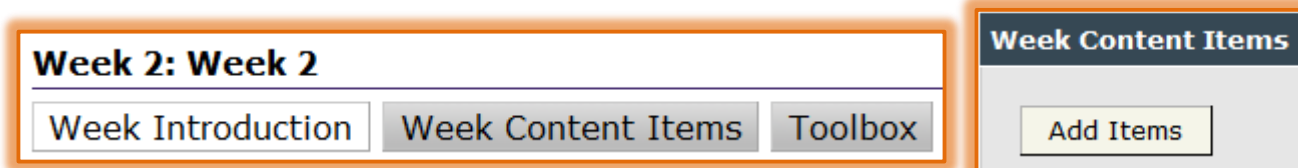
Threaded Discussion




This Content Item simulates regular classroom discussions. It allows students to post comments to a discussion topic, react to other students' responses, and respond to ideas shared by the instructor or others in the class. Instructors and students can post responses at any time. Other students do not have to be logged into the course to respond and participate.

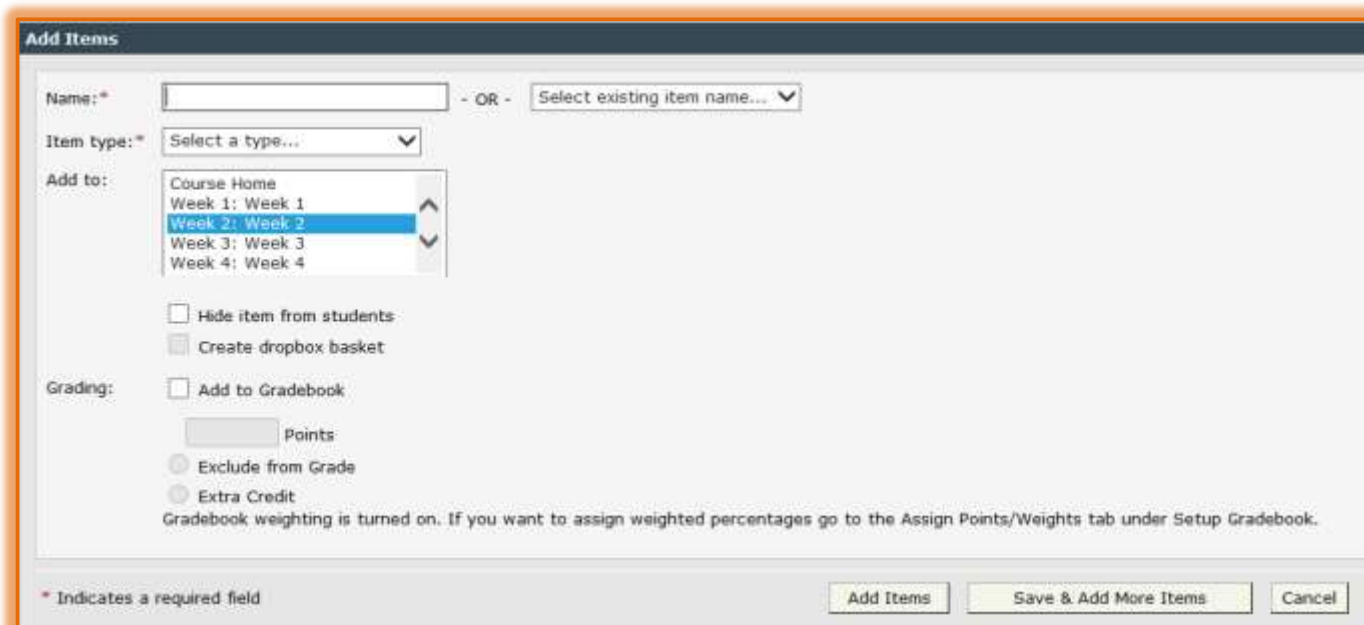
Add Threads


Threaded Discussions can be added to a course. The instructor can post a topic for the discussion. Students then respond to the topic that has been posted.

-  Click the **Author** tab in the **Navigation Tree**.
-  Click the **Unit** or **Week** where the discussion is to be added.
-  Click the **Week Content Items** button (see illustration below left).



-  The **Content Items** window will display.
-  Click **Add Items** (see illustration above right).
-  The **Add Items** window will display (see illustration below).



-  In the fields provided, enter information into the appropriate areas. The table below describes each of the fields in this window.

In this field	Do this
Name	Input a name for the new Content Item, such as Discussion.
Select existing item name	This list displays names from previously created Content Items. Just click the list and select the name.
Item Type	In this list, select Threaded Discussion .

In this field	Do this
Add to	Select either Course Home or the Week to which the Content Item is to be added. The Week or Unit should already be selected if the item is being created using the Week Content Items tab.
Assign to	This feature is only available if groups have been setup for the course. It provides a list of the groups within the course. A Threaded Discussion for each group in the course can be created.
Hide from Students	Click this check box if the Content Item is not to be made available to students at this time.
Create Dropbox Basket	This feature is not available for Threaded Discussions.
Grading	This area is used to add the Discussion item to the Gradebook, to assign the points for the Discussion, and to select other grading options.

- Once all the options have been specified, click **Add Items**.
- To add more than one Content Item, click the **Save & Add More Items** button.

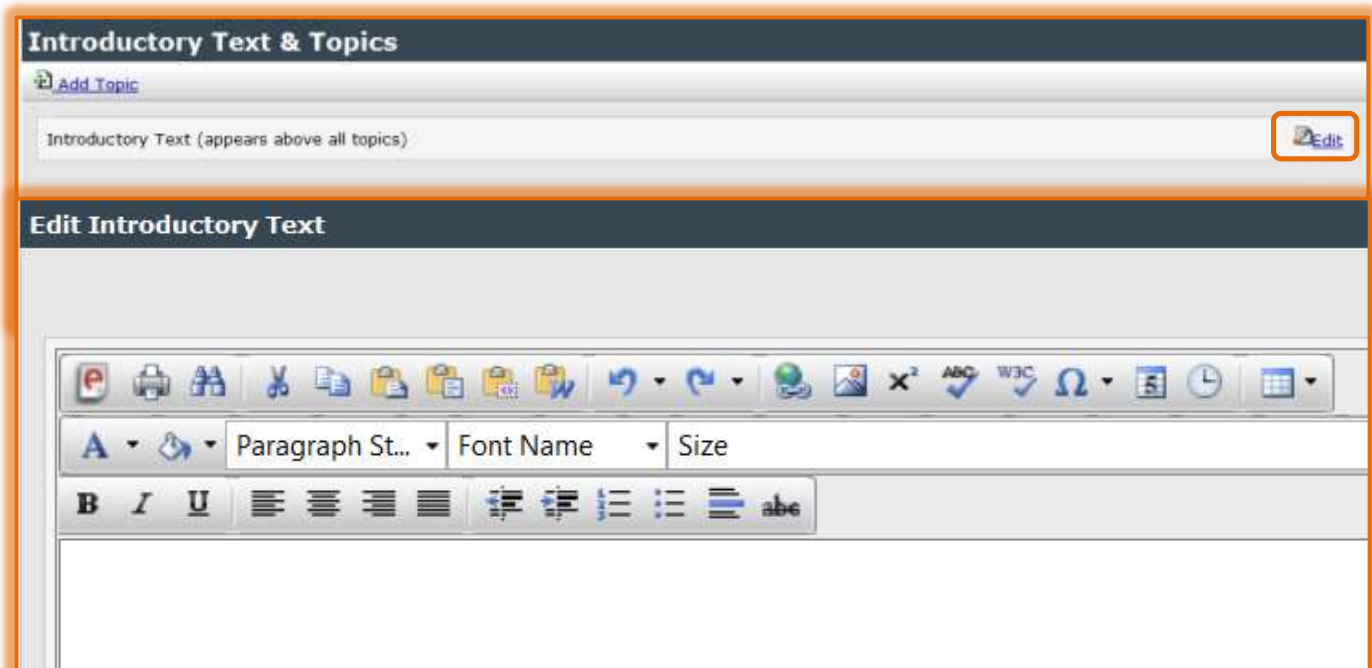
Manage Threaded Topics

After a Threaded Discussion has been added to the course, a topic for the thread needs to be created. There isn't any limit to the number of topics that can exist within each Threaded Discussion. Both students and faculty can respond to a thread. However, the instructor is the only one who can create a topic for the discussion.

Add Introductory Text

The text entered in this area appears at the top of each topic within the discussion.

- Click the **Author** tab in the **Navigation Tree**.
- Click the **Week** where the **Threaded Discussion** is located.
- Click the **Threaded Discussion Content Item**.
- Click the **Edit** button under **Introductory Text & Topics** (see illustration below).

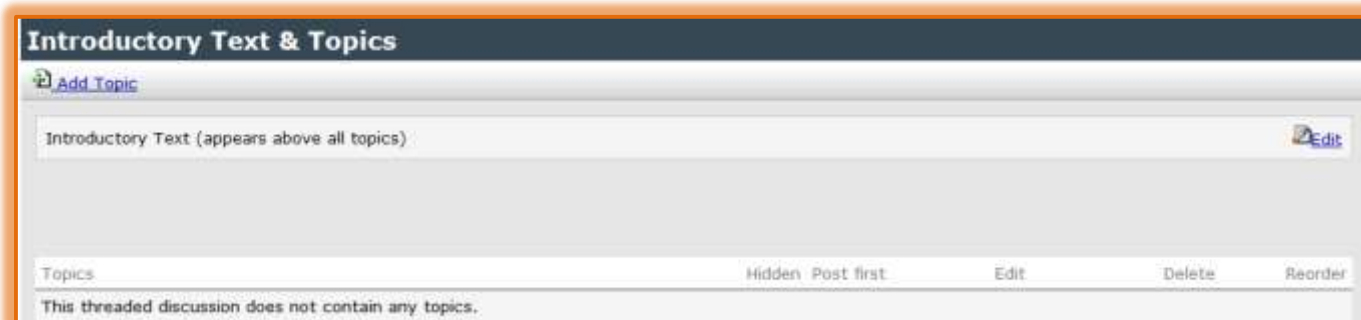


- The **Edit Introductory Text** window will display (see illustration above).

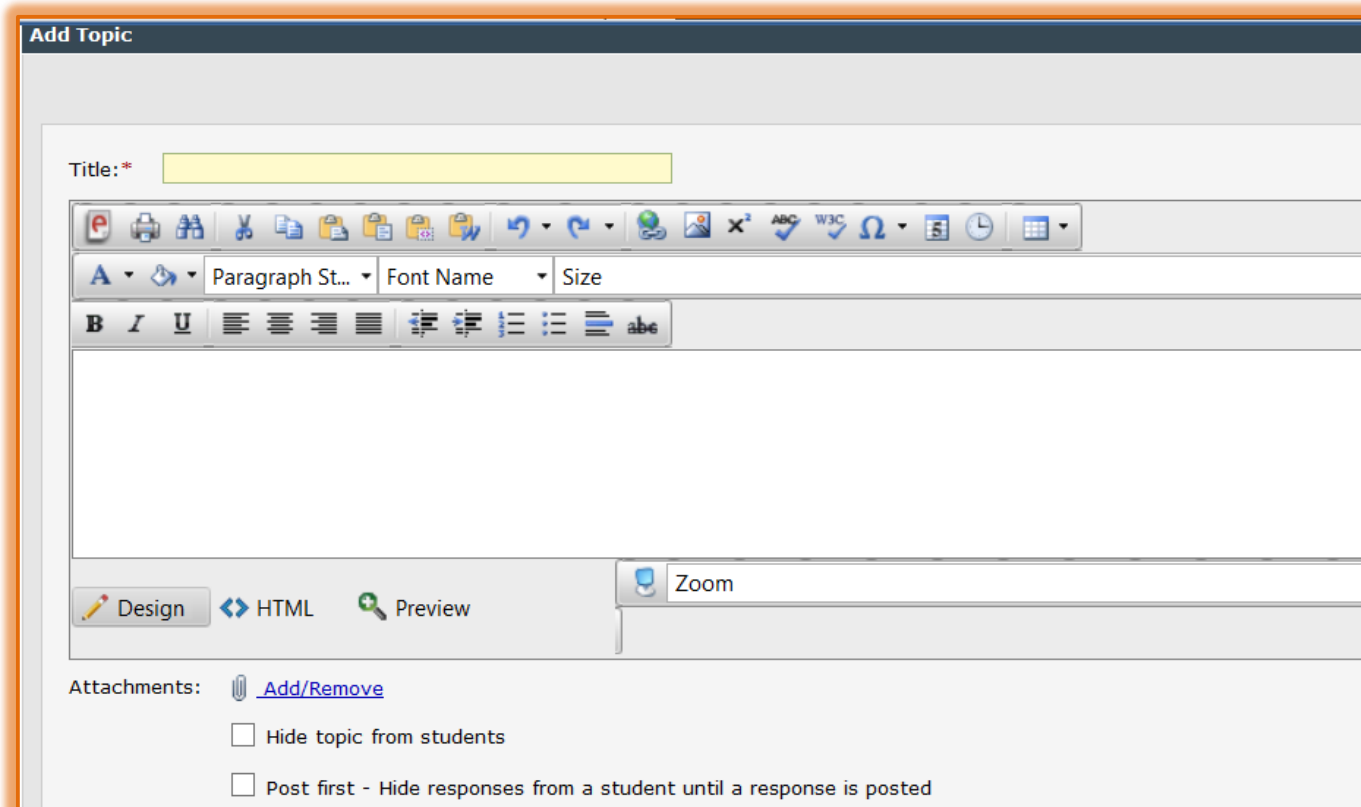
- Input the information for the text into the Visual Editor window.
- Use the toolbar features to format the text.
- Click the **Save Changes** button.

Add a Topic

- Click the **Add Topic** button under **Introductory Text & Topics** (see illustration below).



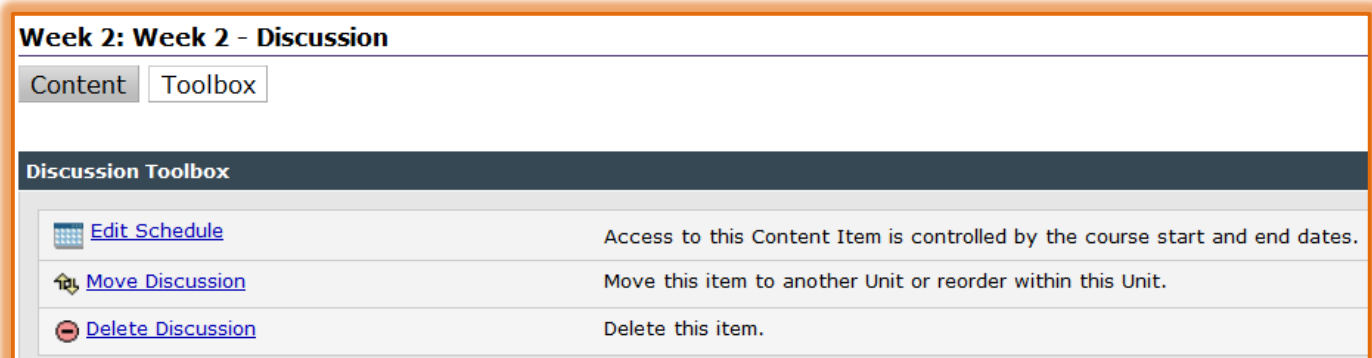
- The **Add Topic** window will display (see illustration below).



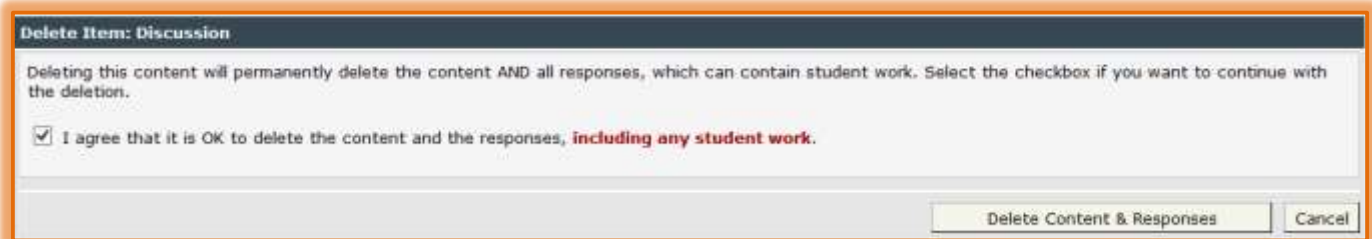
- In the **Title** box, input the topic for the discussion.
- In the **Visual Editor** input the questions or statements that the students are to respond to.
- Click the **Attachments, Add/Remove** button to add an attachment to the topic.
- Hide topic from students** – Instructors can use this option to hide the topic from the students until they are ready for the students to view it.
- Post First** – This option forces students to post a response to the initial thread before they can view responses from their peers. This ensures students post original content in the first post. Once a response is posted, students will be able to view the responses from their peers.
- Click **Add Topic** to add the topic to the **Threaded Discussion Content Item**.

Delete a Topic

- Click the **Author** tab on the **Navigation Tree**.
- Open the **Threaded Discussion** that is to be deleted.
- Click the **Toolbox** button.
- The **Discussion Toolbox** window will display (see illustration below).



- Click **Delete**.
- The **Delete Discussion** window will display (see illustration below).

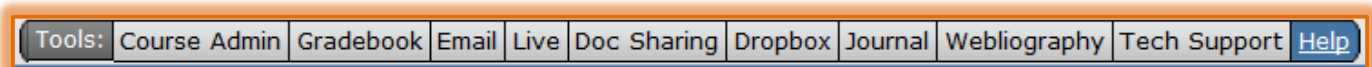


- Click the option for **I agree that it is ok to delete the content and the responses**.
- Click the **Delete Content & Responses** button.

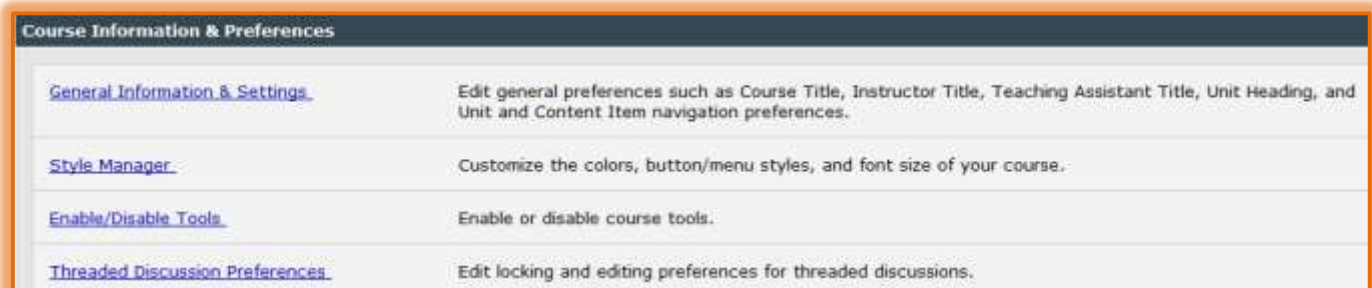
Threaded Discussion Preferences (Course Admin)

It is possible to set course-level Threaded Discussion preferences from the Course Admin page. These options can be overridden at the individual content item level from the Toolbox page.

- Click the **Author** tab in the **Navigation Tree**.
- On the **Tools Menu**, click **Course Admin**.



- The **Course Information and Preferences** window will display (see illustration below).



- Click **Threaded Discussion Preferences**.
- The **Threaded Discussion Preferences** window will display (see illustration on next page).

Threaded Discussion Preferences

- Set topics to "read-only" after the scheduled end dates for all Threaded Discussions in this course.
- Allow students to edit their posted responses for all Threaded Discussions in this course.
- Students can edit the subject line when responding to a previous response.
- Display Threaded Discussion responses in "Preview" mode.
- Hide topics from students for all Threaded Discussions.
(This setting can be overridden at the topic level)
- Post first - Hide responses for a topic until a response is posted by a student for all Threaded Discussions.
(This setting can be overridden at the topic level)
- Display number of responses for a topic.

Save Changes Cancel

☞ Select the check box for any of the following:

- **Set topics to "read-only" after the scheduled end dates for all Threaded Discussions in this course.**
 - This will allow students to see and read the Topics and Responses in the Threaded Discussions after the scheduled End Date.
 - Students will not be allowed to make any new postings after the scheduled End Date.
 - The End Date is scheduled through the **Course Scheduler** or the **Threaded Discussion Toolbox**.
- **Allow students to edit their posted responses for all Threaded Discussions in this course.**
 - This provides the students with the ability to change their own responses in the Threaded Discussion after the thread has been posted.
 - The date and time the responses were changed will display in the Threaded Discussion response.
- **Students can edit the subject line when responding to a previous response.**
 - Students will be able to change the Subject line when responding to another posting.
- **Display Threaded Discussion responses in "Preview" mode.**
 - The responses will be displayed under the Subject line.
 - It will not be necessary to click the Expand All button or the plus sign to the left of the Subject line to display the responses.
 - Students will have to expand a response in order to see and click the Respond link underneath a particular response.
- **Hide topics from students for all Threaded Discussions.**
 - This option allows instructors to hide a discussion topic from the students.
 - This allows the instructor to prepare discussion topics ahead of time.
 - This option can be overridden at the Content Area level.
- **Post First - Hide responses for a topic until a response is posted by a student for all Threaded Discussions.**
 - When this option is selected, students must post a response to a topic before they will be allowed to view the responses of others in the class.
 - This will ensure that students post their original content in their first post.

➤ Display number of responses for a topic.

- This option allows students and instructors to see how many replies have been posted to a topic.
- These counts can indicate a must-read, popular content, or a compelling debate worth the time to review.
- This does not display the number of responses from individual students; just the total number of responses for the entire topic.

🖨️ Click the **Save Changes** button to apply the changes to the course.

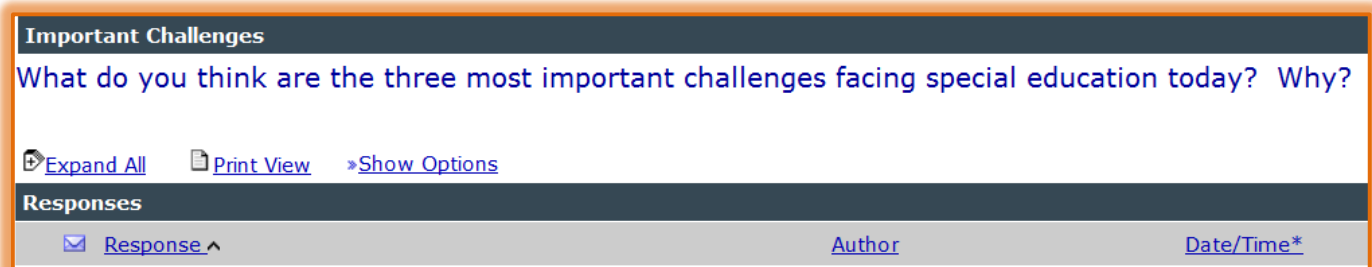
🖨️ After the desired options have been selected, click **Save Changes**.

View Threads

Threaded Discussion responses and sub-Threads can be viewed one at a time or by clicking Expand All to expand the threads all at one time.

View Threads

It is a simple process to view the threads in a Threaded Discussion. To view the threads, just click one of the following items.



🖨️ **Expand a Single Thread** – Click the title of the response or click the **plus (+) sign** next to the thread to view the response(s) for that thread.

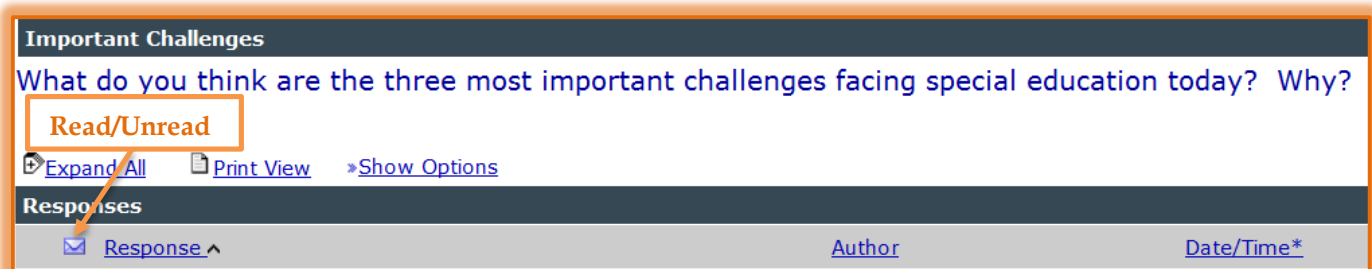
🖨️ **Expand All Threads** – Click the **Expand All** link to view all the responses to the current topic.

Sort Threads

🖨️ Click the **Author** tab on the **Navigation Tree**.

🖨️ Open the **Threaded Discussion Content Item**.

🖨️ Locate the **Threaded Discussion** that is to be sorted.



🖨️ Click the column headings to sort by:

📩 **Read/Unread** – Click the **Envelope** icon to sort by this option. The **Unread** responses will appear at the top.

📩 **Response** – When this option is selected, the responses will be sorted with responses indented beneath the topic or response they are responding to.

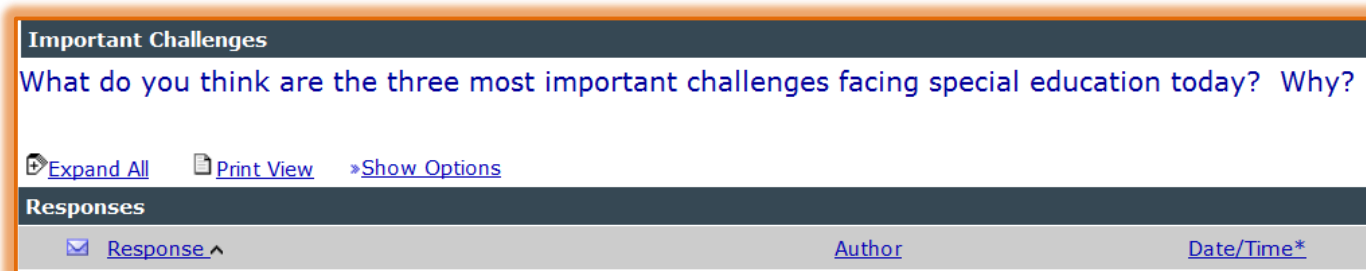
📩 **Author** – This option will sort the responses by the author's last names.

📩 **Date/Time** – Use this option to sort the responses by the time and date they were posted.

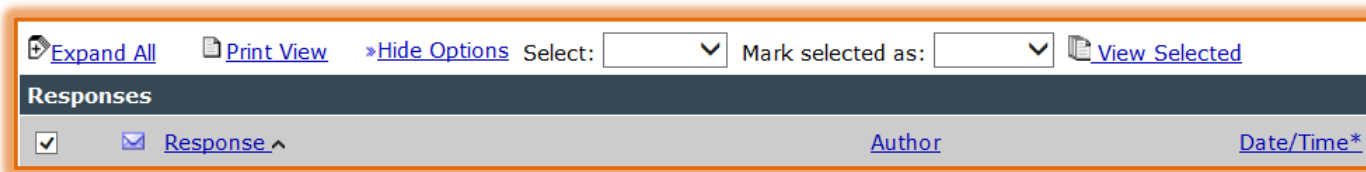
Show Options

This feature is used to mark items as read and to display items that match specified criteria.

Click the **Show Options** link in the **Threaded Discussion** (see illustration below).



- Check boxes will appear to the left of each response.
- A check box will also appear next to the **Response** link in the gray area of the thread.
- To select a response, click the check box next to it.
- To select all the responses in the thread, click the check box next to the **Response** link (see illustration below).



- Three new categories will display (see illustration above).
 - Select** – The options under this area are:
 - ★ **All** – This option is used to select the check box to all Threads in the discussion.
 - ★ **None** – Choose this option to clear the check box for all the Threads; if any check boxes are currently selected.
 - ★ **Unread** – To select the check box for those threads that have not been read, click this option.
 - ★ **Read** – Use this option to select the check box for threads that have been read.
 - ★ **Inverse** – This option changes selected check boxes to the opposite of what is currently selected. This means if All is selected, Inverse changes the selection to None.
 - ☞ **Mark Select As** – This drop down list is used to change the state of a thread as read or unread. This means that you can change threads marked as Unread to Read and so forth.
 - ☞ **View Selected** – Once an option has been selected in the Select area, clicking this button will list the items meeting the selected criteria. If no criteria have been selected, this option will toggle between displaying all threads or displaying none.
- Click the **Hide Options** button when the options no longer need to be displayed.

Print Threads

There are two different ways to print Threaded Discussions. They are explained in the next two sections.

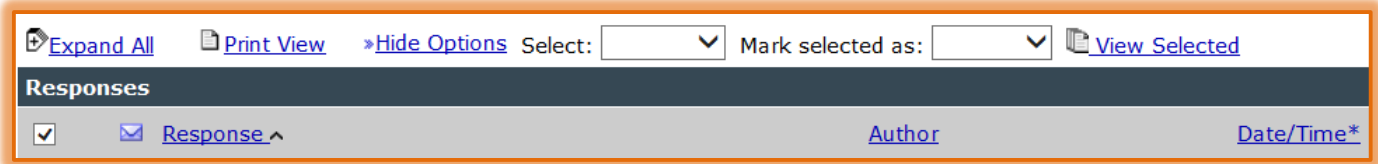
Print the Threaded Discussion Display

This option prints exactly what displays on the page. If the threads are expanded, all the text in the threads will print.

- Click the **Author** tab on the **Navigation Tree**.
- Open the **Threaded Discussion Content Item**.
- Locate the **Threaded Discussion** that is to be printed.

Do one of the following:

- Click the **Expand All** link to open or expand all the **Threaded** responses (see illustration below left).
- Click the plus (+) sign next to the thread that is to be printed.



Click the **Print** button in the browser window (see illustration above right).

Print a Printer-Friendly Version

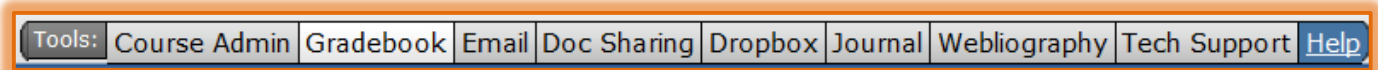
Use this option to print the discussion without all the links under the response, such as Reply, Edit, and Email. This option does include the Read/Unread status of each Thread.

- Click the **Author** tab on the **Navigation Tree**.
- Open the **Threaded Discussion Content Item**.
- Locate the **Threaded Discussion** that is to be printed.
- Click the **Print View** button (see illustration above).
- A **Printer-Friendly** version of the **Thread** will open in a new browser window.
- In the new window, right-click and select **Print**.

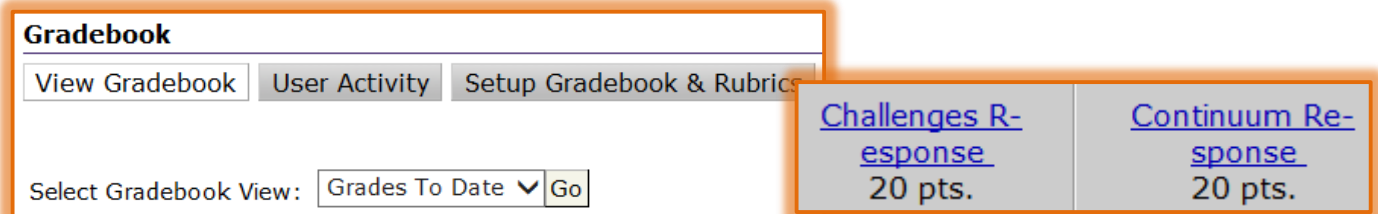
Grade Threads in Gradebook

I find that this is the easiest way to grade Threaded Discussions. When the link for the Discussion is clicked, all the responses from the student are displayed in one area.

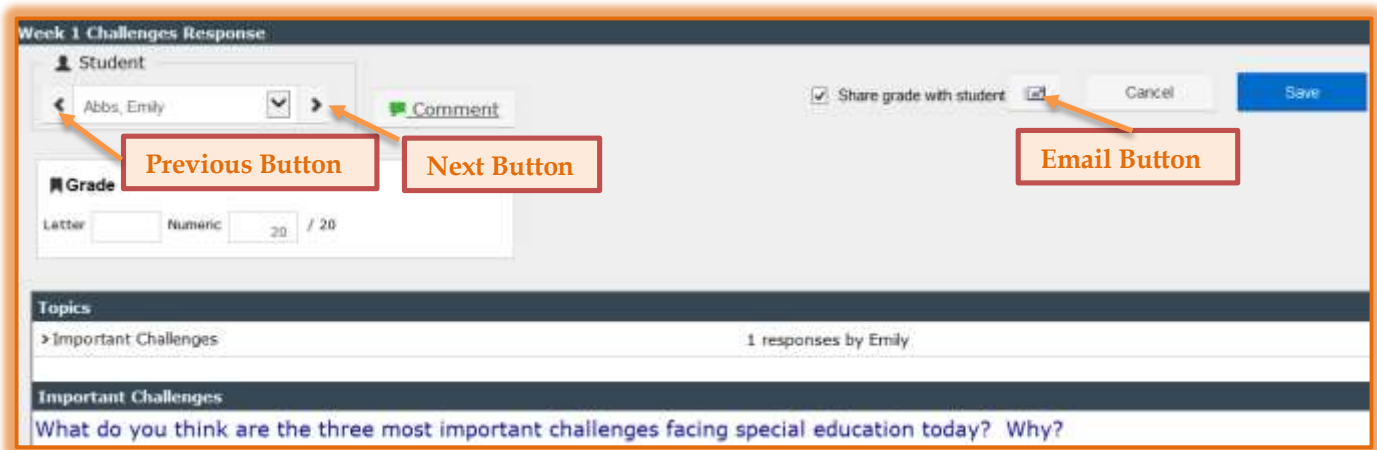
- Click the **Gradebook** tab on the **Tools Menu** (see illustration below).



In the **Select Gradebook View** list, click the **Week** where the **Threaded Discussion** is located (see illustration below).



- Click the **Go** button.
- Click the **heading link** at the top of the gradable item for the **Threaded Discussion** (see illustration above right).
- A list of the students in the course should display.
- Click the name of the student for whom the **Discussion** is being graded.
- The window for submitting the grade will appear (see illustration on next page).
- The thread topic and the responses to the **Threaded Discussion** will appear below the **Visual Editor** box.
- Read the discussion threads.
- Input a **Grade** for the **Discussion** into the **Numeric Grade** or **Letter Grade** boxes.
- Make sure the **Share Grade with Student** box is checked.



In the fields provided, enter grade information accordingly. The table below explains the fields in this window.

In this field	Do this
Numeric Grade	Input a numeric grade for the submitted thread. Calculations will be performed on these grades.
Letter Grade	Input a letter grade for the submitted thread. Calculations will not be performed on these grades.
Share Grade with Student	This check box should be selected if the students are allowed to view their grades. Students will not be able to see the Gradebook item unless this option is selected.
Comment	Use this area to input comments about the item the student has submitted.
Email	Select this button to send an Email Message to the student.
Previous Button	Click the button to Save the grade and return to the previous record.
Next Button	Click the button to Save the grade and display the responses from another student.
Save	Click the Save button to save the grade without showing the response from another student.

Grade Threads While in Discussion Area

Before a thread can be graded, the Threaded Discussion has to be made a gradable item through the Gradebook. This can be done when the Threaded Discussion is created or within the Gradebook feature in eCollege.

- Click the **Author** tab on the **Navigation Tree**.
- Open the **Threaded Discussion** that is to be graded.
- In the **Author** column, click the **Open Gradebook Details** button beside the author or submitter's name.
- In the fields provided, enter grade information accordingly. The table below explains the fields in this window.

In this field	Do this
Numeric Grade	Input a numeric grade for the submitted thread. This field is shown if the item has been identified in the Gradebook as a gradable item.

In this field	Do this
Letter Grade	Input a letter grade for the submitted thread. This field is shown if the item has been identified in the Gradebook as a gradable item.
Share Grade with Student	This check box should be selected if the students are allowed to view their grades. Students will not be able to see the Gradebook item unless this option is selected.
Comment	Use this area to input comments about the item the student has submitted.
Email	Select this button to send an Email Message to the student.
Previous Button	Click this button to Save the grade and return to the previous record.
Next Button	Click this button to Save the grade and display the responses from another student.
Save	Click this Save button to save the grade without showing the response from another student.