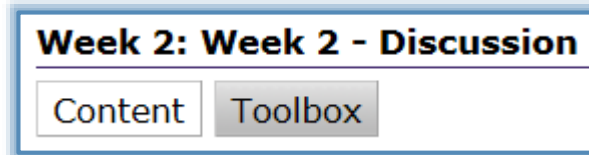


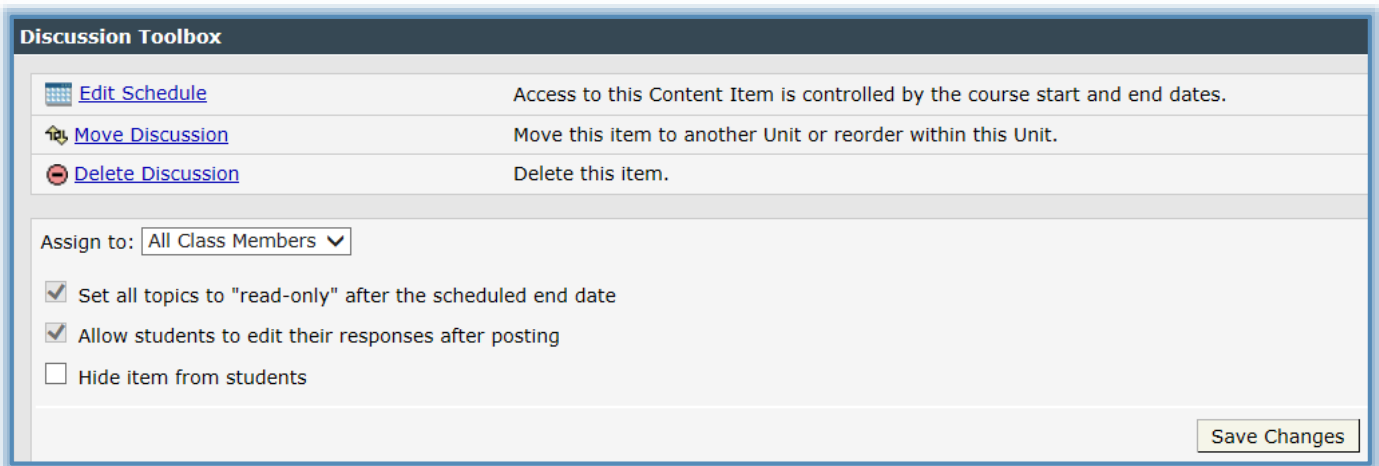
Toolbox for Threaded Discussion

Each Content Item that is added to a course has a Toolbox associated with it. The Toolbox is where preferences and properties for the Content Item can be set. Most of the options in the Toolbox are common to all Content Items. However, there are some that are common to a particular Content Item such as Exams and Threaded Discussions.

- ✚ Click the **Author** tab in the **Navigation Tree**.
- ✚ Click the **Toolbox** button.



- ✚ The **Toolbox** window will display (see illustration below).



- ✚ The table below shows the Toolbox options that are available for Threaded Discussions.

Option	Do this
Edit Schedule	<ul style="list-style-type: none"> ✚ Open the Toolbox. ✚ Click Edit Schedule. ✚ The Schedule window will display. ✚ Select the Dates and Times that the item is to display. ✚ To Restrict Access to the discussion before or after the Date and Time specified, click the check box next to the appropriate box. ✚ Specify a Due Date if that option is applicable. ✚ Click Save & Close.
Move	<p>Once a Threaded Discussion Content Item has been added to a week, it can be moved to a different week.</p> <ul style="list-style-type: none"> ✚ Open the Toolbox. ✚ Click Move _____. The exact name will be determined by the discussion that is selected. ✚ Click the Move to list arrow and select the Week/Unit to which the discussion is to be moved.

Option	Do this
	<ul style="list-style-type: none"> † To reorder the items: <ul style="list-style-type: none"> ✦ Input a number in the Order column. <ul style="list-style-type: none"> ▪ If the order of only one item is being changed, it is not necessary to change all the numbers. ▪ If the order of more than one item is being changed, then all the numbers must be changed. ✦ Click Save Changes under the Reorder Items window.
Delete	<ul style="list-style-type: none"> † Open the Toolbox. † Click Delete _____. The exact name will be determined by the item that is selected. † The Delete window will display. † Click the I agree check box. † Click the Delete Content & Responses button.
Assign to	<ul style="list-style-type: none"> † This item is used to select an audience for the item. † It is only available when groups have been setup in the course.
Set all topics to “read only” after the scheduled end date	<ul style="list-style-type: none"> † Click this check box to lock all Thread postings once the Content Item’s End Date is passed. † Students will be able to view the Thread, but they will not be able to post or edit any Threads. † The Respond or Edit buttons will not display. † In order for this to work, the End Date must be specified in the Edit Schedule window.
Allow students to edit their responses after posting	<ul style="list-style-type: none"> † This option allows students to edit their own Thread responses after they have been posted to the Threaded Discussion. † If the Thread is edited, a Last Modified date displays under the response, as well as the original post date.
Hide from Students	<ul style="list-style-type: none"> † Click the check box if this item is to be hidden from Course View. † This means the students will not be able to view the item until the check box is cleared.