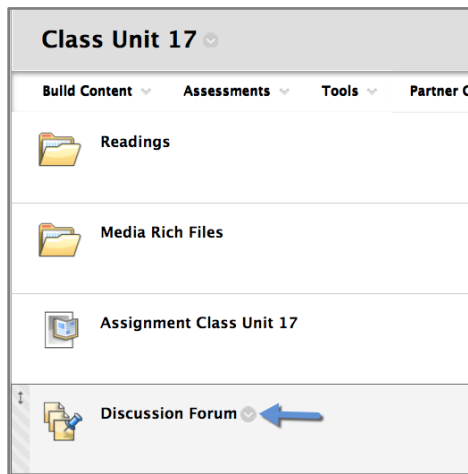


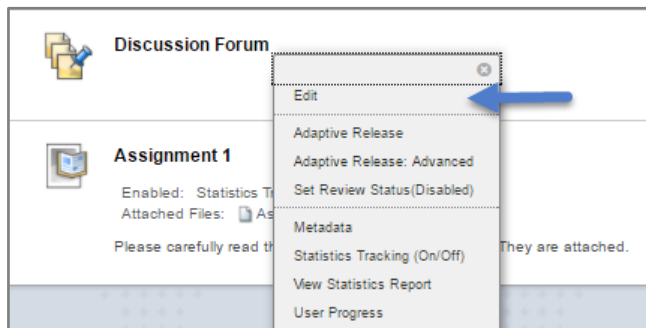
Creating a Graded Discussion Board

Setting Up a Discussion Board

1. Select the **Unit** you are adding your discussion to. Scroll to **Discussion Forum** and click on the **Action Link** that comes up directly next to the name.



2. Click **Edit** on the menu that pops up.



3. Enter the **Link Name**. It is good to keep the name short and give it a number so that you can easily find it in the gradebook.

Link Information

* Link Name

4. In **Text**, enter basic information about the discussion topic as well as due dates and requirements. This will appear on the **Unit Page**.

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please read **Chapter 7** focusing on **Classical Conditioning** and watch the posted videos before answering this week's Discussion Board.

Due Dates: Your post is due by Thursday. You **MUST** reply to **TWO** other people by Sunday for full credit.

5. By default, the discussion board is made **Available** to students. If you need to hide the **Discussion Board** from the students you can select **No**.

Options

Available Yes No

6. Change **Track Number of Views** to **Yes**. If this is not switched to yes, then you will not be able to get data/reports on the discussion board later on. You also have the option to limit the forum availability to students by entering date and time restrictions.

Track Number of Views Yes No

Date Restrictions Display After

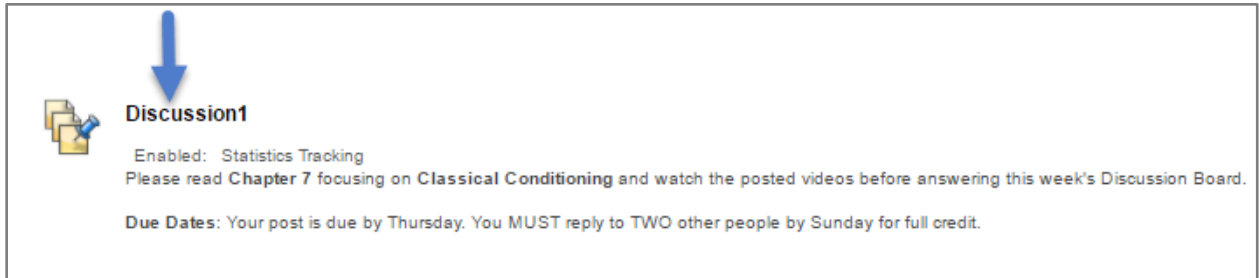
Display Until

7. Click **Submit**.

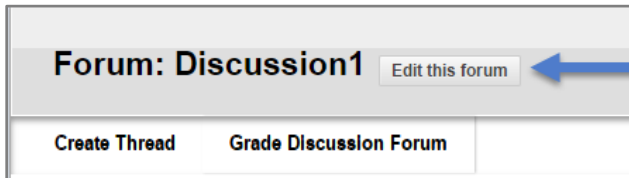
Cancel

Choosing Grading Settings

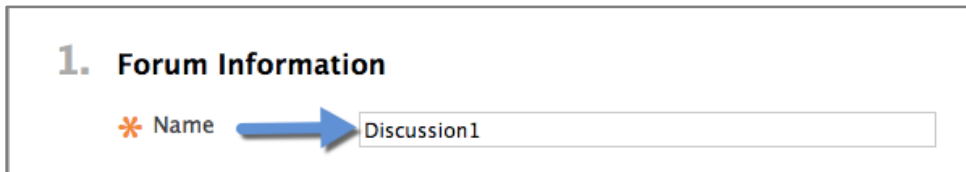
1. Click on the **Discussion Board**.



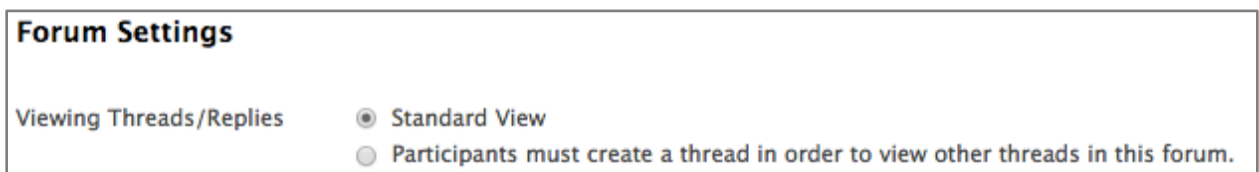
2. Click on **Edit This Forum** at the top of the screen.



3. Reenter the **Name** of the **Discussion Forum**.



4. Leave the **Forum Description** field empty.
5. Scroll down to **Forum Settings**. **Viewing Threads/Replies** is set to **Standard View** by default. This means that the professor must create the first thread which will include the discussion question/prompt and then the students will respond to that thread.



6. Click on **Grade Discussion Forum** and next to **Points Possible**, add the **Points** needed for grading. Putting in 100 points can help for grading consistency.



7. Choose how many posts students should submit before it shows up as **Needs Grading**..

Grade

No Grading in Forum

Grade Discussion Forum: Points possible: 100

Grade Threads

Show participants in "needs grading" status after every 1 Posts

8. Click on the **Calendar** to pick the **Due Date**.

Due Dates

Due Date

Calendar icon

August 2017

Sun Mon Tue Wed Thu Fri Sat

01 02 03 04 05

06 07 08 09 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 31

Today is: Monday, May 15, 2017

9. If you want to change the time, click on the **Time Icon**.

Due Dates

Due Date

08/31/2017

11:59 PM

Close Menu

08:00 PM

08:30 PM

09:00 PM

09:30 PM

10:00 PM

10:30 PM

11:00 PM

11:30 PM

End of Day

10. If you have a rubric that you previously created, you can add it by choosing **Select Rubric**.

Associated Rubrics

Add Rubric

Select Rubric

Create New Rubric

Create From Existing

[Submission Details](#)

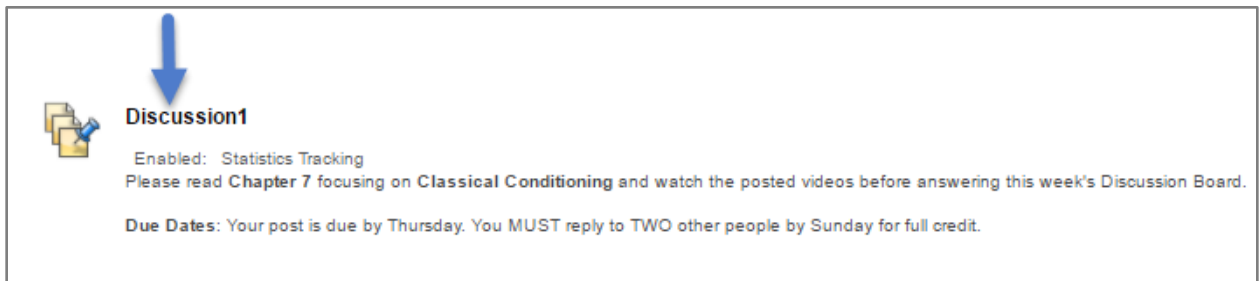
11. Click **Submit**.

Cancel

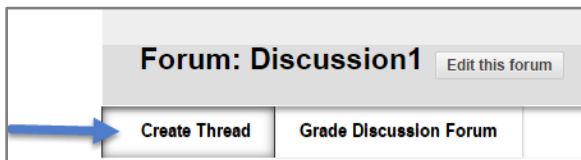
Submit

Creating the First Thread

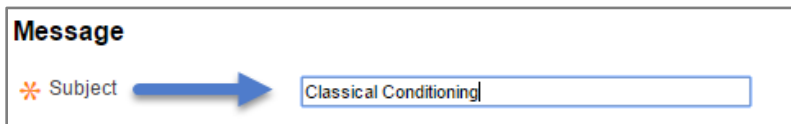
1. Click on the **Discussion Board**.



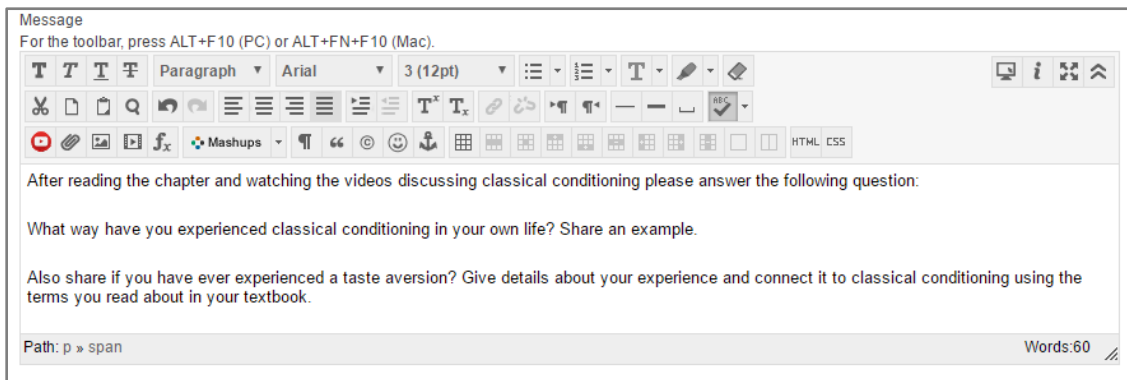
2. Click **Create Thread**.



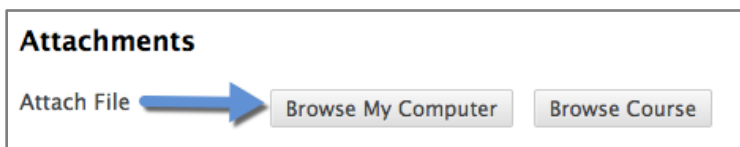
3. Type the **Subject** of the **Discussion Board** in the **Subject** field.



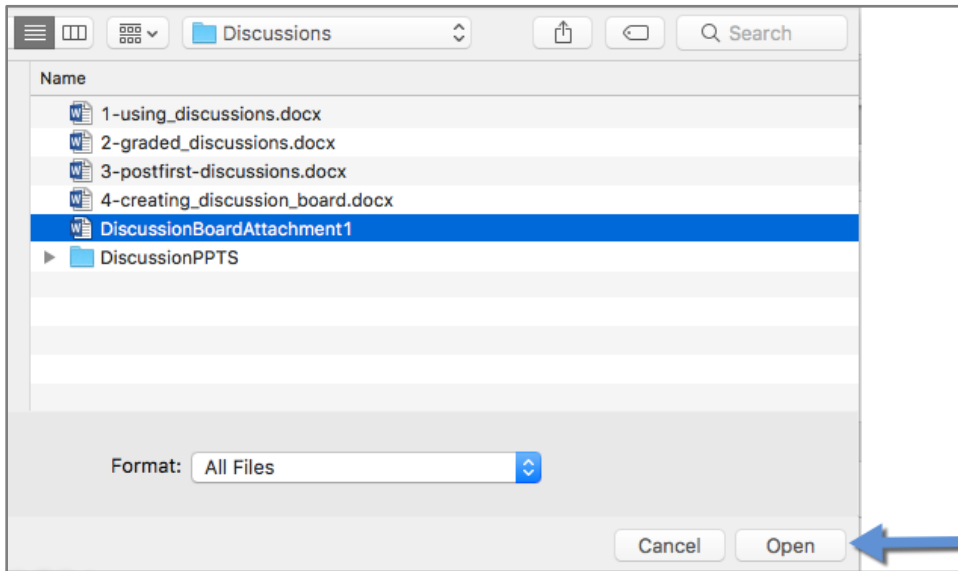
4. Type the **Discussion Question** in the **Message** field.



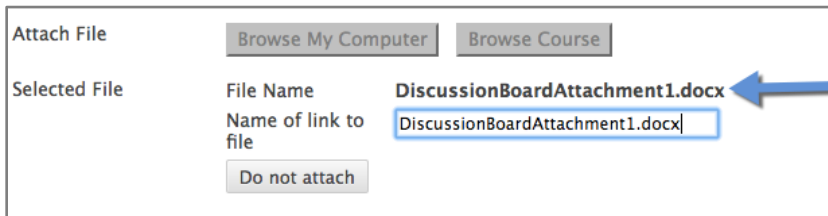
5. Click on **Browse My Computer** to attach a file (if needed).



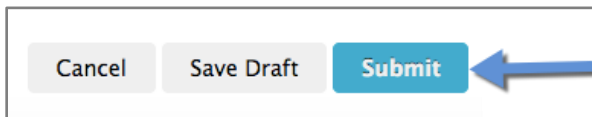
6. Select the **Document** you want to attach and click **Open**.



7. When the file is attached, you will see it listed next to **File Name**.



8. Click **Submit**.



9. Your **Thread** will now be displayed.

