

# Black Hills State University Instructional Design

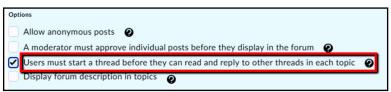
## **Discuss**

Note: Topics are visible to students - Forums are NOT visible to students.

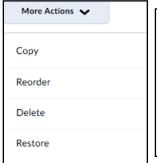
### **Create a New Topic**

- Click 'Communications' > 'Discuss' to go to 'Discussions' page
- Click 'New' > Select 'New Forum' from the drop down menu to go to 'New Forum' page
- Complete the information in the 'Properties' tab

**Tip:** Check 'Users must start a thread before they can read and reply to other threads in each topic' to force students first to respond to the discussion prompt before they read and respond to others' responses



- Click 'Save and Add Topic' to go to 'New Topic' page
- Complete the information in the 'Properties' and 'Assessment' tabs
- Use the different save options to continue or close
- Use the drop down menu for 'More Actions' to Copy, Reorder, Delete and Restore Discussions forums





#### Tip:

• If the D2L rubric feature is used for a rubric, associate the rubric to the Discussion topic under the 'Assessment' tab on the 'Edit topic' page for users to view the feedback provided through the rubric.

### **NOTES:**

- Both students and instructors can submit their responses in three different ways
  - Type in text
  - Record Audio
  - Record Video

