**Your Course Name / Semester

Example - Instructions – Discussions**

Discussions provide an active learning environment for you to interact with the content, your peers in your online course and your instructor. Hence, they are a MUST in an online course.

There are **two** parts for each discussion topic.

1. Initial Response for discussion topics
	* Your Initial Response is not considered as Participation
2. Participation
	* **Please note unless you submit your Initial Response, you will not be able to see others’ responses for you to Participate.**

**Initial Response**

* Each week there will be a Discussion assignment with **TWO** discussion questions.
* Make sure your response
	+ demonstrates thorough understanding of the topic
	+ uses proper netiquette
* Should not be more than 150 words
* If you are providing any reference - please provide citation
	+ if it is a website - provide the website address too
* Available only for that week.
	+ Will open at 12:01 AM MT on Day 1 - Monday morning of the week it is due.
	+ You are required to submit your Initial Response to each of the Discussion questions by
		- by 11:30 PM MT on Day 3 - Wednesday
* Your Initial Response is not considered as Participation
* **Do not forget** to title it "Initial Response - 'First Initial''Last Name'." For example - "**Initial Response – JDoe**".

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**Tips for Initial Response**

* Prepare your Initial Response in a Word document or any other word processing program
	+ Save a copy for yourself
	+ Copy and Paste it in the discussion area
	+ Benefits: - Helps to not to lose your work in case
* Do not attach any files to the discussion

**Participation**

* You are required to respond to **TWO** of your classmates’ initial responses for both the discussion questions
	+ by 11:30 PM MT on Day 7 - Sunday.
		- This means you are responding 4 times in a week.
* Your responses to your classmates’ Initial Responses need to be substantive.
	+ Responses like, “I agree,” or “Good point!” are not sufficient.
	+ Your response needs to add value to the conversation.
	+ You might try offering a different perspective (certainly we don’t all need to agree with one another).
	+ You might extend the analysis to another situation.
	+ You might clarify a misunderstanding.
	+ You might ask a question that pushes the analysis into a new direction.
* **Do not forget** to address your classmate by name that you are responding to
	+ For example: *Jonah, I …………..*

*Note: You can change the Time Zone settings by using the ‘My Settings > Account Settings > Time Zone’ after logging into D2L before entering your course.*