

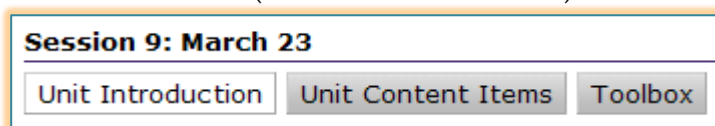
Threaded Discussion

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 anytime. Other students do not have to be logged into the course to respond and participate.

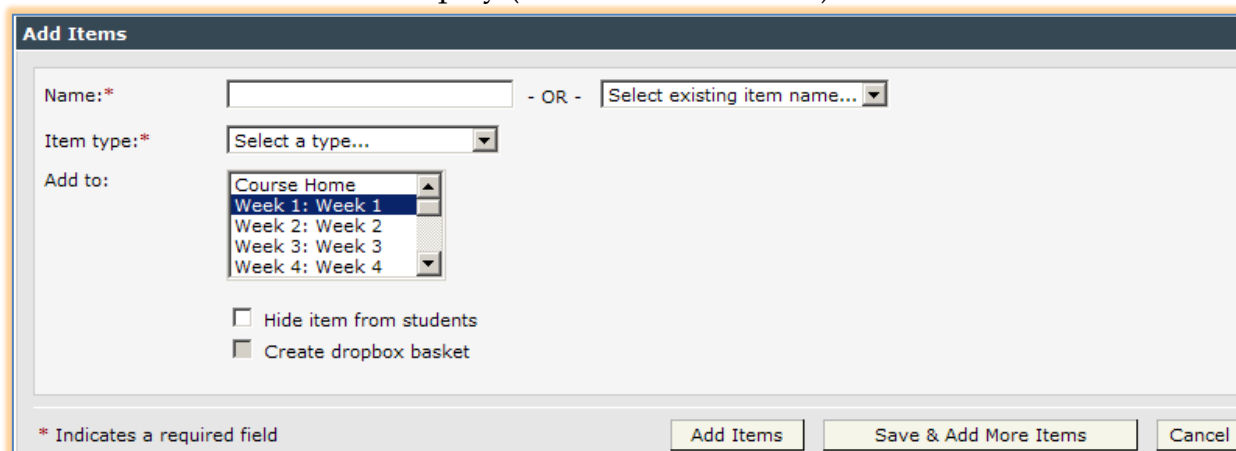
Add Threads

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** where the discussion is to be added.
- ❖ Click the **Unit Content Items** button (see illustration below).



- ❖ The **Content Items** window will display.
- ❖ Click **Add Items**.
- ❖ 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. The name will appear in the Select existing item name list.
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 .
Add to	Select either Course Home or the Week to which the Content Item is to be added.
Assign to	This feature is only available if groups have been setup for the course.
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 option is not available for Threaded Discussions.

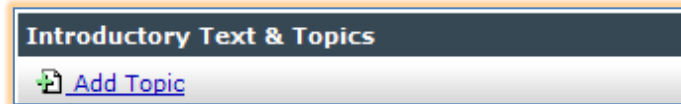
- ❖ Once all the options have been specified, click **Add Items**.
- ❖ To add more than one Content Item, click the **Save & Add More Items** button.

Manage Thread Topics

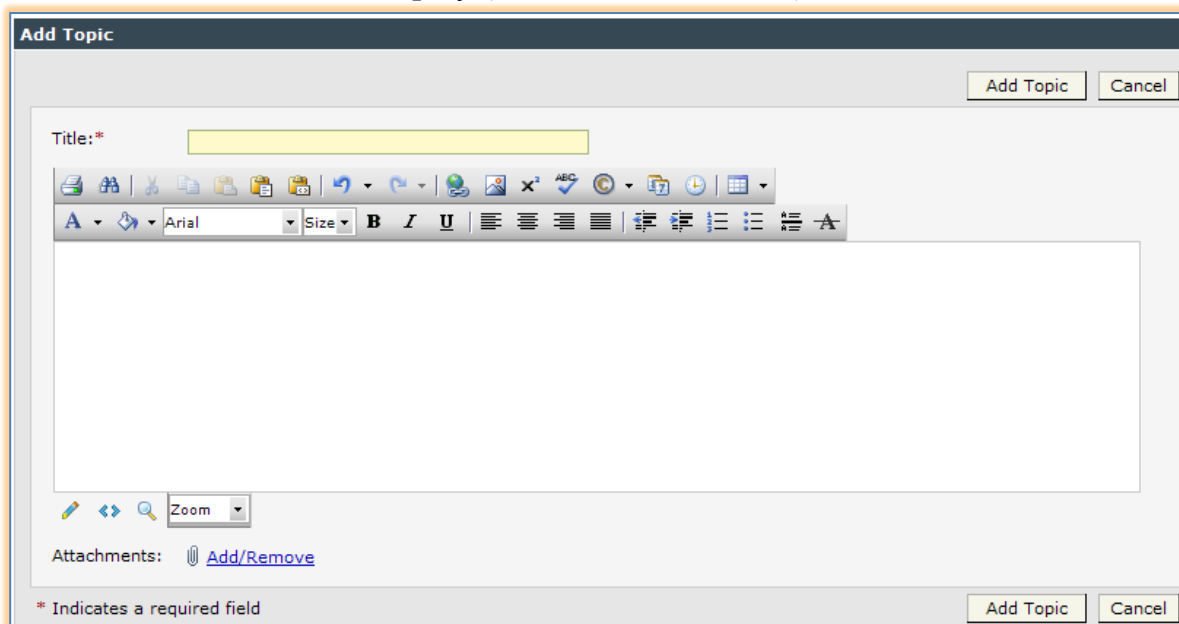
After a Threaded Discussion has been added to the course, a topic for the thread needs to be created. There isn't any limit to the number of topics that can exist within each Threaded Discussion. Both students and faculty can respond to a thread. However, the instructor is the only one who can create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

Add a Topic

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Unit** where the **Threaded Discussion** is located.
- ❖ Click the **Threaded Discussion Content Item**.
- ❖ Click the **Add Topic** button (see illustration below).



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

A screenshot of a dialog box titled 'Add Topic'. The dialog box has a title bar with 'Add Topic' and two buttons: 'Add Topic' and 'Cancel'. Below the title bar is a 'Title:*' label followed by a yellow text input field. Below the input field is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large white text area for entering the topic content. At the bottom left of the text area is a 'Zoom' dropdown menu. Below the text area is an 'Attachments:' label followed by a paperclip icon and the text 'Add/Remove'. At the bottom of the dialog box is a footer with the text '* Indicates a required field' and two buttons: 'Add Topic' and 'Cancel'.

- ❖ 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.
- ❖ Click **Add Topic** to add the topic to the **Threaded Discussion Content Item**.

Delete a Topic

- ❖ Click the **Author** tab on the **Navigation Pane**.
- ❖ Open the **Threaded Discussion** that is to be deleted.
- ❖ Click the **Toolbox** button.
- ❖ Click **Delete**.
- ❖ The **Delete Discussion** window will display.
- ❖ Click the option for **I agree that it is ok to delete the content and the responses**.
- ❖ Click the **Delete Content & Responses** button.

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. Information on how to accomplish this can be found in the Gradebook document on the **eCollege Page** of the **Siena Training Web Site**.

- ❖ Click the **Author** tab on the **Navigation Pane**.
- ❖ 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.
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.
Visual Editor	Use this area to be input comments about the item the student has submitted.

- ❖ Click **Save and Close** when the grade has been entered.
- ❖ To continue grading additional threads, click **Save**.

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**.
 - ❖ Click on the name of the student for whom the **Discussion** is being graded.
 - ❖ Click the **link** for the **Discussion**.
- or
- ❖ Click the **Gradebook** tab on the **Tools Menu**.
 - ❖ In the **Select Gradebook View** list, click the **Unit** where the **Threaded Discussion** is located.
 - ❖ Click the **Go** button.
 - ❖ Click the **heading link** at the top of the gradable item for the **Threaded Discussion**.
 - ❖ 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.
 - ❖ 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.
 - ❖ Input any comments about the Discussion into the Visual Editor area.
 - ❖ Click one of the three **Save** options.
 - **Save** - This option is used to save the grade without exiting from the Grading window.
 - **Save and Next** - Use this option to save the grade and move to the next student in the list.
 - **Save and Close** - To save the grade and close the window, click this option.

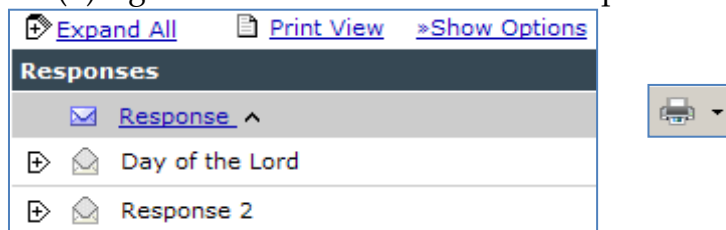
Print Threads

There are two different ways to print Threaded Discussions.

- ❖ **Threaded Discussion Display** – This option prints exactly what displays on the page.
- ❖ **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.

Print the Threaded Discussion Display

- ❖ Click the **Author** tab on the **Navigation Pane**.
- ❖ Open the **Thread 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 **Thread** 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

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

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 Pane**.
- ❖ On the **Tools Menu**, click **Course Admin**.
- ❖ Click **Threaded Discussion Preferences**.
- ❖ Select the check box for either of the following:
 - **Set topics to “read only” after the scheduled end dates for all Threaded Discussion in this course** – This option locks all Thread postings once the Content Item’s End Date has passed. Students will be able to view the threads, but they will not be able to respond or edit the response.
 - **Allow students to edit their posted responses for all Threaded Discussions in this course** – This option will allow students to edit their own responses after the response has been posted. If the response is edited, a Last Modified date will display under the response, as well as the original post date.
- ❖ 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 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 Pane**.
- ❖ 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.