

## Discussion Forums

### To Create a Discussion Forum

- Click *Discussions* in the left course menu.



- Click *+ Discussion* in the top right.



- Title your discussion and type the discussion instructions and/or question(s) for the students in the description box. You can add files, pictures, media, and links to content within your course on Canvas within this box if you wish.

Week 3 Discussion Forum

 [HTML Editor](#)

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- If you would like to add Links, Files, and Images, use the menu on the right,

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

> Pages

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

- You may also add a file attachment in the discussion settings.

Attachment  No file chosen

- Options:
  - Allow threaded replies
  - Users must post before seeing replies
  - Enable podcast feed
    - Include student replies in podcast feed
  - Graded (See additional graded settings below)
  - Allow liking
    - Only graders can like
    - Sort by likes

## Options

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking
- Add to student to-do

- You may choose to make this a group discussion. (Please see Group Assignments Handout).

## Group Discussion

- This is a Group Discussion

## Additional Graded Options:

- Set point value.
- Select how to display grade.
- Select Assignment Group (Grade Category)
- Allow for Peer Reviews (Please see Peer Review Handout).

Points Possible	<input type="text" value="10"/>
Display Grade as	<input type="text" value="Points"/>
Assignment Group	<input type="text" value="Discussion Forums"/>
Peer Reviews	<input type="checkbox"/> Require Peer Reviews

- Set date and time the discussion will be available to students.

Available From	<input type="text"/>	
Until	<input type="text"/>	

## Additional Graded Options:

- Select who to assign the discussion forum to.
- Select Due Date, if applicable.
- Set availability times and dates.
- Add assignments if necessary, by clicking *+Add*.

Assign

**Assign to**

Everyone ×

**Due**

📅

**Available from**

📅

**Until**

📅

+ Add

- Click *Save* or *Save & Publish*.

Cancel

Save & Publish

Save

## Additional Discussion Forum Settings

- Click *Discussions* in the left course menu.

Discussions

- Click the cog wheel to in the top right corner.



- My Settings
  - Manually Mark posts as read
- Student Settings
  - Create discussion topics
  - Edit and delete their own posts
  - Attach files to discussions

## Edit Discussion Settings

### My Settings

Manually mark posts as read

### Student Settings

Create discussion topics

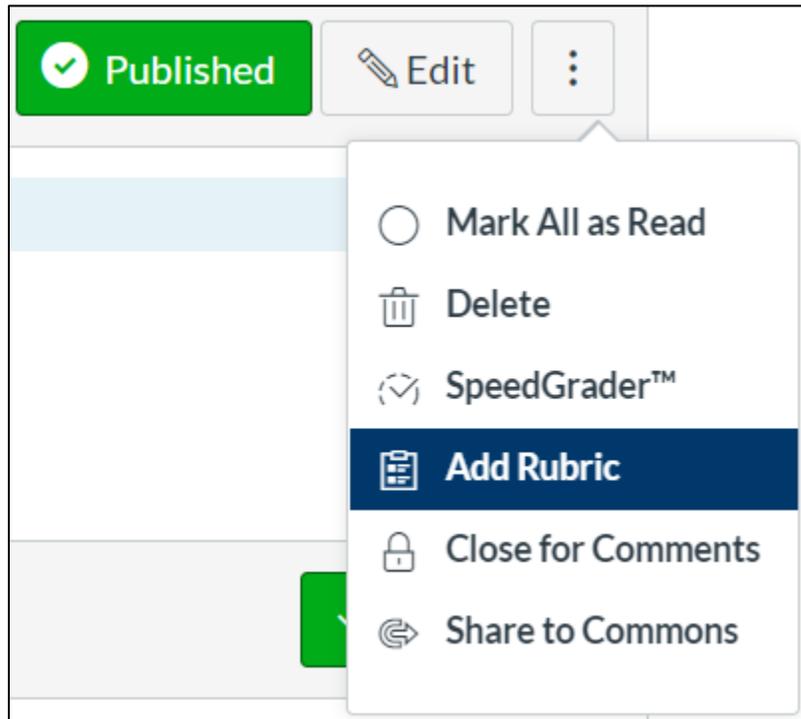
Edit and delete their own posts

Attach files to discussions

## Graded Discussion Forums

### Add a Rubric

- Open Discussion Forum
- Select *Add Rubric* from the More Options

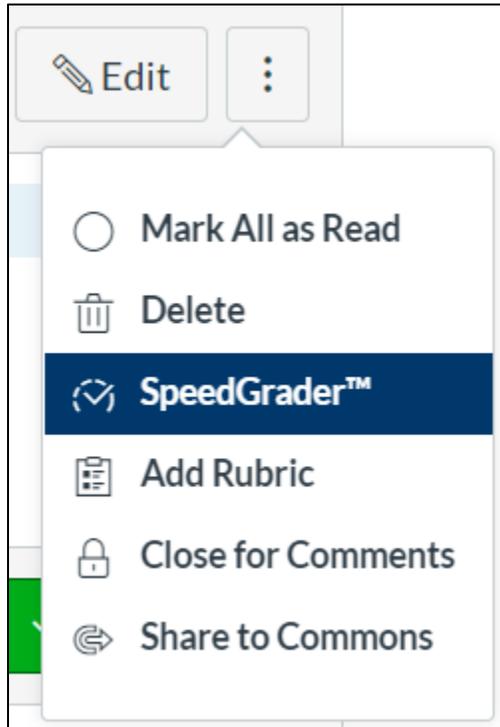


- Create Rubric or Find a Rubric that has already been created (See Canvas Rubrics Handout).
- Remember to select to use the rubric for grading.

Use this rubric for assignment grading

## Grading in SpeedGrader

- Open the discussion form
- Select *SpeedGrader* from the More Options

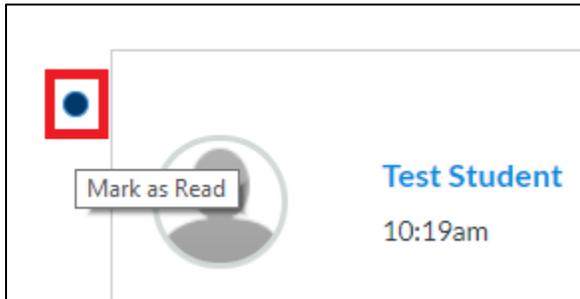


- Grade and add comments as normal; remember to view the rubric if using a rubric for grading.

## Additional Discussion Forum Options

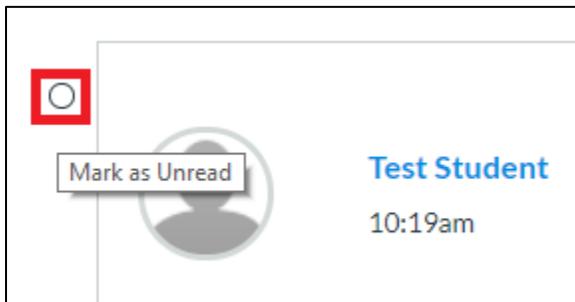
### Mark Post as Read/UnRead

- Open the Discussion.
- Click the blue circle to mark as read.



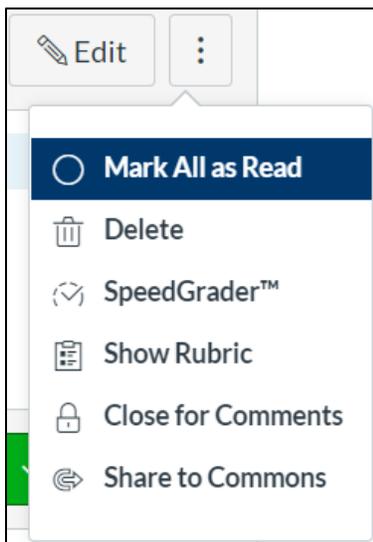
Or

- Click the white circle to mark as unread.



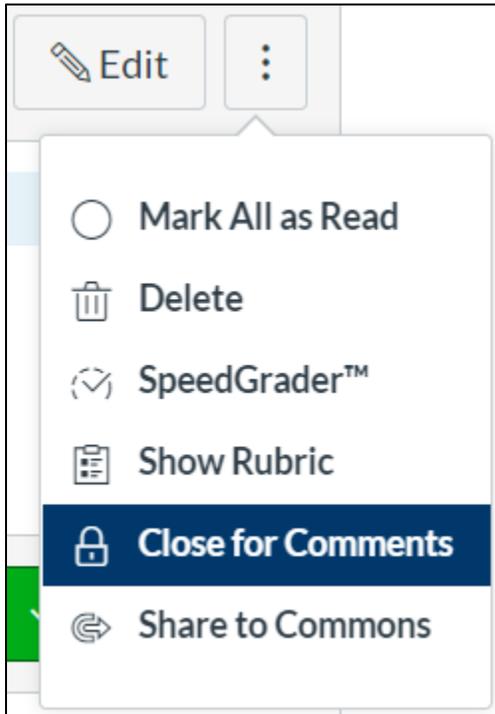
### Mark all as Read

- Open the discussion.
- Select *Mark All as Read* from the More Options.



## Close Discussion for Comments

- Open the discussion.
- Select *Close for Comments* from the More Options.

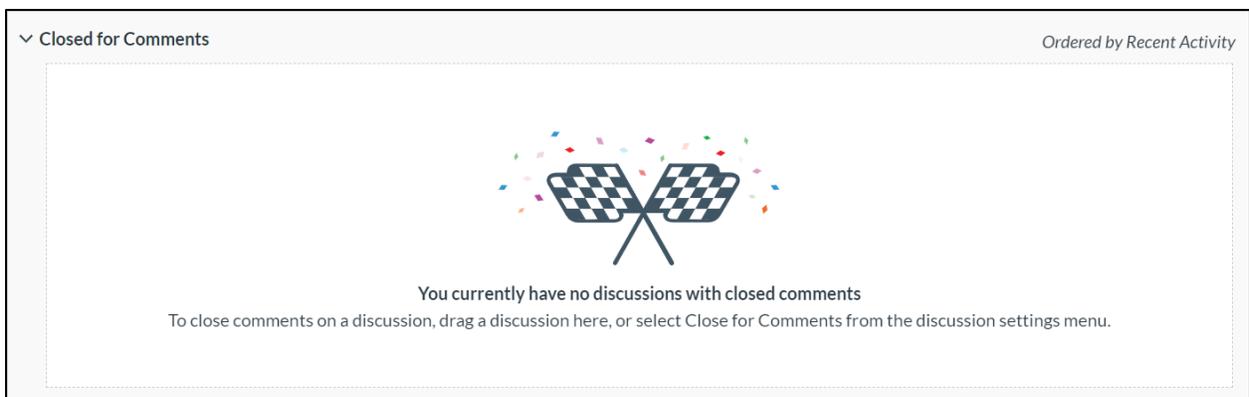


Or

- Click *Discussions* on the left Menu.

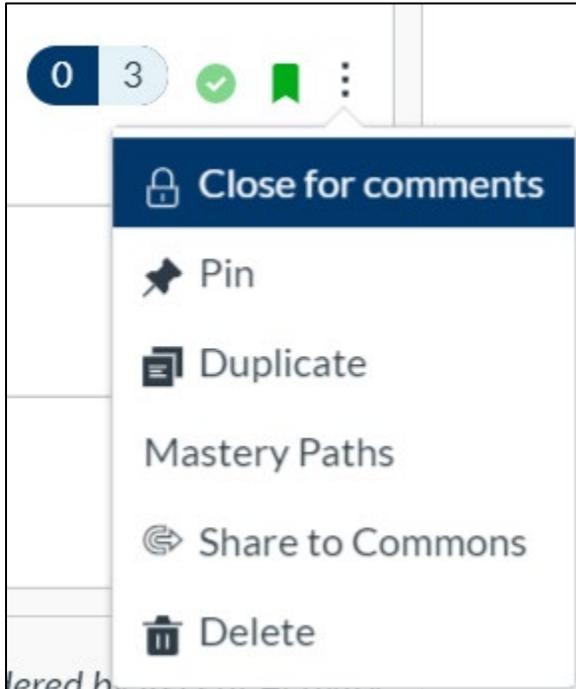


- Drag the discussion to the Closed for Comments area.



Or

- Select *Close for comments* from the More Options.

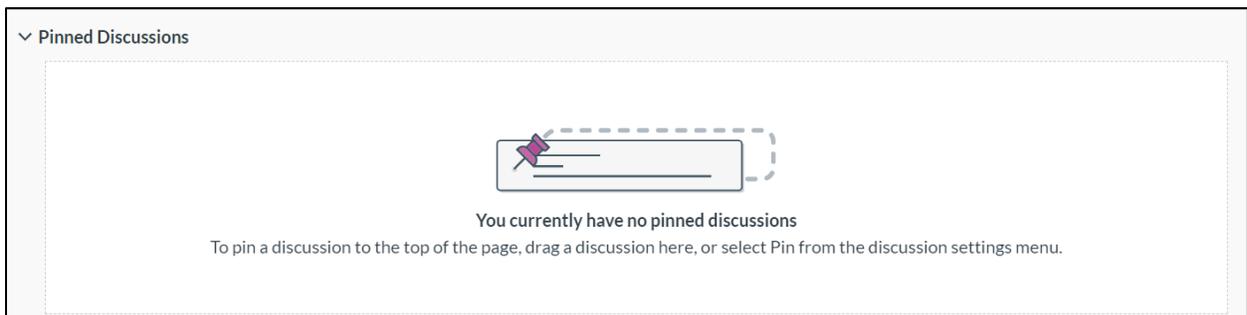


## To Pin a Discussion

- Click *Discussions* on the left Menu.

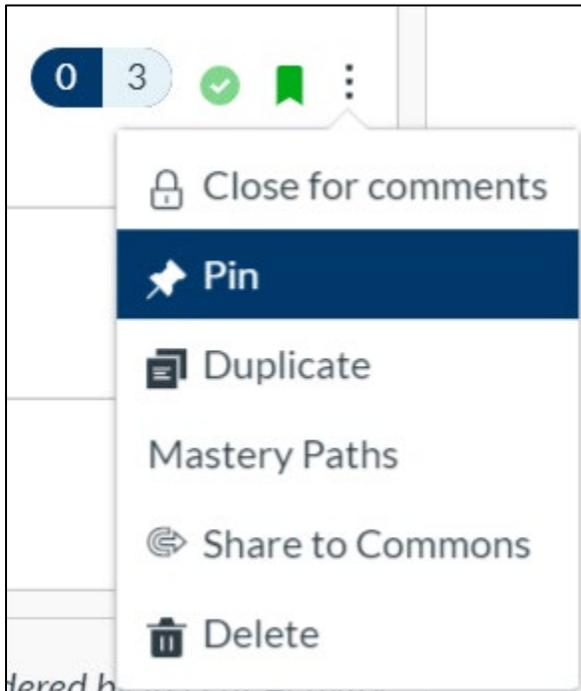


- Drag discussion to the Pinned Discussions area.



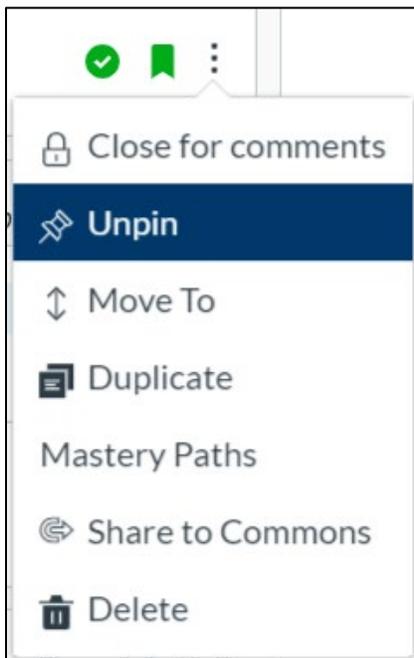
Or

- Select *Pin* from the More Options.



### To Unpin a Discussion

- Select *Unpin* from the More Options.

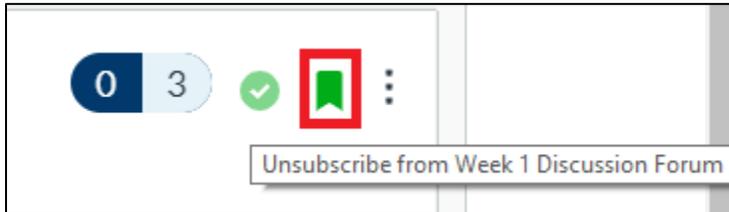


## To Unsubscribe from a Discussion

- Click *Discussions* on the left Menu.



- Click the Green Flag to the right of the discussion

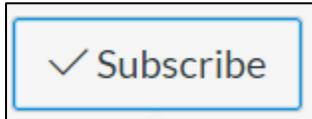


Or

- Open the discussion and click *Subscribed*.



- The Subscribed will toggle to *Subscribe*.



## Filtering Options

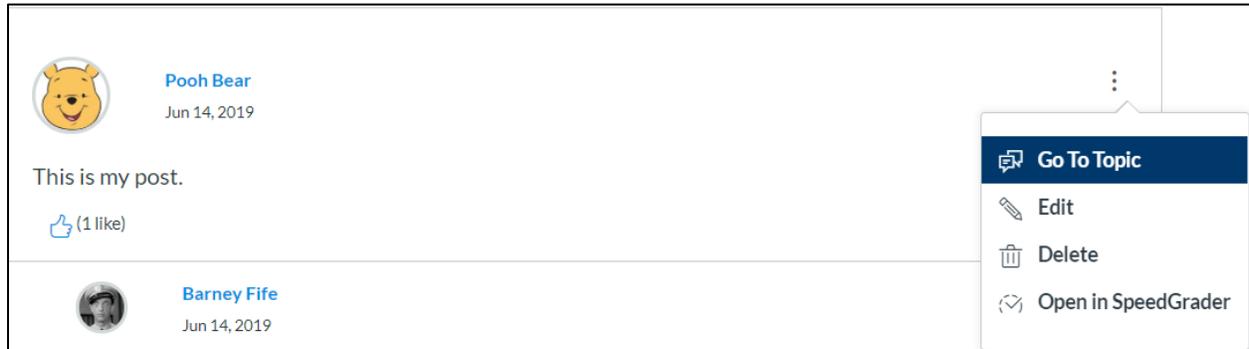


From Right to Left:

1. Search
2. Unread
3. Show deleted replies
4. Collapse Replies (threaded discussions)
5. Expand Replies (threaded discussions)

## Delete, Edit or Open Discussion Forum Posts in SpeedGrader

- Click More Options to the right of a reply.



The screenshot shows a forum post interface. On the left, there is a user profile for "Pooh Bear" with a yellow bear avatar, dated "Jun 14, 2019". Below the profile, the text "This is my post." is displayed, followed by a thumbs-up icon and "(1 like)". Below this is a horizontal line, and then a second user profile for "Barney Fife" with a black and white profile picture, dated "Jun 14, 2019". On the right side of the post, there is a vertical ellipsis menu icon. A dropdown menu is open, showing four options: "Go To Topic" (highlighted in dark blue), "Edit" (with a pencil icon), "Delete" (with a trash can icon), and "Open in SpeedGrader" (with a magnifying glass icon).