Managing & Grading Discussions

Overview

In the Discussions tool, you have multiple options on how discussion threads are displayed for you. This guide will cover the most common setting differences as well as a few different ways to assess student threads.
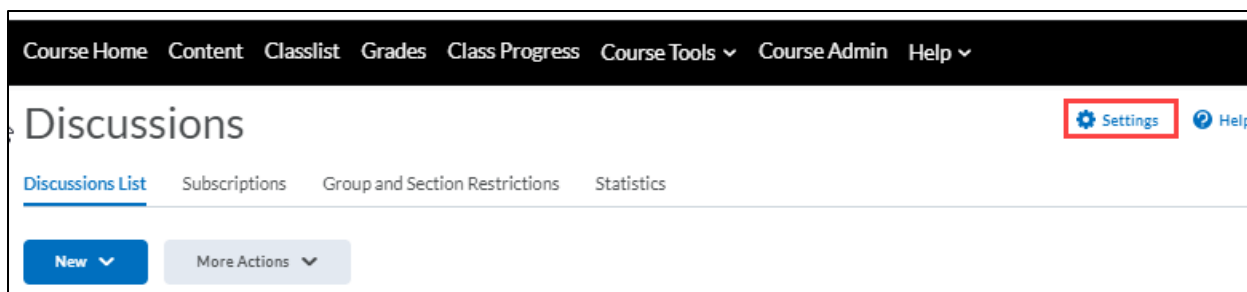
Objectives

By following the guide, you will be able to:

> Part 1: Locate the Discussion Settings
> Part 2: Familiarize Yourself with the Discussion Settings
> Part 3: Familiarize Yourself with Using Reading Pane View
> Part 4: Grade a Discussion Thread in Reading Pane View
> Part 5: Grade a Discussion Post for an Individual Student in Reading Pane View
> Part 6: Familiarize Yourself with Using Threaded Grid View
> Part 7: Grade a Discussion (Threaded or Unthreaded) in Grid View
> Part 8: Grade a Discussion Using the Grades Tool
> Part 9: View Discussion Threads from the Class Progress Tool

Part 1: Locate the Discussion Settings

1. Click **Course Admin** in the navigation bar.
2. Select **Discussions**.
3. Click the **Settings** link in the top-right corner of the page.
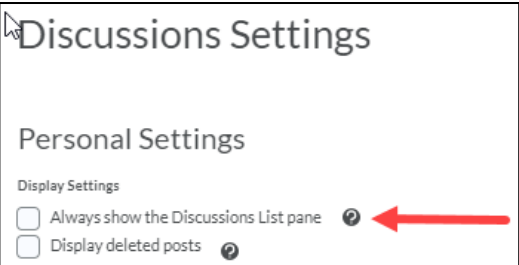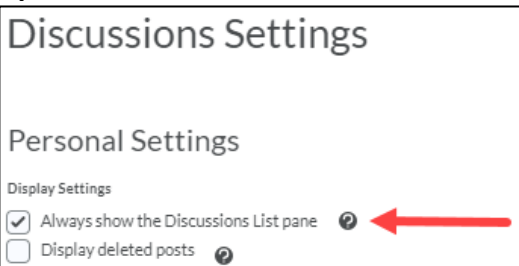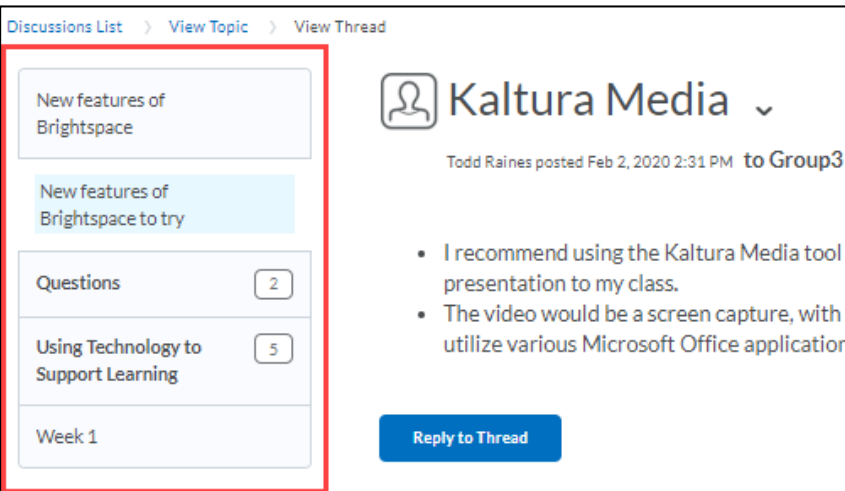

4. Adjust Discussion settings based on your preferences.
   Note: See Part 2 to familiarize yourself with the Discussion settings.

Part 2: Familiarize Yourself with the Discussion Settings
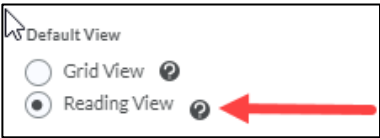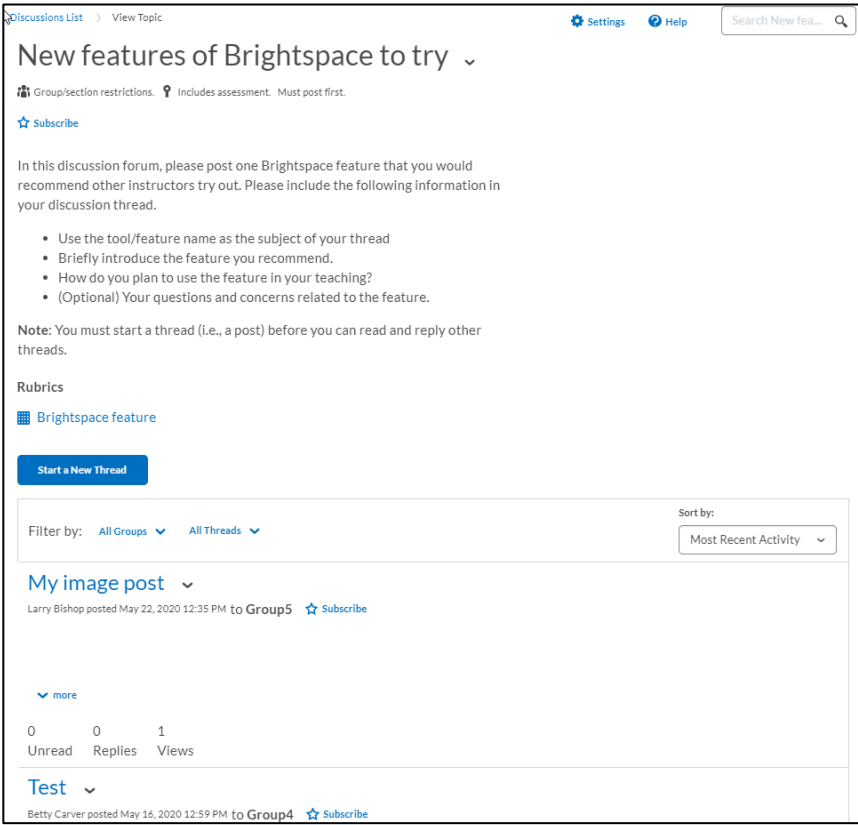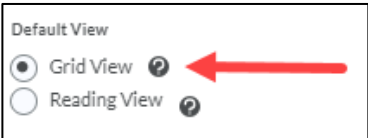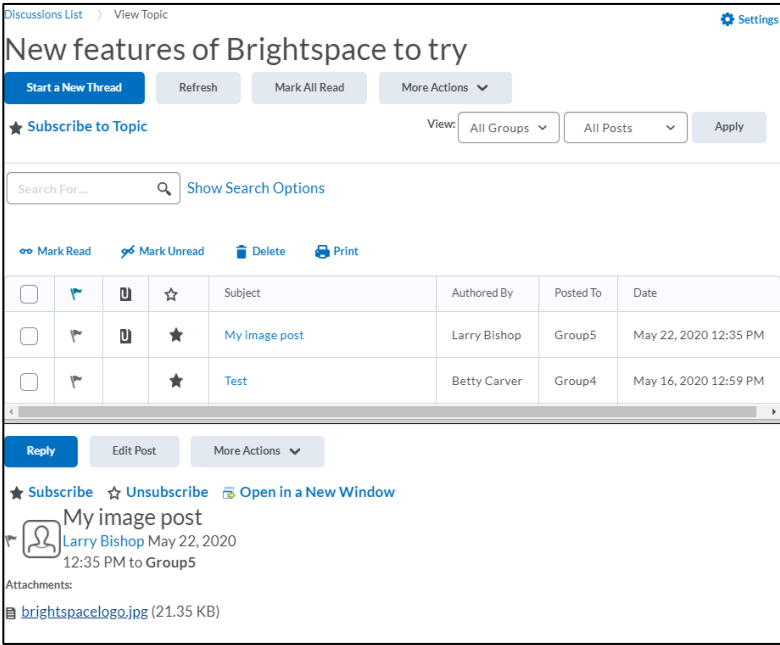
Discussion List Pane

Overview: When viewing a topic, there is a collapsed List Pane of all the topics located in the top-left of the page. The List Pane can be expanded as needed or pinned to always show the Discussions List.
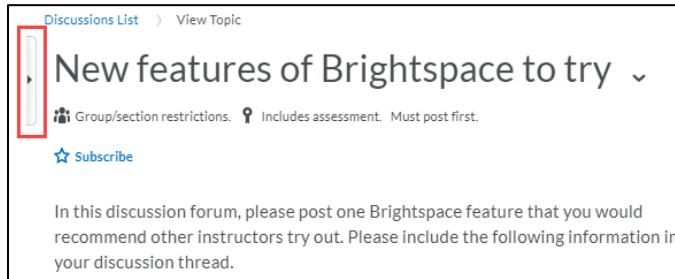
Setting	Example of View
Option 1: Note: Default setting does not display the Discussions List pane.	
Option 2: 	

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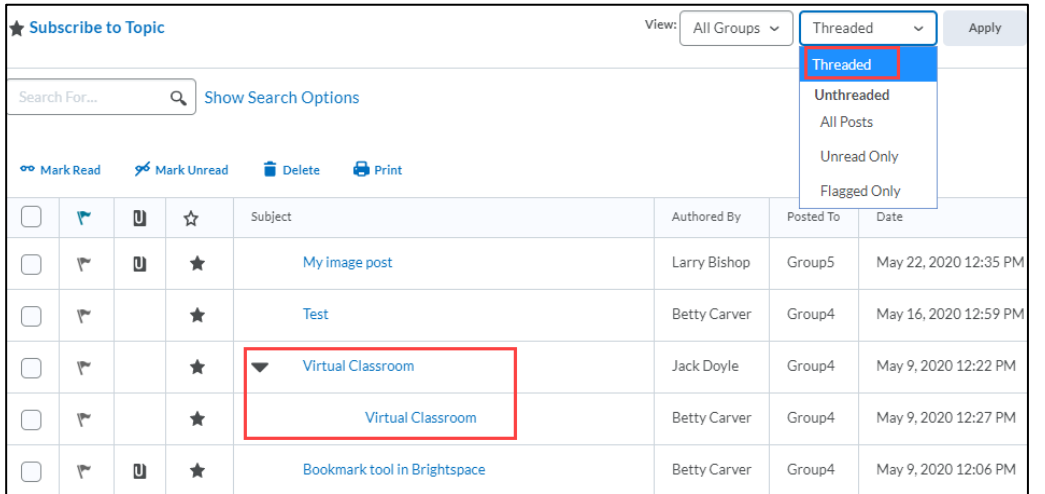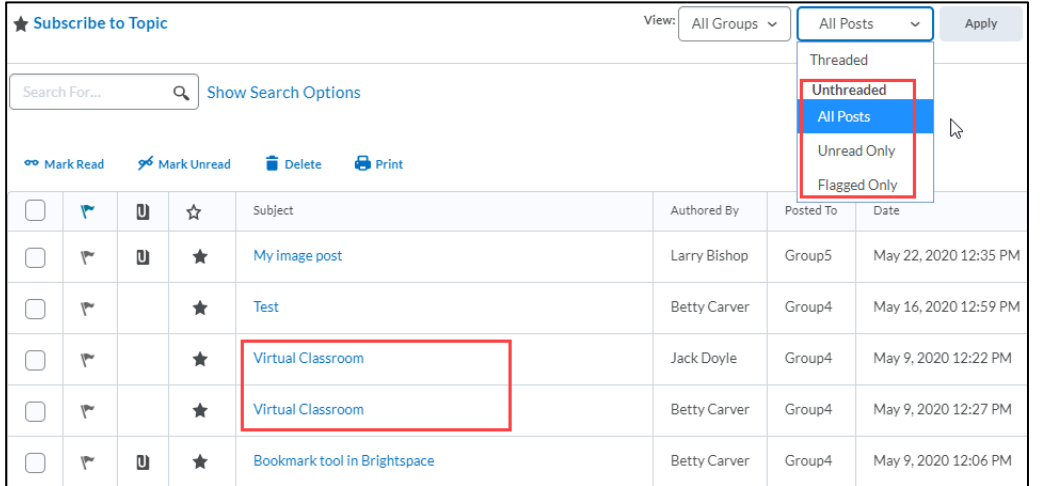# Reading View vs. Grid View

Overview: Discussion threads can be viewed in Reading View (default) or Grid View.

Setting	Example of View
Option 1: 	
Option 2: 	

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Threaded vs Unthreaded in Grid View Only

Overview: The Default Threading Style is only available in Grid View. In Grid View, you can change between Threaded and Unthreaded from Settings or by using the dropdown menu displayed in the upper-right of the grid. (See image below.) To change from Threaded to Unthreaded, select **All Posts** (or Unread Only or Flagged Only). **Note**: The actual heading of "Unthreaded" is not selectable.

Setting	Example of View
Option 1: 	
Option 2: 	

Part 3: Familiarize Yourself with Using Reading Pane View

1. Click **Course Admin** in the navigation bar.
2. Select **Discussions**.
3. Click the link to the Discussion topic.
4. When in a Reading Pane View, you can see all of the posted threads by each of the students by scrolling the page.
5. Click ∨ more to expand the entire post.
6. Click the title link to a specific thread to see the complete discussion including any posted replies from other students.

Part 4: Grade a Discussion Thread in Reading Pane View

1. Click **Course Admin** in the navigation bar.
2. Select **Discussions**.
3. Click the link to the Discussion topic to grade.
4. Click the dropdown arrow next to the topic name.
5. In the dropdown menu, select **Assess Topic.**

6. Click the **Assessments** tab for an alternative view.

7. Note: From the 'Assess Topic' page, you will not be able to know whether each student has submitted a post or not. Under the Status column, all submissions and none-submissions will appear as **Not yet evaluated**. After you save a student's evaluation, the status will appear as **Draft** or **Published** depending on how you saved it.

	Last Name ▲ , First Name	Score	Status
	Topic Score		
☐	Andrew Antalis	- / 10 (0%)	Draft: May 28, 2020 3:13 PM
☐	Jane Austen	- / 10 (0%)	Not yet evaluated
☐	Larry Bishop	8.5 / 10 (85%)	Published: May 22, 2020 12:28 PM

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8. Click the student name link.
9. A new window will pop-up to assess the student:
    1. Topic Score box is at the top-right
    2. (Optional) If the topic is associated with a rubric, click each criterion to evaluate the student.
    3. Scroll down for any area to type General Feedback to the student.
    4. Scroll further to read the student's post.
    5. Click the **Publish** button when finished or **Save Draft** to return later.
10. Repeat steps 8 & 9 to assess other students.

Part 5: Grade a Discussion Post for an Individual Student in Reading Pane View

1. Click **Course Admin** in the navigation bar.
2. Select **Discussions**.
3. Click the link to the Discussion topic to grade.
4. Click the dropdown arrow next to the topic name.
5. In the dropdown menu, select **Assess Student.**

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6. A new window will pop-up to assess the student:
    1. Topic Score box is at the top-right
    2. (Optional) If the topic is associated with a rubric, click each criterion to evaluate the student.
    3. Scroll down for any area to type General Feedback to the student.
    4. Scroll further to read the student's post.
    5. Click the **Publish** button when finished or **Save Draft** to return later.
7. Repeat steps 4 - 6 to assess other student threads.

Part 6: Familiarize Yourself with Using Threaded Grid View

1. Click **Course Admin** in the navigation bar.
2. Select **Discussions**.
3. Click the link to the Discussion topic.
4. When in a Threaded Grid View, you can easily see who has posted an original thread and what students have posted replies.

			☆	Subject		Authored By	Posted To	Date
☐	⚑	U	★	My image post	Original Thread	Larry Bishop	Group5	May 22, 2020 12:35 PM
☐	⚑		★	Test	Original Thread	Betty Carver	Group4	May 16, 2020 12:59 PM
☐	⚑		★	▼ Virtual Classroom	Original Thread	Jack Doyle	Group4	May 9, 2020 12:22 PM
☐	⚑		★	Virtual Classroom	Posted Reply	Betty Carver	Group4	May 9, 2020 12:27 PM
☐	⚑	U	★	Bookmark tool in Brightspace	Original Thread	Betty Carver	Group4	May 9, 2020 12:06 PM
☐	⚑		★	Bookmark	Original Thread	Eddie Davis	Group3	Feb 3, 2020 10:51 AM
☐	⚑		★	▼ Kaltura Media	Original Thread	Todd Raines	Group3	Feb 2, 2020 2:31 PM
☐	⚑		★	Kaltura Media	Posted Reply	Xiaokai Jia	Group3	Feb 3, 2020 9:28 AM
☐	⚑		★	Kaltura Media	Posted Reply	Eddie Davis	Group3	Feb 3, 2020 10:52 AM

5. Under the 'Subject' column, click the link to the topic name.

6. The student's post will display below the grid.

7. Click the **Next** link to advance to replies of original posts. (The Next link only appears when there is a threaded discussion. A threaded discussion consists of replies to an original post.)

8. Click the **Previous** link to return to the previous post. (The Previous link only appears when you are on a reply of an original post.)

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9. When Assessing a student's post, the pop-up window includes information on how many posts (includes replies) that the user has posted on this specific topic. (See Part 5 for steps on how to Assess in Grid View.)

Part 7: Grade a Discussion (Threaded or Unthreaded) in Grid View

1. Click the link to the Discussion topic to grade.
2. Under the 'Subject' column, click the first topic name link.
3. Below the grid, click the **More Actions** button.

4. In the dropdown menu, select **Assess.**

5. A new window will pop-up to assess the student:
   1. Note that the window includes information on how many posts (includes replies) that the user has posted on this specific topic.
   2. Enter a score in the Topic Score box.
   3. If you want to push the publish the grade to the gradebook, check the box next to **Published**.
   4. Use Feedback textbox to provide feedback to the student.
   5. (Optional) If the topic is associated with a rubric, click each criterion to evaluate the student.
   6. Click the **Save** button when finished.
6. Repeat steps 4 - 6 to assess other student threads.

Part 8: Grade a Discussion Topic Using the Grades Tool

1. Click **Grades** in the navigation bar.
2. Scroll and locate the grade item column associated with the Discussion to grade.
3. Click the dropdown arrow next to the Discussion topic.
4. Select **Enter Grades**.

5. Scroll down to see a list of your students.

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6. To the right of the student's name, you can do the following:
    1. Under the Grade column, scores display. You can enter or edit scores.
    2. Under the Feedback column, click the ✏ icon to enter feedback to the student.
    3. Under the Assessment column, click the 🗩 icon to view & assess a student's submissions for the corresponding topic.
        - If the student has not submitted a thread, the 🗒 icon will display. Click 🗒 to still view & assess the student.

☐	Last Name ▲, First Name	Grade	Weighted Grade	Scheme	Feedback	Assessment
☐	⚑ Antalis, Andrew ⌄	⬚ / 10	- / -	-%	No feedback provided. ✏	🗩
☐	⚑ Austen, Jane ⌄	⬚ / 10	- / -	-%	No feedback provided. ✏	🗒
☐	⚑ Bishop, Larry ⌄	8.5 / 10	8.5 / 10	85 %	No feedback provided. ✏	🗩

Part 8: Grade Multiple Discussion Topics in a Category Using the Grades Tool

1. Click **Grades** in the navigation bar.
2. Scroll and locate the grade category associated with the multiple Discussions.
   Note: The grade category must be set up in advance under Manage Grades.
3. Click the dropdown arrow next to the Discussion category.
4. Select **Enter Grades**.

Last Name ▲, First Name	Subtotal	⊟ Discussions ⌄			Subtotal
		Brightspace feature ⌄	Online Meeting Value		
⚑ ⟋ Antalis, Andrew ⌄	- / 50, -%	🗩 - / 10, - / -, -%	- / 10, -	Edit	- / 10, -%
⚑ ⟋ Austen, Jane ⌄	45 / 50, 90 %	- / 10, - / -, -%	🗩 - / 10, -	Enter Grades	- / 10, -%
⚑ ⟋ Bishop, Larry ⌄	- / 50, -%	🗩 8.5 / 10, 8.5 / 10, 85 %	- / 10, -	View Statistics View Event Log	8.5 / 10, 85 %

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5. To the right of the student's name, under each topic, you can do the following:
    1. Under the Submission column, click the 🗩 icon to view & assess a student's submissions for the corresponding topic. Scores saved here will populate to the Grade column.
    2. Under the Grade column, scores will display. You can enter or edit scores.
    3. Under the Action column, click the ✏ icon to enter feedback to the student.

Grade Category: Discussions ⌄

▷ Show category details

Users

View By: User ⌄   Apply

Search For...   🔍   Show Search Options

👤 Clear Grades   ✉ Email

☐	Last Name ▲ , First Name	Brightspace feature			
		Submission	Grade	Scheme	Action
☐	🏳 Antalis, Andrew ⌄	🗩	⬜ / 10	-%	✏
☐	🏳 Austen, Jane ⌄		⬜ / 10	-%	✏
☐	🏳 Bishop, Larry ⌄	🗩	8.5 / 10	85 %	✏

6. Click the **Save and Close** button when finished grading.

Part 9: View Discussion Threads from the Class Progress Tool

(One Time Only) Do this First:
1. Click **Class Progress** in the navigation bar.
2. Click the **Settings** link in the top-right corner of the page.
3. Identity one of the indicators to replace on the dashboard. (ex: Objectives Completion Summary)
4. Next to the indicator to replace, click the dropdown arrow.
5. Select **Replace** in the dropdown menu.
6. Scroll down and click on Discussions Participation Summary.
7. Click the **Save and Close** button.

Class Progress Dashboard:
1. On the Class Progress dashboard, notice the Discussions summary column. This view provides a high-level summary of each student's level of involvement in all online Discussions.

2. The **read**, **threads**, & **replies** statistics for each student are clickable links if you are interested in diving deeper into that specific student's Discussion data.

Viewing Discussions
1. On the Class Progress dashboard, click the first name in the list.
2. This will take you to the 'Progress Summary' of that student.
3. Click **Discussions** in the left margin.

Summary
Grades
Objectives
Content
Discussions
Assignments
Quizzes
Checklist
Surveys
Course Access
Login History

4. The 'Discussions Progress' page provides a summary count of all the topics along with a breakdown of each Discussion topic.
5. Click the arrow (▶) icon to expand the topic thread. You will also need to do this

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6. Click the arrow (▶) icon to expand the details of the thread. You will also need to do this
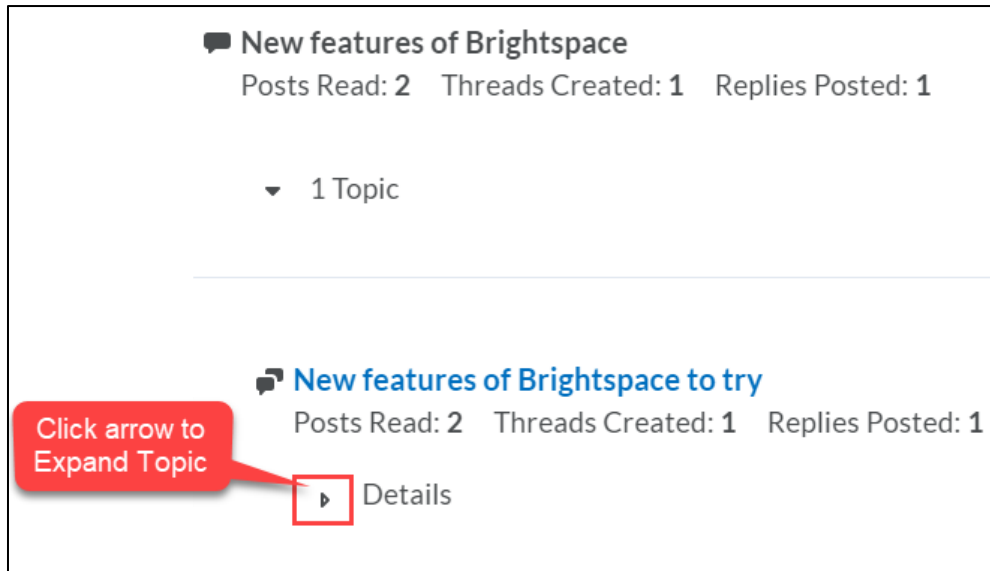
7. Click the link to each post to read the details. (This will take you back to the Discussions tool.)

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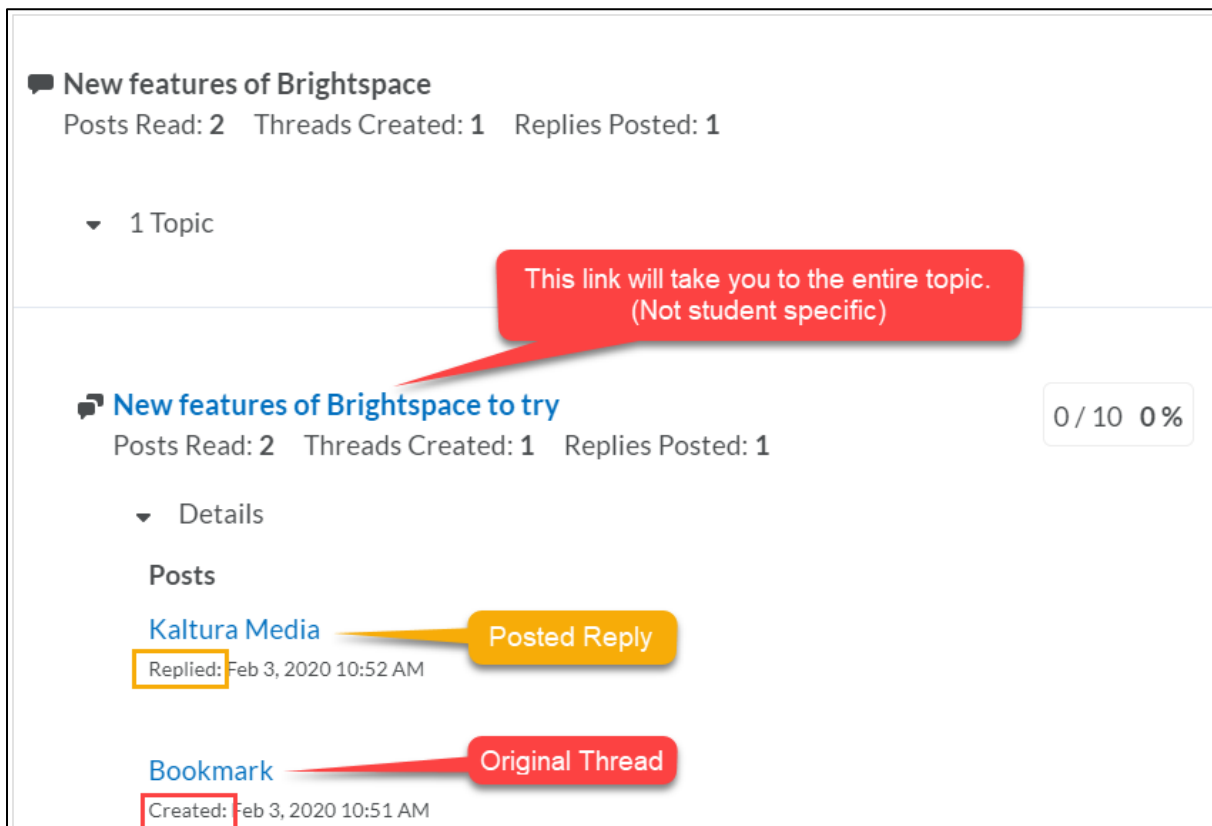
8. To assess the student while reviewing their thread:
    1. Click the dropdown arrow next to the title of the tread.
    2. Select **Assess Student** in the dropdown menu.
    3. Follow the instructions as posted in Part 5, Step 6 to assess student.
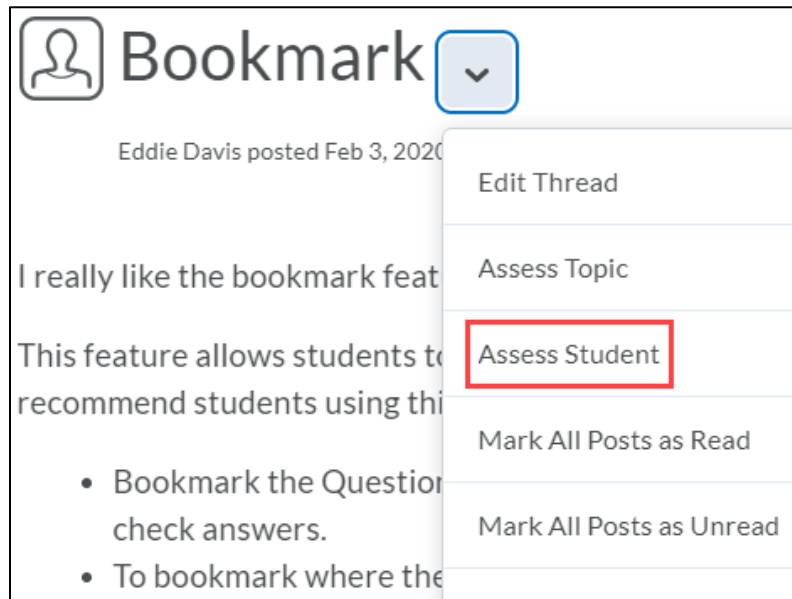
9. Use the back-arrow of your browser, to return to the Discussions Progress page for the student.

10. Repeat steps 4 - 9 to review/assess other student threads.