

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.

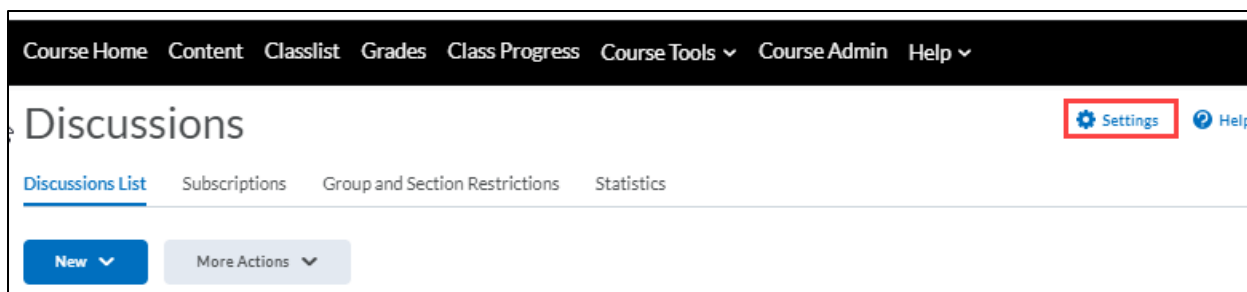
Objectives

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.

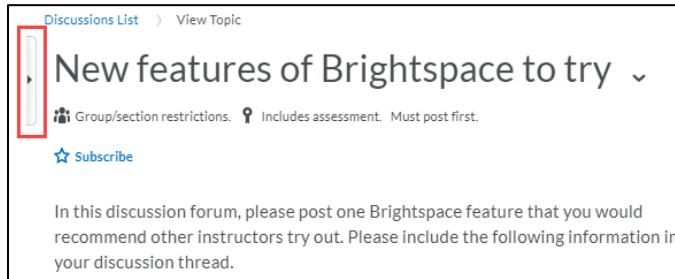


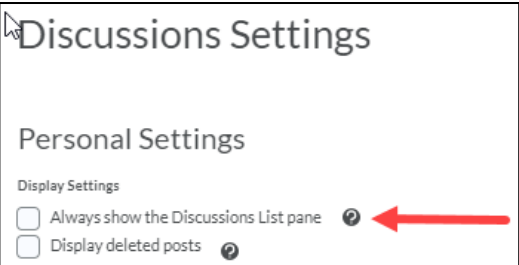

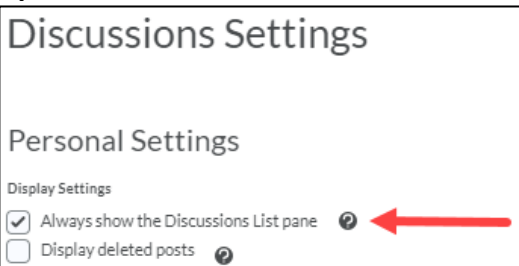
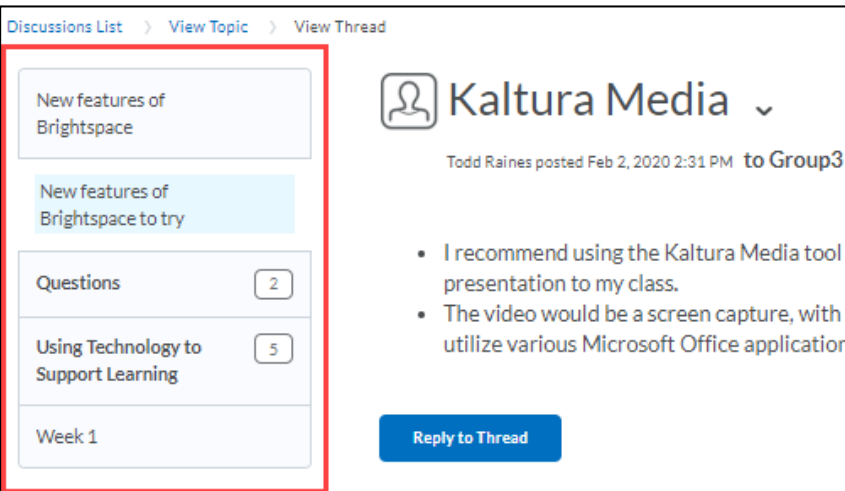
4. Adjust Discussion settings based on your preferences.
Note: See Part 2 to familiarize yourself with the Discussion settings.

Part 2: Familiarize Yourself with the Discussion Settings

Discussion List Pane

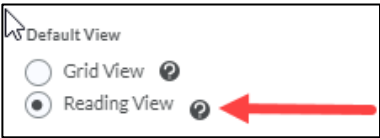
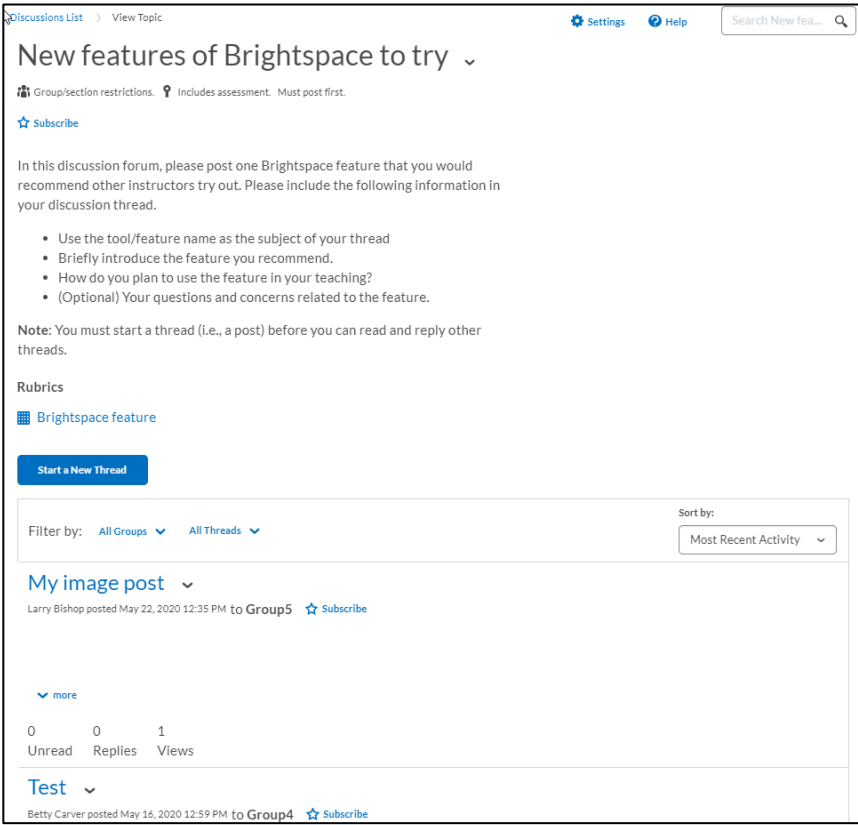
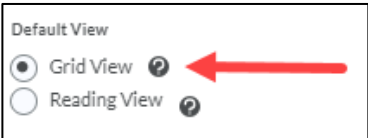
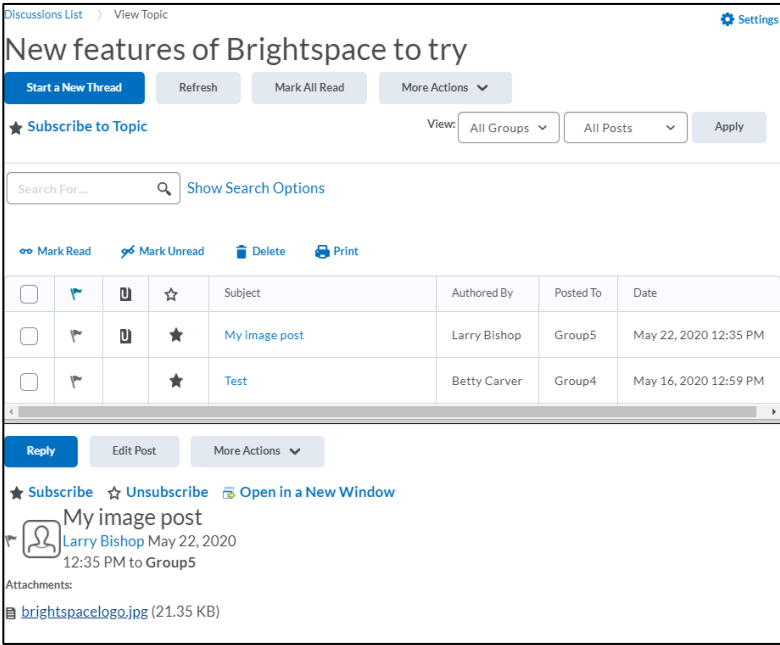
Overview: When viewing a topic, there is a collapsed List Pane of all the topics located in the top-left of the page. The List Pane can be expanded as needed or pinned to always show the Discussions List.



Setting	Example of View
<p>Option 1:</p>  <p>Note: Default setting does not display the Discussions List pane.</p>	
<p>Option 2:</p> 	

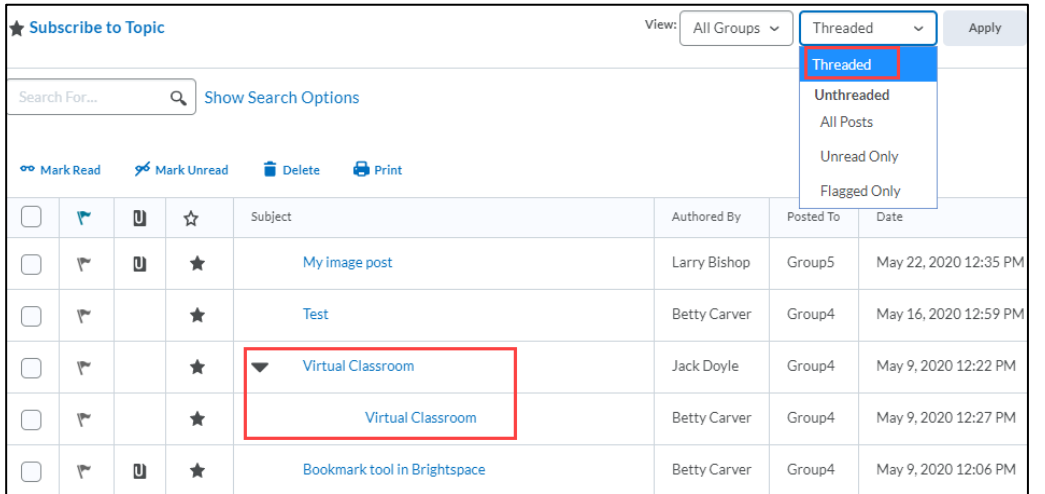
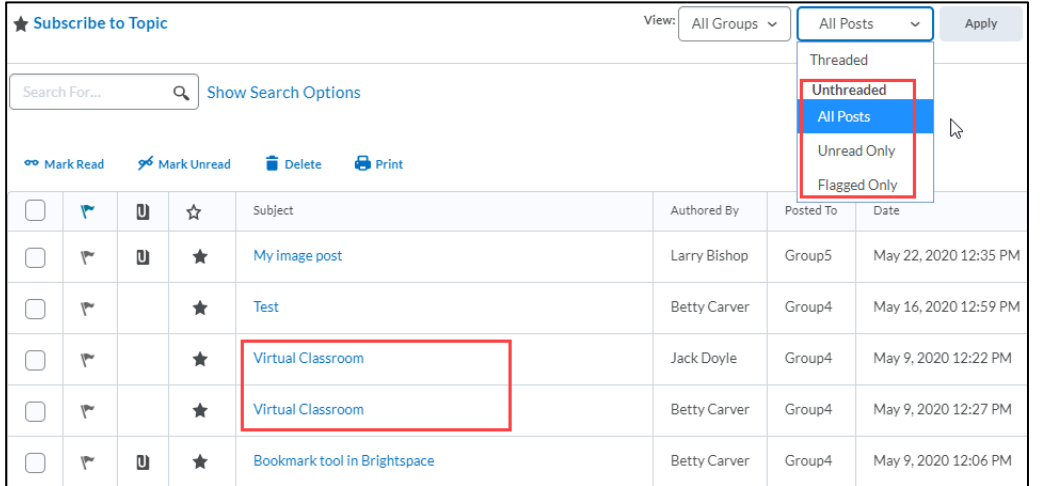
Reading View vs. Grid View

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

Setting	Example of View
<p>Option 1:</p> 	
<p>Option 2:</p> 	

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																																																						
<p>Option 1:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Grid View Settings</p> <p>Topic Descriptions</p> <p><input type="checkbox"/> Topic descriptions display in the Message List</p> <p>Default Threading Style</p> <p><input checked="" type="radio"/> Threaded ←</p> <p><input type="radio"/> Unthreaded</p> </div>	 <p>The screenshot shows a forum grid view for a topic titled "Subscribe to Topic". At the top right, there is a "View:" dropdown menu set to "All Groups". A secondary dropdown menu is open, showing options: "Threaded" (highlighted in blue), "Unthreaded", "All Posts", "Unread Only", and "Flagged Only". Below the menu is a search bar and action buttons: "Mark Read", "Mark Unread", "Delete", and "Print". The main grid has columns for "Subject", "Authored By", "Posted To", and "Date". The "Virtual Classroom" posts are highlighted with a red box.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 40%;">Subject</th> <th style="width: 15%;">Authored By</th> <th style="width: 10%;">Posted To</th> <th style="width: 15%;">Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td>My image post</td> <td>Larry Bishop</td> <td>Group5</td> <td>May 22, 2020 12:35 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td>Test</td> <td>Betty Carver</td> <td>Group4</td> <td>May 16, 2020 12:59 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td>▼</td> <td>Virtual Classroom</td> <td>Jack Doyle</td> <td>Group4</td> <td>May 9, 2020 12:22 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td>Virtual Classroom</td> <td>Betty Carver</td> <td>Group4</td> <td>May 9, 2020 12:27 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td>Bookmark tool in Brightspace</td> <td>Betty Carver</td> <td>Group4</td> <td>May 9, 2020 12:06 PM</td> </tr> </tbody> </table>						Subject	Authored By	Posted To	Date	<input type="checkbox"/>					My image post	Larry Bishop	Group5	May 22, 2020 12:35 PM	<input type="checkbox"/>					Test	Betty Carver	Group4	May 16, 2020 12:59 PM	<input type="checkbox"/>				▼	Virtual Classroom	Jack Doyle	Group4	May 9, 2020 12:22 PM	<input type="checkbox"/>					Virtual Classroom	Betty Carver	Group4	May 9, 2020 12:27 PM	<input type="checkbox"/>					Bookmark tool in Brightspace	Betty Carver	Group4	May 9, 2020 12:06 PM
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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.

Virtual Classroom ▾

Jack Doyle posted May 9, 2020 12:22 PM to Group4 [★ Subscribe](#)

Original Thread

- Briefly introduce the feature you recommend.

The virtual classroom allows instructor to meet students synchronously.

- How do you plan to use the feature in your teaching?

I would like to use it to provide feedback to the service-learning project to each individual group.

[Reply to Thread](#)

Filter by: [All Posts](#) ▾ | [Clear filters](#)

Betty Carver ▾
May 9 at 12:27 PM [✎](#)

Posted Reply

This is a great idea. I had not considered using Virtual Classroom for service-learning project. In my course, our service-learning project is done in small groups. I would like to consider using Virtual Classroom for my students to have individual project meetings. This will require extra planning and set up of the tool in advance.

[↩ Reply](#)

Jack Doyle ▾
2 minutes ago

Posted Reply

The Virtual Classroom sounds like helpful tool for virtual office hours. I have found that not many students take advantage of coming to office during face-to-face office hours. I wonder whether it would make a difference to provide a virtual option?

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**.

Discussions List > View Topic

New features of Brightspace to try

Group/section restrictions. Includes assessment. Must post first.

Subscribe

In this discussion forum, please post one Brightspace feature that you would recommend other instructors try out. Please include the following information in your discussion thread.

- Use the tool/feature name as the subject of your thread
- Briefly introduce the feature you recommend.
- How do you plan to use the feature in your teaching?
- (Optional) Your questions and concerns related to the feature.

Note: You must start a thread (i.e., a post) before you can read and reply to threads.

Rubrics

View Topic in Grid View

Mark All Threads as Read

Mark All Threads as Unread

Edit Topic

Assess Topic

View Topic Statistics

Hide Description

Delete Topic

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

Discussions List > New features of Brightspace to try

Assess Topic - New features of Brightspace to try

Publish All Feedback Retract All Feedback Manage Columns

Users **Assessments**

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 non-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.

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

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**.

The screenshot shows a discussion post by Larry Bishop from May 22, 2020. A dropdown menu is open, listing actions such as 'Edit Thread', 'Assess Student' (highlighted with a red box), 'Mark All Posts as Read', 'Mark All Posts as Unread', 'Flag Thread', 'Pin Thread', 'View Post History', 'Copy Thread', 'Print Thread', and 'Delete Thread'. Below this, another post by Betty Carver from May 16, 2020, is visible. At the bottom, a post titled 'Virtual Classroom' by Jack Doyle from May 9, 2020, is shown. A red box highlights the 'Virtual Classroom' title and its dropdown arrow, with a red arrow pointing to the arrow itself.

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.

<input type="checkbox"/>				Subject	Authored By	Posted To	Date
<input type="checkbox"/>				My image post Original Thread	Larry Bishop	Group5	May 22, 2020 12:35 PM
<input type="checkbox"/>				Test Original Thread	Betty Carver	Group4	May 16, 2020 12:59 PM
<input type="checkbox"/>				Virtual Classroom Original Thread	Jack Doyle	Group4	May 9, 2020 12:22 PM
<input type="checkbox"/>				Virtual Classroom Posted Reply	Betty Carver	Group4	May 9, 2020 12:27 PM
<input type="checkbox"/>				Bookmark tool in Brightspace Original Thread	Betty Carver	Group4	May 9, 2020 12:06 PM
<input type="checkbox"/>				Bookmark Original Thread	Eddie Davis	Group3	Feb 3, 2020 10:51 AM
<input type="checkbox"/>				Kaltura Media Original Thread	Todd Raines	Group3	Feb 2, 2020 2:31 PM
<input type="checkbox"/>				Kaltura Media Posted Reply	Xiaokai Jia	Group3	Feb 3, 2020 9:28 AM
<input type="checkbox"/>				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.

New features of Brightspace to try

Start a New Thread Refresh Mark All Read More Actions

★ Subscribe to Topic View: All Groups Threaded Apply

Search For... Show Search Options

Mark Read Mark Unread Delete Print

			Subject	Authored By	Posted To	Date
<input type="checkbox"/>			Content	Andrew Antalis	Group6	May 27, 2020 2:08 PM
<input type="checkbox"/>			Classlist	Arthur Doyle	Group 1	May 27, 2020 12:50 PM

Reply Edit Post More Actions

★ Subscribe ☆ Unsubscribe Open in a New Window

Content
Andrew Antalis May 27, 2020 2:08 PM to Group6

I plan to use the Content to organize all of my materials and activities. Using Content will help keep students on track as they follow through the curriculum week by week.

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.)

<input type="checkbox"/>			Virtual Classroom	Jack Doyle	Group4	May 9, 2020
<input type="checkbox"/>			Virtual Classroom	Betty Carver	Group4	May 9, 2020

Reply Edit Post More Actions

★ Subscribe ☆ Unsubscribe Open in a New Window

Virtual Classroom
Jack Doyle May 9, 2020 12:22 PM to Group4

- Briefly introduce the feature you recommend.

The virtual classroom allows instructor to meet students synchronously.

- How do you plan to use the feature in your teaching?

I would like to use it to provide feedback to the service-learning project to each individual group.

> Next

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.)

- 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.)

User
Betty Carver

Posts
3 post(s) by this user

Subject	Authored By
My image post	Larry Bishop
Test	Betty Carver
▼ Virtual Classroom	Jack Doyle
Virtual Classroom	Betty Carver
Bookmark tool in Brightspace	Betty Carver
Bookmark	Eddie Davis

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

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

The screenshot shows a grid with columns for actions (checkbox, flag, lock, star) and a 'Subject' column. Below the grid, there are buttons for 'Reply', 'Edit Post', and 'More Actions' (highlighted with a red box). Below these buttons are links for 'Subscribe', 'Unsubscribe', and 'Open in a New Window'. The main content area shows a post by Andrew Antalis titled 'Content' with the text: 'I plan to use the Content to organize all of my materials and activities. Using Content will help keep students on track as they follow through the curriculum week by week.'

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

This screenshot shows the 'More Actions' dropdown menu open. The 'Assess' option is highlighted with a red box. Other options visible are 'Copy' and 'History'. The background content is partially obscured by the dropdown menu.





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**.

Last Name ▲, First Name	Subtotal	Brightspace feature	Online Meeting Value
Antalis, Andrew	- / 50, -%	- / 10	10, -
Austen, Jane	45 / 50, 90 %	- / 10	10, -
Bishop, Larry	- / 50, -%	8.5 / 10, 8.5 / 10	10, -
Carver, Betty	40 / 50, 80 %	- / 10	10, -
Correll, Robert	- / 50, -%	- / 10	10, -










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



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.

<input type="checkbox"/>	Last Name ▲, First Name	Grade	Weighted Grade	Scheme	Feedback	Assessment
<input type="checkbox"/>	 Antalis, Andrew ▼	<input type="text" value=""/> / 10	- / -	-%	No feedback provided. 	
<input type="checkbox"/>	 Austen, Jane ▼	<input type="text" value=""/> / 10	- / -	-%	No feedback provided. 	
<input type="checkbox"/>	 Bishop, Larry ▼	<input type="text" value="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	Brightspace feature ▼	Online Meeting Value	Discussions ▼	Subtotal
  Antalis, Andrew ▼	- / 50, -%	 - / 10, - / -, -%	- / 10, -	Edit Enter Grades View Statistics View Event Log	- / 10, -%
  Austen, Jane ▼	45 / 50, 90 %	- / 10, - / -, -%	 - / 10, -		- / 10, -%
  Bishop, Larry ▼	- / 50, -%	 8.5 / 10, 8.5 / 10, 85 %	- / 10, -		8.5 / 10, 85 %


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

 [Show Search Options](#)

[Clear Grades](#) [Email](#)

<input type="checkbox"/>	Last Name ▲, First Name	Brightspace feature			
		Submission	Grade	Scheme	Action
<input type="checkbox"/>	 Antalis, Andrew ▾		<input type="text" value=""/> / 10	-%	
<input type="checkbox"/>	 Austen, Jane ▾		<input type="text" value=""/> / 10	-%	
<input type="checkbox"/>	 Bishop, Larry ▾		<input type="text" value="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. Identify 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.

- 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

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

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

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

Discussions Progress

Posts Read	Threads Created	Replies Posted
2	4	1

Summary Count of All Topics

DEV - CELT Workshop - Get Started with Brightspace Spring 2020
PFW DEV Shells
69.05 %

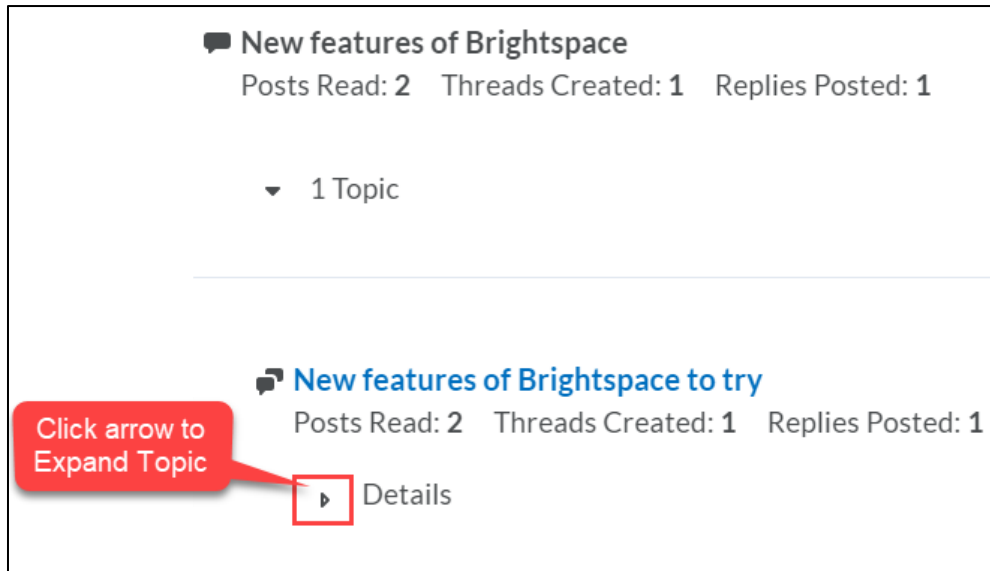
Summary
Grades
Objectives
Content
Discussions

▶ 1 Topic

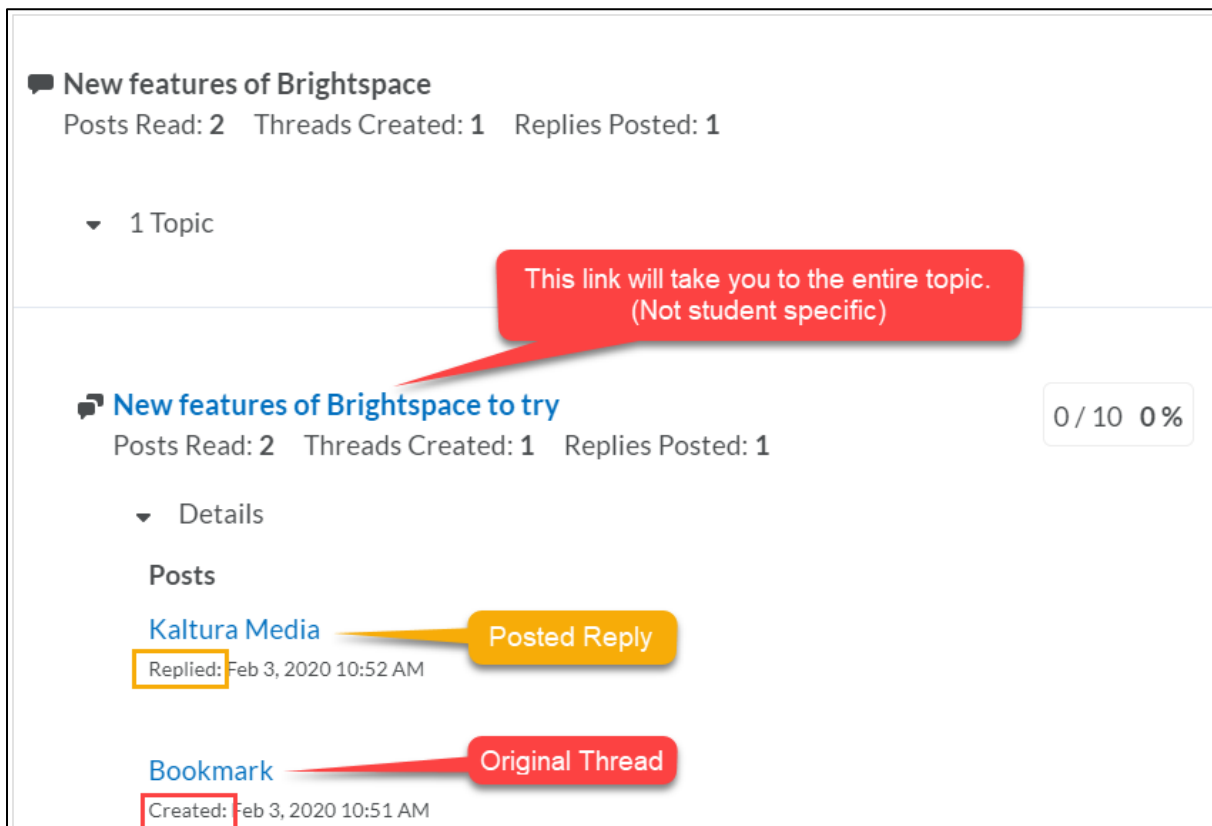
▶ 1 Topic

Click arrow to Expand Topic

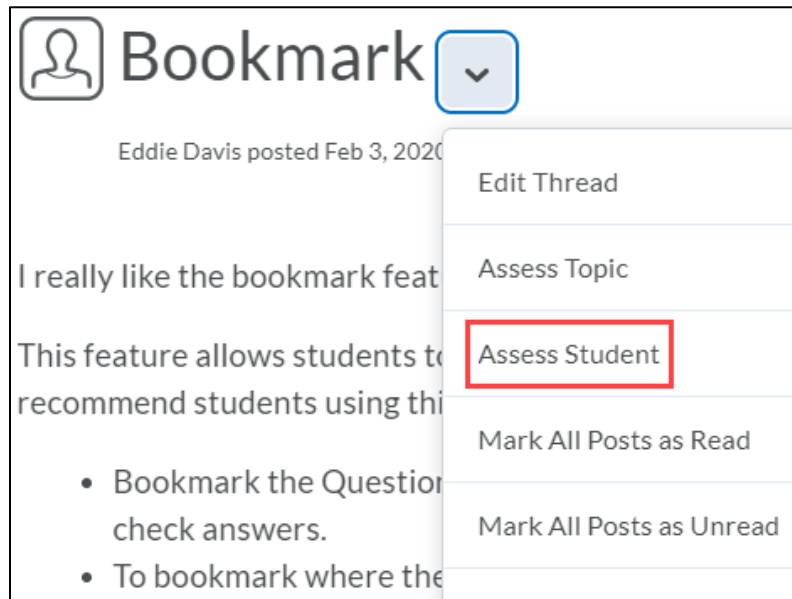
6. Click the arrow (▶) icon to expand the details of the thread. You will also need to do this



7. Click the link to each post to read the details. (This will take you back to the Discussions tool.)



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.