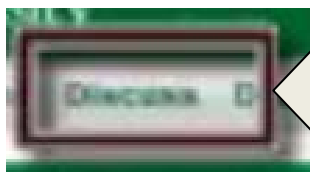


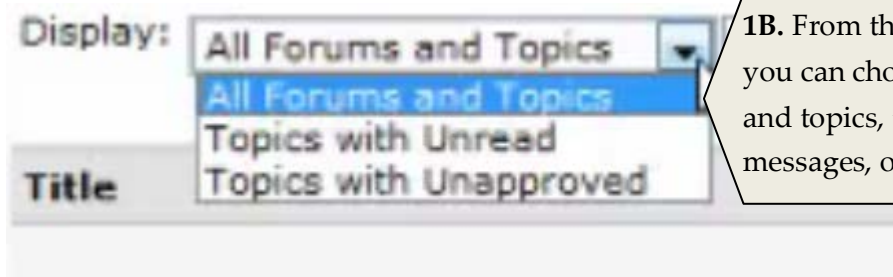
Managing Forums and Discussions

Once you have created forums and topics in your discussion section it will be important to manage them. In this tutorial you will learn how to use the managing tools located in the discussion sections. These tools help you manage Forums and Topics in your D2L course.

Step 1. Discussion Areas and List



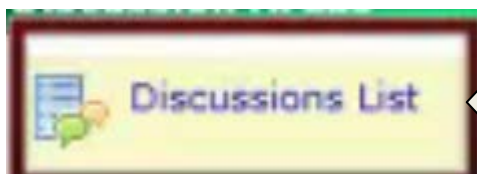
1A. First, click on the discuss tab located on the navigation bar.



1B. From the discussion tab homepage you can choose to display all forums and topics, topics with unread messages, or topics unapproved.



1C. Located on the left-hand side of your screen you will see a box titled "Discussion Areas".



1D. Clicking on the first link, "Discussion List", will take you to your "Forums and Topics List".

Step 2. Statistics Link

The statistics tool can be very helpful in determining how well your students are participating in your discussions and how a student or group is doing compared to his or her classmates. This could be a quick way to find a student or group that might be having trouble.



2A. To view statistics from here, click the "Statistics" link.

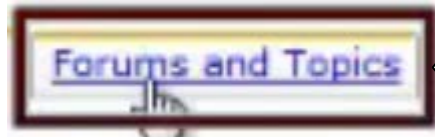


Under "User Statistics" you can view statistics for user individually or grouped and for forums and topics.

2B. With the "View By" option you can choose to view statistics by user groups.



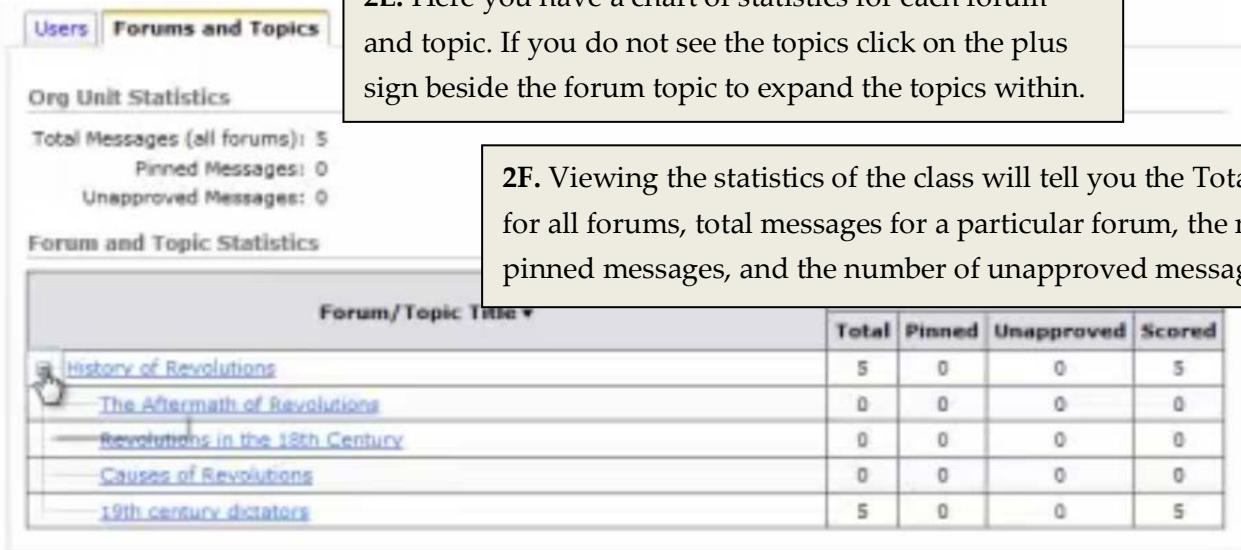
2C. To view a particular group click on "View By: Groups" and use the "Groups" option to select the group you would like to view.



2D. If you want to view the statistics for forums and topics, click on the "Forums and Topics" tab.

2E. Here you have a chart of statistics for each forum and topic. If you do not see the topics click on the plus sign beside the forum topic to expand the topics within.

2F. Viewing the statistics of the class will tell you the Total messages for all forums, total messages for a particular forum, the number of pinned messages, and the number of unapproved messages.



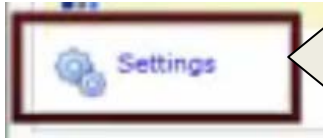
The screenshot shows the 'Org Unit Statistics' section with the following data:

- Total Messages (all forums): 5
- Pinned Messages: 0
- Unapproved Messages: 0

The 'Forum and Topic Statistics' section contains a table with the following data:

Forum/Topic Title	Total	Pinned	Unapproved	Scored
History of Revolutions	5	0	0	5
The Aftermath of Revolutions	0	0	0	0
Revolutions in the 18th Century	0	0	0	0
Causes of Revolutions	0	0	0	0
19th century dictators	5	0	0	5

Step 3. Settings Link



3A. The last link in the discussion areas is the "Settings." Click the "Settings" button.

Here you will see many options to further customize your forum settings.

Org Unit Settings

Message Ratings: Messages can be rated

3B. First, under "Organized (abbreviated ORG) Unit Settings" there is the option to "show Messages Ratings". If you check this box, students may rate a posted message by choosing a number between 1 and 5.

Topic Descriptions: Topic descriptions are displayed in the Message List

3C. Below that is "Topic Descriptions". Checking this box will make it so the description that was entered for forums topic will show at the top of the discussion board.

Personal Settings

Next, we have "Personal Settings". These, only the instructor will be able to view the changes.

Display Settings: Show the discussion topics list ?

Show the search bar ?

Show the preview pane ?

3D. First we will go over the "Display Settings". If you would like the discussion topic listed you can check the box next to "Show the discuss topics list". If you would like to have a search bar shown so you can search for individual phrases or key words in your student's messages check the Show the search bar checkbox". If you would like a preview window to show check the "Show the preview pane" checkbox.

3E. Next there's the "default message list view". You can choose to have a "threaded view" or an "Unthreaded view".

Default Message List View: Threaded View

Un-threaded View

A threaded view shows the messages in the chronological order they were posted to the topic or forum. An unthreaded view allows us to sort the messages by author, date, subject, unread messages, and flagged messages.

Message List Style: Grid Style 
 Reading Style

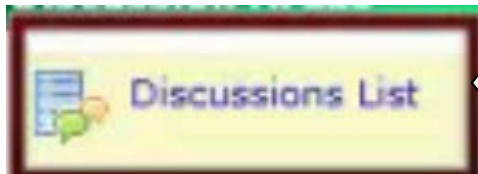
3F. Then, there are the message list styles". If you keep this selected, the message posted will be displayed in a traditional grid style to your students. If you check the reading style, than the entire message text will be displayed in the message list.

3G. "Limiting the number of characters in the message list" will limit the length of subject titles students give their messages. This may be helpful if excessively long subject titles are making the message list hard to read and navigate.

Character Limits: Limit the number of characters of the subject to display in the Message List
Subject Characters to Display: 

3H. By checking the "reply settings box "you make the original message appear along with the reply. This can help your students and you understand why the person replied the way he or she did.

Reply Settings: Include original message text in reply



3I. To navigate back to your forums and topics list, simply click on the "discussions list" link.

If you follow this tutorial you will be able to better manage forums and topics for your D2L course.