

## Making the Most of Discussions

<b>Audience</b>	Instructors who have completed the introductory <i>Getting Started</i> workshop or similar orientation training.
<b>Format</b>	Face-to-face hands-on workshop
<b>Length</b>	2 to 3 hours
<b>Overview</b>	This workshop provides a hands-on introduction to the Discussion Board tool. Participants will first use the tool as a student, becoming familiar with how it will appear to their own students. Then, turning to the instructor perspective, they will learn to use the tool at each point in the lifecycle of discussions – from creating forums and threads to moderating, managing, and grading discussions. Along the way, they’ll discuss pedagogical and practical issues related to using discussions in online courses.
<b>Topics</b>	<p><i>The Student Experience</i></p> <ul style="list-style-type: none"><li>– The Discussion Board</li><li>– Within a Forum</li><li>– Changing the Displayed Threads</li><li>– Within a Thread</li><li>– Replying to Posts</li><li>– Rating Posts</li><li>– Creating Threads</li><li>– Collecting Posts</li><li>– Best Practice: Set Etiquette Guidelines</li></ul> <p><i>Creating Discussions</i></p> <ul style="list-style-type: none"><li>– The Discussion Board Page</li><li>– Creating Forums</li><li>– Creating Threads</li><li>– Email Subscriptions</li><li>– Best Practice: Craft Effective Questions</li></ul> <p><i>Moderating Discussions</i></p> <ul style="list-style-type: none"><li>– The Art of Moderating</li><li>– Assigning Forum Roles</li><li>– Moderating Posts</li><li>– Changing Thread Status</li></ul>

### ***Managing Discussions***

- Modifying Forums
- Copying Forums
- Organizing Forums and Threads
- Tagging Threads

### ***Grading Discussions***

- The Grading Process
- Assigning Grades
- Emailing Students
- Best Practice: Define Grading Criteria

### ***Workshop Wrap Up***

- What You Learned
- Spotlight on YOUR Course
- Resources
- Q & A

## **Objectives**

***After completing this workshop, participants will be able to:***

- navigate discussion forums and threads
- create, reply to, and rate posts
- collect posts for sorting, filtering, and printing
- set discussion etiquette guidelines
- explain the difference between the student and instructor view of discussions
- create discussion forums and threads, choosing forum settings based on pedagogical objectives
- enable email subscriptions to forums and threads
- enable peer review and set grading options for forums and threads
- craft effective discussion questions
- describe techniques for the art of moderating
- list the four steps to developing successful online discussions
- assign forum roles to share administration responsibilities or limit participation
- use the Moderation Queue to approve or return posts
- explain thread status options, change thread status, and lock threads
- modify settings as the discussion progresses
- copy discussion forums
- create tags for threads
- explain the grading process and grade forums and threads
- use the email feature when assigning grades
- edit and remove grades
- define discussion grading criteria