

Brightspace Discussions and Groups Workshop Exercises

Log into brightspace.uwindsor.ca. Use your Sandbox course site to complete these exercises.

A discussion **forum** is equivalent to a folder which contains a collection of one or more discussion **topics**. You post to discussion **topics** and each new post within the topic is called a **thread**. **Replies** to posts are part of the thread.

Exercise 1 – Create a discussion forum

Use forums to organize your discussion topics into categories. Your course can have multiple forums and topics, but you must create a forum before you can create a topic since all topics belong to forums.

- 1. On the navbar, click **Discussions**.
- 2. On the **Discussions List** page, click the **New** button and in the drop-down menu, click **New Forum**.
- 3. Enter a title for your new forum.
- 4. Enter a description for your new forum. (optional)

University University	New Forum
Course Home Content Announcements Assignments Discussions	
Discussions	Properties Restrictions
Discussions List Subscriptions Group and Section Restrictions Statistics	New Forum Details
New Forum pproved	Title * Chapter discussions Oreate a new topic in this forum with the same title
mu ouucuons V	Description
	Paragraph \vee B $I \cup \vee A_{\mathcal{F}} \equiv \vee \equiv \vee b \cup \sigma^{\rho} \mathbf{E}$
Topic Thr	
Introductions	

5. In the **Options** section, do not check any of the options. For this exercise, select options at the topic level instead. Also, wait to set **Restrictions** at the Topics level. Click **Save and Add Topic**.

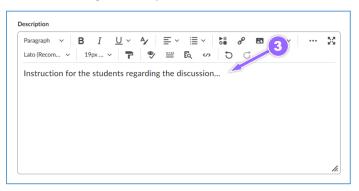


Exercise 2 - Create a discussion topic

- 1. In Discussion forum you have just created, enter the **Topic Title**, Week 1.
- 2. Enter the maximum score that can be earned for this discussion topic in the **Grade Out Of** box.

Back to Manage Discussions Untitled	
Topic Title *	2
Forum: Chapter discussions Change Forum	Grade Out Of 100 points P In Grade Book •
Outcomes	

3. In the **Description**, add the instructions for your students. It can be a question, a case study to discuss, an image to critique, etc.



- 4. Click **Availability Dates & Conditions** to expand the section. Enter the **Start Date** and **End Date** for the discussion.
- 5. Select the **Visible with access restricted** link under the **Start Date** and under the **End Date** and make any changes to how the visibility of the topic is restricted.

Visible with access restricted. The forum is visible to students before/after the start or end date, but they cannot access it.

Visible with submission restricted. The forum is visible to students before/after the start or end date and they can access it, but they cannot post new threads or replies. This effectively makes a discussion read-only.

Hidden. The forum is hidden from students until the start/ after the end date. Calendar events for Availability Start and Availability End are hidden until the start or end date. Notifications are also not sent until the start or after end date.



6. Select **Add availability dates to Calendar**, to have the **Start Date** and **End Date added** to the Calendar tool in your course site.

fopic Title *	Availability: End Date	×	ility Dates & Conditions
Untitled	,	~	
	The following settings determine how the discussion topic appears to		
orum: Creating a forum for this topic Chang	learners after the end date		
Grade Out Of			/2023 12:01 AM
Ungraded	 Visible with access restricted 		rt: Visible with access restricted
	Visible with submission restricted		
Description	🔘 Hidden		
6 m - 7 IN			6/2023 11:59 PM
	Add availability dates to Calendar		
			Visible with access restricted
	Done Cancel		

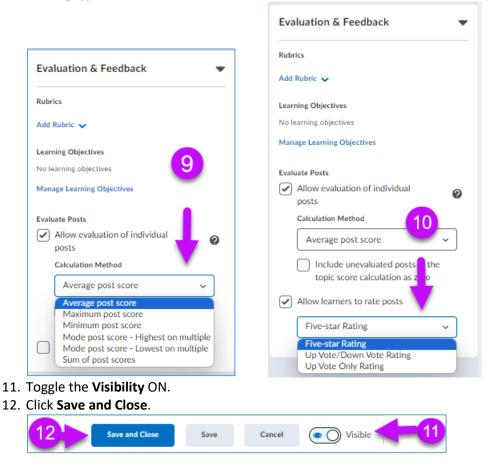
- 7. Expand **Post & Completion**. For this exercise, select **Learners must start a thread before they can view or reply to other threads** so students will need to post their thoughts before seeing those of others.
 - Select **Posts must be approved before they display in the topic** if you want students' posts to be moderated by the instructor/GA.
 - If you want to allow students to post anonymously to their peers, you can select Allow learners to hide their name from other learner (instructors will still be able to see the author of posts) but you cannot select this option with the Learners must start a thread before they can view or reply to other threads option.

Post & Completion
 Default participation Allow learners in such their name from other learners Learners must start a thread before they can view or reply to other threads
Posts must be approved before they display in the topic
Evaluation & Feedback
No rubric added

8. If you have a rubric with which you will be using to grade, click **Add Rubric** and select **Add Existing**. Then place a check mark in the box beside the rubric you want to use and click **Add Selected**.

Rubrics	
Aubrics	
Add Rubric 🗸	8
	-
Create New	
Add Existing	
valuate Posts	
 Allow evaluation of individu 	al Ø
posts	•

- 9. Select the Allow evaluation of individual posts checkbox if you want to assign scores to posts. Then, select your Calculation Method. You can also choose to Include unevaluated posts in the topic score calculation as zero.
- 10. Select **Allow learning to rate posts** if you want your learners to score others' posts. Then, select a rating type.

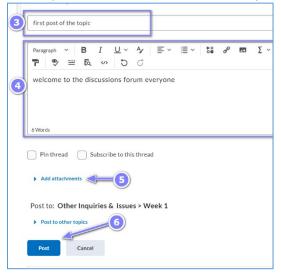


Exercise 3 – Post/Create a thread

- 1. On the **Discussions List** page, click the name of the topic which you created above.
- 2. Click Start a New Thread.

Recting manufacture of the second sec	Discussions List → View Topic Week 1 ~ ☆ Subscribe
Other Inquiries & Issues 🗸	Add a description Start a New Thread
Topic General Course Questions 🗸	Filter by: All Threads 🗸
Technical Issues 🗸	There are no threads in this topic.
<u>Week 1</u> ~ <	

- 3. Type in a subject (which will appear as a title to your post) in the Enter a subject field.
- 4. Enter your post in the text box. You can use the Brightspace html editor to format the text and/or add multimedia to the post if you want.
- 5. The Subscribe to this thread option is checked by default so that you will be notified in the Subscription Alerts icon in the mini navbar when someone replies to your post. Leave it checked unless you do not want a notification. (If you selected the Discussions option under Instant Notifications in your general Notifications setting under your profile card, you will also receive an email.)
- 6. You may add attachments and when ready, click **Post**.



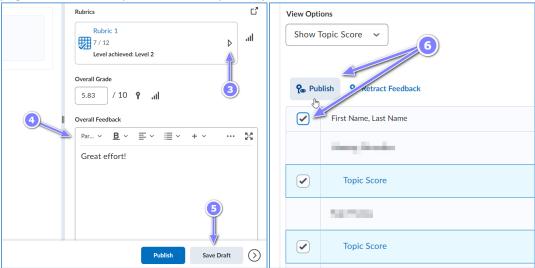
Exercise 4 – Assess discussions

- 1. On the **Discussions List** page, click the contextual arrow on the right of the topic's name and select **Assess Topic**. Note: the Assess Topic option only appears if you have linked the topic to a grade item.
- 2. The Assess Topic page displays. Navigate to the learner you want to evaluate and click Topic Score under their name to assign a grade.

Introduct	Hide from Users	А	sse	ss Topi	c - Week 1			
Ŷ Includes	View Topic Statistics		Publish	All Feedback	Retract All Feedback	Manage	e Columns	Manage Exempt
	Assess Topic		Users	Assessme	ents			
	Manage Exem, vions	V	/iew By	/: User ~	Apply			
Chapte	Subscribe		Search		Q Show Search Opt	ions		
Торіс	Delete		Show T	opic Score 🗸 🗸				
Week 1	× <1		ዬ Pub	lish 🧙 Retract	Feedback			
Available	until Jan 17, 2023 3:43 PM. Access restricted after ava		\Box	First Name, Last	Name			Score
P Includes a	assessment.							
				Topic Score	<2		-	/ 10 (-%)

- 3. If using a rubric, click the rubric and select the appropriate levels for each criterion. If not using a rubric, enter the grade in the **Overall Grade** box. You can also override the rubric-calculated score by clicking the **Overall Grade** box and change its value.
- 4. Provide the leaner with additional feedback, if you want.
- 5. When you are ready, click **Save Draft**. You are returned to the Assess Topics page.
- 6. When you are ready to publish (give the students their grades and feedback) select all the students in the list and select **Publish**.

Note: if you have more students than appear on the page, you will need to scroll to the next page and select and publish those separately.



Exercise 5 - Create groups

- 1. In the Navbar, click **Course tools** and select **Groups** from the list.
- 2. On the Manage Groups page, click New Category.

Grades Class Progre	ss Course Tools 🗸	-	Manage Groups
	Course Admin) Help	intranage Groups
	Content Reports		New Category
	Intelligent Agents		
	Checklist		
	Groups	Forums	You have not defined any groups. Click New Category to
	Surveys		
	Classlist		
ls Posts La	Microsoft Teams		
4 (1)	to free to 1 million and		

- 3. Enter a Category Name (ex. Group Assignments) and optional Description.
- 4. Select an Enrollment Type from the drop-down list (ex. Groups of #).
 - **# of Groups No Auto Enrollments** for a specified number of groups, add any number of users
 - **Groups of #** for the minimum number of groups needed to place users in groups of a max size.
 - # of Groups for a specific number of groups (Auto-Enroll or Manual)
 - **Groups of # Self Enrollment** for a specified number of groups, which users choose from.
 - **# of Groups, Capacity of # Self Enrollment** for a specified number of groups with a specified number of enrollments each. Users choose a group.
 - **Single user, member-specific groups** for groups with a single user where the name of the learner is the name of the group.

New Category	Enrolment Type
Category Information	# of Groups - No Auto Enrolments 🗸
Category Name *	# of Groups - No Auto Enrolments
Group Assignment	Groups of # # of Groups Groups of # - Self Enrolment # of Groups - Self Enrolment
Description	# of Groups, Capacity of # - Self Enrolment
Paragraph \checkmark B I \bigcup \checkmark \equiv \equiv	Single user, member-specific groups Group Prefix
	Advanced Properties

5. Enter the **Number of Users** per group (ex. 3 per group). (This option will change depending on the Enrollment Type you choose.)

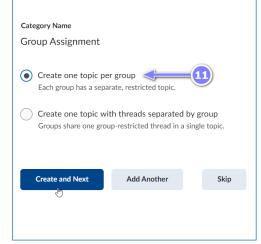
- 6. To apply a distinctive prefix to each group name and code in the category, enter it in the **Group Prefix** field. For example, "Team" if you don't want "Group". If you do not fill in this field, the prefix defaults to "Group".
- 7. Select **Auto-enroll new users** so new students will automatically be added to a group when they register for the course.
- 8. Select **Randomize users in groups so the group membership is randomized** rather than placed in groups by their alphabetical placement on the Classlist.

Enrolment Type
Groups of #
Number Of Users *
Number Of Osers
3
Restrict Enrollments To "
No restrictions 🗸
Group Prefix
Advanced Properties
✓ Hide Advanced Properties
Groups Options
🗌 Auto-Enrol New Users 🛹 🛛 🕖
Randomize users in groups -8
Make category and group descriptions visible to group members

- 9. Under Additional Options, click Set up discussion areas. This will set up a Discussion Item that only group members can use. The instructor can also view and participate in the discussion. Click New Forum and Title it *Group Work*. Click Save.
- 10. Click **Save** and **OK** in the pop up that appears.

Additional Options	New Forum
 Collapse additional options 	New Forum Details
Create Workspace Set up discussion areas Forum *	Title * Group Work
Group Work V [New Forum]	Description Paragraph $Paragraph$ <tr< td=""></tr<>
Create new topic Create a new topic to restrict with this group category. Attach to existing topic	
Create a group-restricted thread in an existing topic. This option i	
Save Cancel	Save Cancel

11. Select Create one topic per group and select Create and Next then Done.



12. Click on Group 1 and enter a new name for the group (ex. Social Media Scenario group)

13. Click Save.

Edit Group
Group Name *
Social Media Scenario Group
Group Code *
grp_6803_1
Description
Paragraph \checkmark B $I \cup \checkmark \checkmark$ \checkmark $\equiv \checkmark \equiv \checkmark$ b
Save Cancel