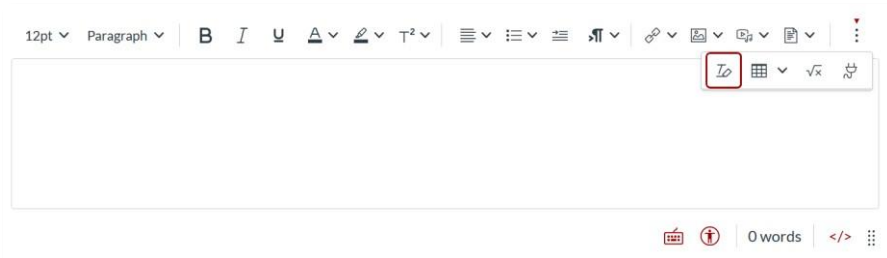


Creating and Managing Discussions in Canvas

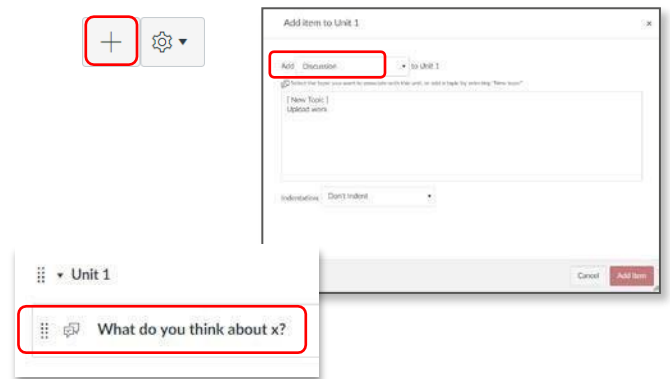
How to add a discussion:

1. Next the Unit where you would like to add the Discussion select +.
2. Select Discussion from the drop down menu.
3. Select New Discussion
4. Add a title/question and select Add item
5. Click on the discussion title in the Unit and select the Edit button.

Add appropriate stimulus content using the Rich Content Editor



The screenshot shows the Rich Content Editor toolbar with various icons for text formatting and media insertion. A red box highlights the 'Add' icon (a square with a plus sign) in the bottom right corner of the toolbar. Below the toolbar, the text area is empty, and the word count at the bottom right shows '0 words'.



The screenshot shows two parts of the Canvas interface. The top part is the 'Add item to Unit 1' dialog box, where 'Add Discussion' is selected in the dropdown menu. The bottom part shows a list of discussion items for 'Unit 1', with the first item titled 'What do you think about x?' highlighted by a red box.

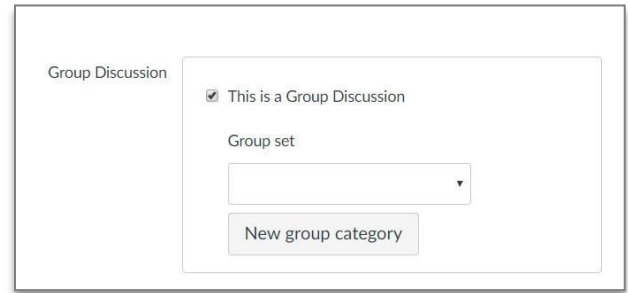
How to use the discussion options:

1. **Allow threaded replies** will allow threads to be created, rather than a string of individual messages.
2. **Users must post before seeing replies**, this may encourage students to participate, or may be useful if there is incorrect answer to a problem.
3. **Please do not select Enable podcast feed or Graded** as these features are not applicable for UH.
4. **Allow liking**, allows students and tutors to like posts. You may like to select that only tutors can like posts, and/or that posts display in order of likes, rather than in date order.

- 
- The screenshot shows the 'Options' menu for a discussion. The following options are listed:
- Allow threaded replies
 - Users must post before seeing replies
 - Enable podcast feed
 - Graded
 - Allow 'liking'
 - Only graders are allowed to 'like'
 - Sort by 'likes'

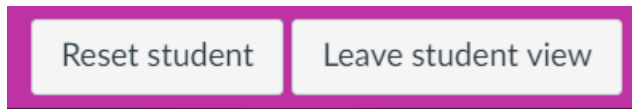
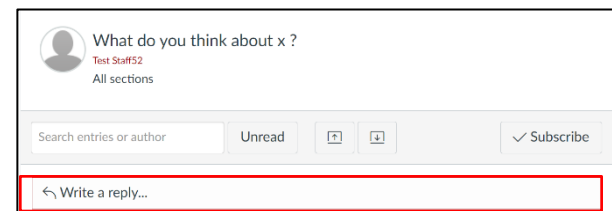
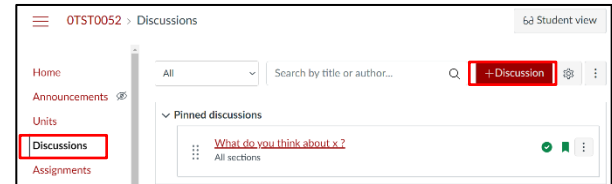
How to assign a discussion to particular groups:

1. You may want to assign a discussion topic or task to a particular group of students.
2. Group creation is accessed through the **People** tab. Guidance on how to create groups is featured in the *Quick Guide – People and Groups*.
3. Underneath the Options, you can choose to assign a discussion to a group by ticking **This is a Group Discussion**, and then selecting the group from the drop down menu. All groups that you have created in People will be listed here.
4. If you haven't previously created groups using the People tab, select **New group category** and create the groups for this discussion.



How to test or view your discussion in Student view:

1. To access Student view, save and publish the Discussion / Unit and then select **Student view**.
2. A pink box will now appear around the edge of the browser window, and you are now using Canvas as a test student.
3. our discussion can be accessed via **Units** or via **Discussions**.
4. Click on the title of the discussion to view it as a student, and check that it appears as you would like it to.
5. You can practice writing a reply to view how this appears to students.
6. When you have made any changes or additions to content in Student view, always click **Reset student** in the bottom right-hand corner of the pink box, before selecting **Leave student view**.



How to manage your notifications to keep updated with discussions:

1. Select **Account** and then **Notifications**. Scroll down to the **Discussions** section.
2. Here you can select how frequently you are notified about newly created discussions and discussion posts.
3. Unread discussion posts are also indicated on the dashboard card of each module.
4. Download the Canvas teacher app to view and post to discussions easily from your mobile or tablet device.

