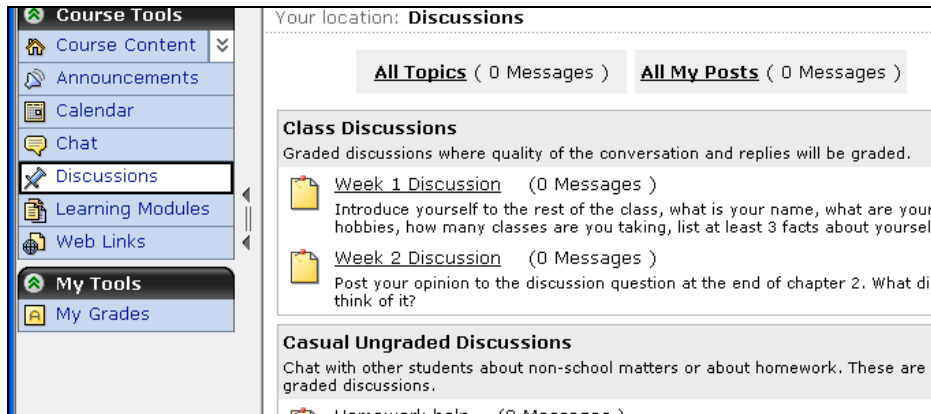




WebCT Discussions Tool

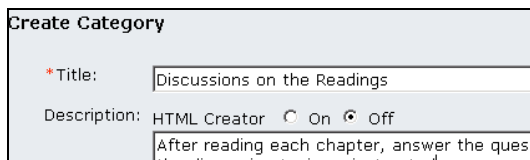
The WebCT Discussions Tool allows instructors and students to asynchronously post messages to each other. The instructor can setup a topic of conversation and students can view, reply, and interact with each other.



Create a Discussion Category

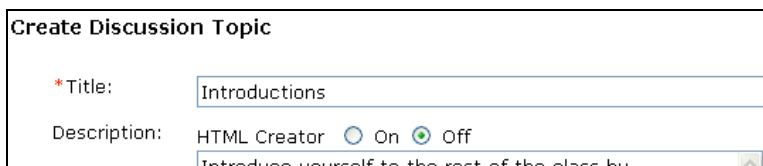
Discussions can be placed into categories to organize the topics that are created, if you do not need to categorize your discussions then you do not need to create any categories.

1. Move to the Build tab.
2. Access the Discussions Tool.
3. Select Create Category.
4. Type in a Title and/or Description – only the Title is required.
5. Select Save.
6. Move existing Discussion Topics into a Category by modifying the Discussion Topic.



Create a new Discussion Topic or Modify an Existing Discussion Topic

1. Move to the Build tab.
2. Access the Discussions Tool.
3. Select Create Topic to create a new topic, or select the ActionLink next to an existing topic and select Edit Properties to edit a topic.
4. Type in (or edit) the Title for the Topic.
5. Type in (or edit) the Description for the Topic – these are the instructions for the topic, the question the students should answer, etc. The Description carries over each semester.



6. Choose the Item Visibility (select Show to allow the students to see the topic).



7. Checkmark the 'Topic is gradeable' if it the topic is to be graded and if it should be added and linked to the Gradebook.
8. If the topic is to be graded, modify the Gradebook column title if needed. Select Numeric grade and type in the number of points possible for the graded Topic or select Alphanumeric grade to use a letter grade.

Topic Gradability

Topic is gradable (a column is automatically created for this topic in Grade Book)

Grade Book column title:

Numeric grade: Out of

Alphanumeric grade

9. Change the Topic Settings if desired.
 - Checkmark Editable posts if you want students to be able to edit their own posts.
 - Checkmark Locked if you do not want students to post into a Discussion Topic.
 - Checkmark Anonymous if you want a topic to be Anonymous.
10. Select the 'More Options' link to add a Topic to a Category, by default a new Topic is not categorized.
11. Select an existing Category or create a new Category.

More Options (Expand this area to see more options.)

Category: Topics can be organized into categories.

Do not place topic in category

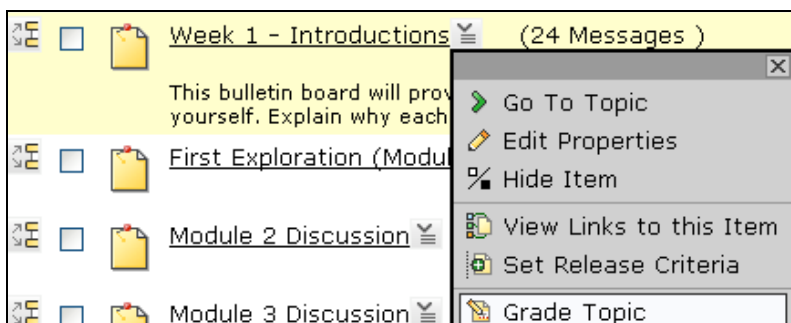
Specify an existing category:

Create a category: Name:

12. Select Save.

Grade a Discussions Topic

1. Move to the Teach Tab.
2. Access the Discussions Tool.
3. Select the ActionLink next to a Topic and select 'Grade Topic' .



4. The Gradebook appears at the left with the students in the course. Adjust the paging options at the bottom of the screen to see all students, otherwise only the first 10 will appear. Remember to save the grades you enter into the Gradebook frequently by clicking on Save Grades.