

Creating Discussion Topics with the New Discussion Builder Tool

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Intro: Creating a Discussion

The discussion tool placement can vary by campus, but it will always be accessible from somewhere in the navbar. If you do not see a direct link in the navbar, look in Course Tools/ Course Admin, or in Course Activities. Once you have located and accessed the discussion tool:

Navigating the New Discussion Builder Tool

Your campus may have launched the new discussion builder tool, in which case you will see the following welcome popup window when starting to create a new discussion.

Welcome to the new discussion create/edit experience!

The new experience is on.

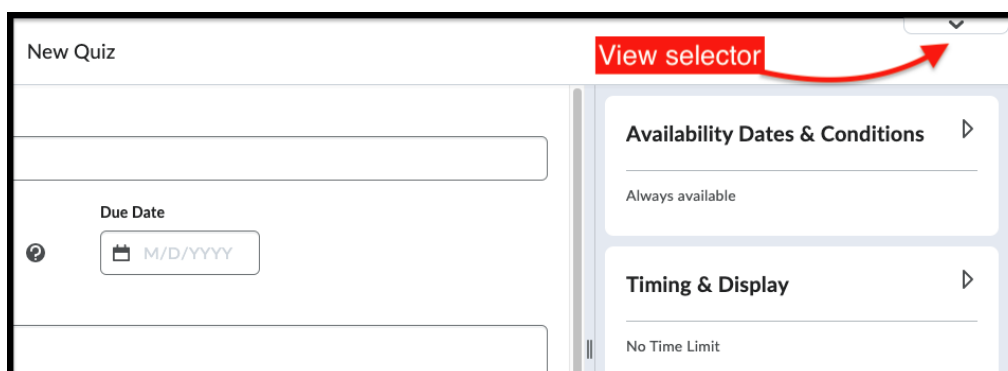
Turning on the new discussion create/edit experience will change your discussion create/edit view. You can return to the old discussion create/edit experience at any time.

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You currently have the ability to utilize either view and you can switch between them at any time. **NOTE: PLEASE BE SURE TO SAVE BEFORE SWITCHING VIEWS OTHERWISE YOU WILL LOSE ALL EDITS.**

To switch between discussion views:

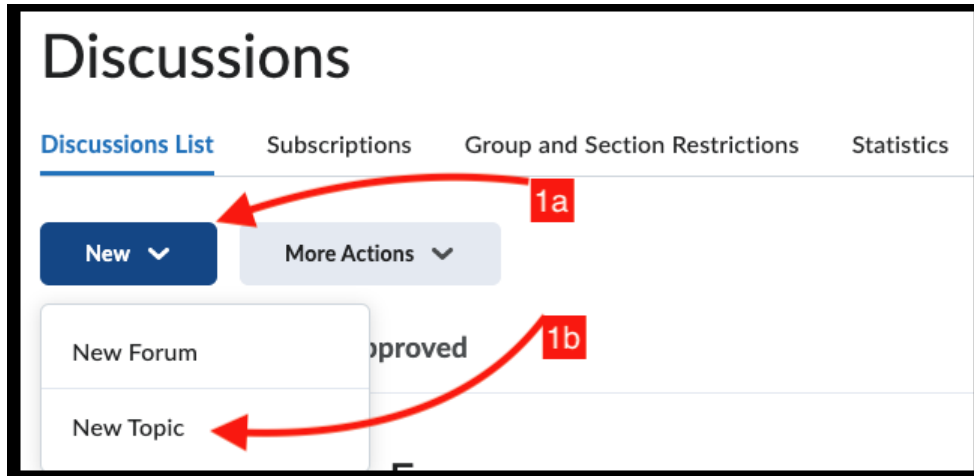
1. **Click the small chevron** in the upper right of the Brightspace window
2. To turn on the new discussion builder click the **Turn It On** button
3. To turn off the new discussion builder and work in classic mode, **click Turn It Off**



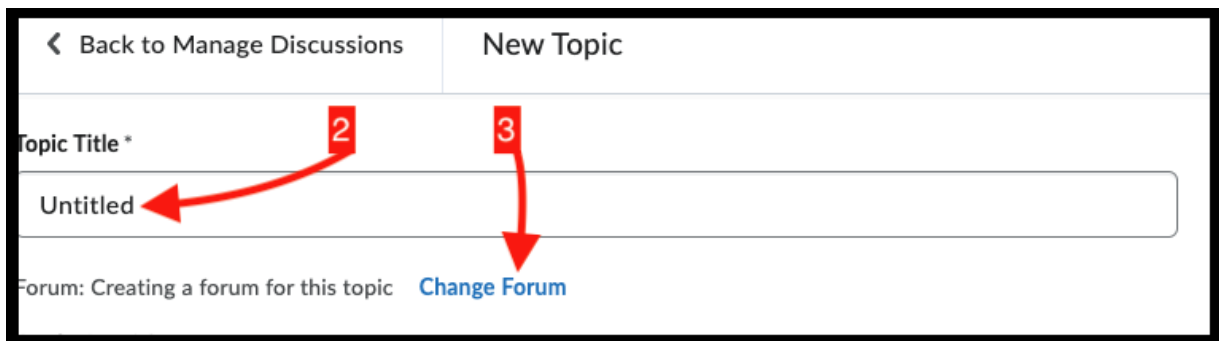
[Creating a Discussion Topic with the new Discussion Builder Tool](#)

Remember, the discussion tool will always be accessible from somewhere in the navbar. Once you have located and accessed the discussion tool:

1. **Create a new discussion topic** by:
 - a. **Clicking new** on the discussions page
 - b. **Clicking new topic from the contextual menu.** This will land you in the discussion builder area



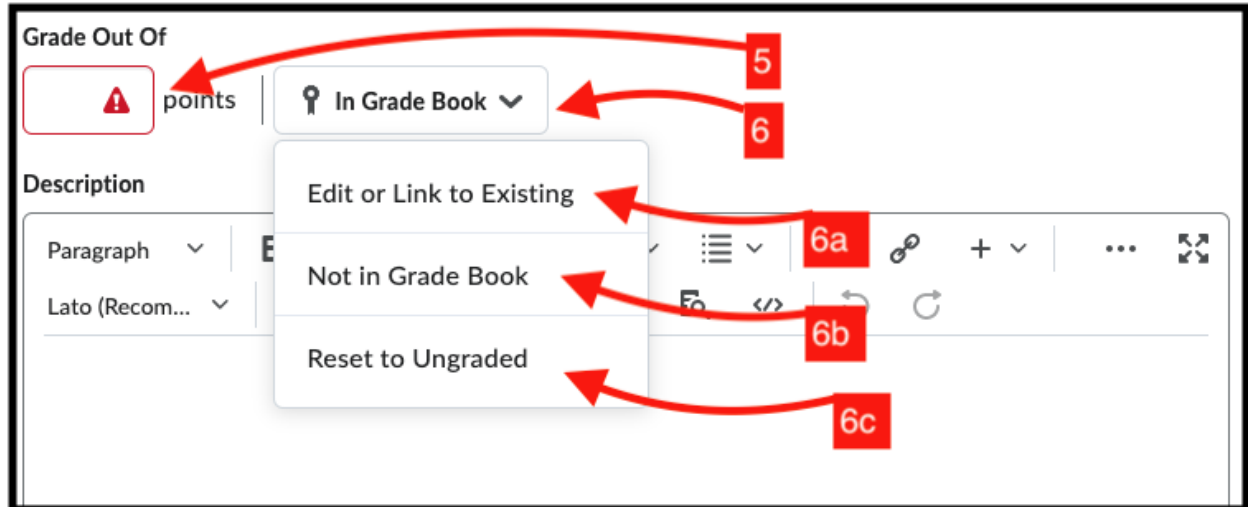
2. **Name your topic** in the Topic Title box
3. If you have not assigned your topic to a forum, **click change forum**



4. In the resulting window, you can:
 - a. create a forum by clicking **select create a forum** and then **naming it**
 - b. associate your topic with a forum you have already created by **click on choose an existing forum** and select a forum from the resulting list

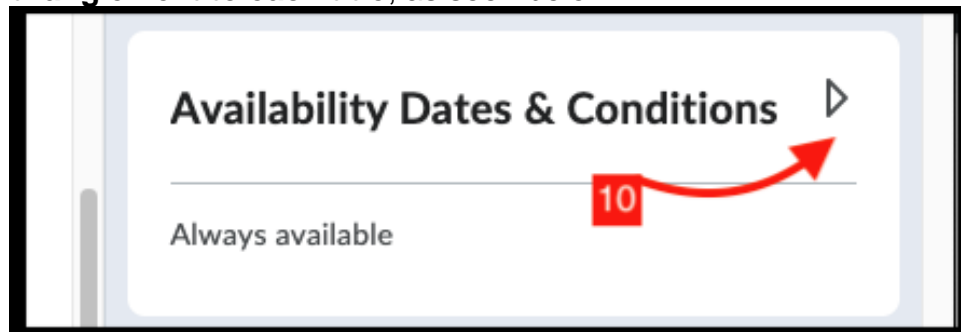
5. If you want to attach a grade value to your discussion and/ or add it to the gradebook, **click the "grade out of" box**
6. **Click the "in grade book" box**
 - a. To **add to grade book**, **click edit or link to existing** and move on to step #7 below
 - b. To give a numeric grade for feedback purposes but not as a part of grading, **click not in gradebook** and then move on to step #8 below
 - c. To **revert to an ungraded discussion**, **click reset to ungraded**

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7. When adding to your gradebook, In the resulting window, you can choose between:
 - a. **create a new grade item**
 - b. **choose gradebook category**
 - c. **choose grade scheme**
 - d. **or link to an existing grade item**
8. Unless using an ungraded discussion, return to the grade out of box from step #5 above and **click grade out of box to enter value**
9. **Click the description box** to add desired discussion instruction text

10. NOTE: For accessing settings on the right side of the screen, **click the triangle next to each title**, as seen below:



Setting Availability Dates and Restrictions:

11. Click the triangle next to access **Availability Dates and Conditions**
12. Add **start and end** dates (and times) by clicking the appropriate box
13. Beneath the start and end date boxes, click the **“before start”** and **“after end”** text to adjust availability.

Availability Dates & Conditions ▼

Start Date

4/1/2023 12:01 AM

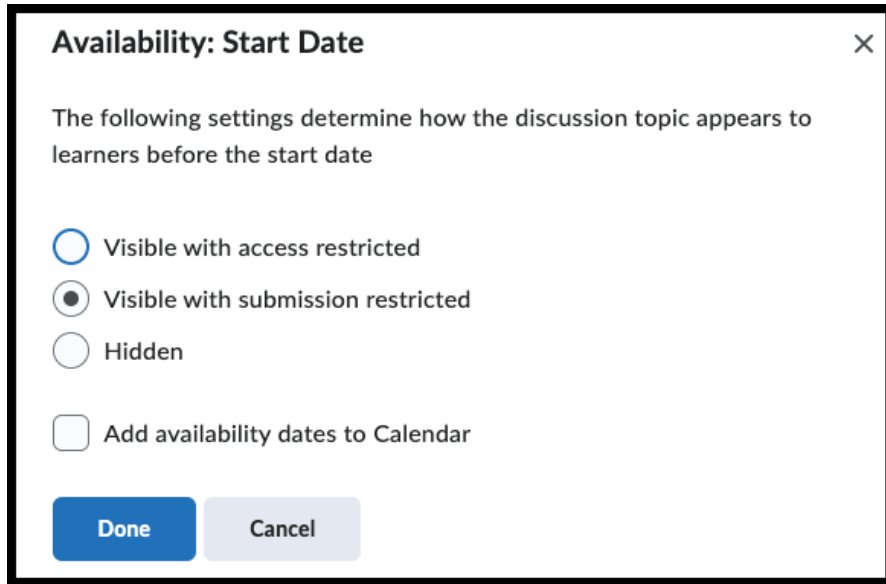
Before start: **Visible with submission restricted**

End Date

4/30/2023 11:59 PM

After end: **Visible with submission restricted**

14. In the resulting window, **set your availability preferences**. You can choose from:
 - a. Visibility option 1: **check visible with access restricted** if you want to student to see the discussion exists, but not be able to enter it or do anything with it
 - b. Visibility option 2: **check visible with submission restricted** If you want students to be able to read topic content but not be able to submit
 - c. Visibility option 3: **check hidden** to make the discussion invisible to students
 - d. **Click Done** once you have made your selections

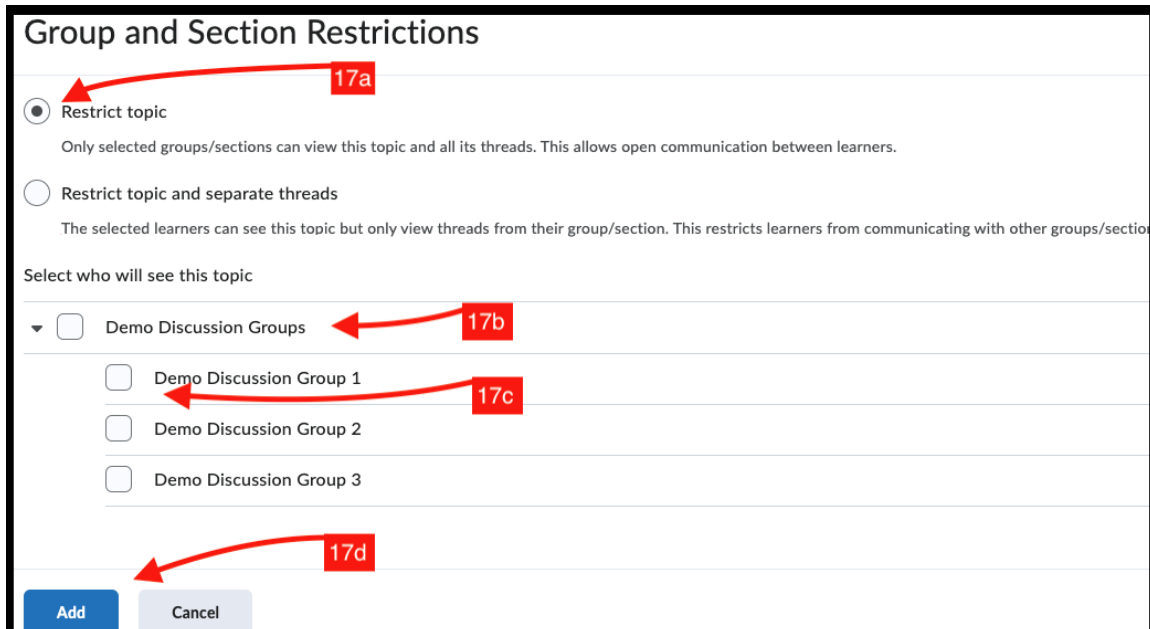


15. Optional: **Add or create release conditions**

16. Optional: **click Manage Restrictions**

17. In the resulting window, you can:

- Choose between **restrict topic** and **restrict topic and threads**
- Click the triangle** next to “demo discussion groups” to see groups you have created
- Check the box** next to any groups you wish to add
- Click add** when done

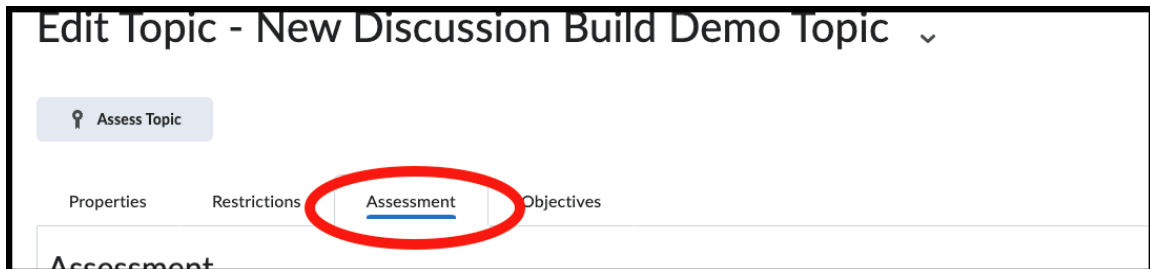


Editing Post & Completion Settings:

18. **Click the triangle** next to access **Post & Completion**
19. **Check the appropriate button** to indicate your preference from the following options:
 - a. Default participation
 - b. Allow learners to hide their name from other learners
 - c. Learners must start thread before they can view or reply to other threads
20. If you want to approve posts before your class can see them, **check the box next** to "Posts must be approved before they display in the topic"

Editing Evaluation & Feedback Settings:

21. **Click the triangle** next to access Evaluation & Feedback
22. Optional: **Click add rubric**
 - a. Choose **create new** or **add existing** from contextual menu
23. Optional: To evaluate individual posts by a learner, **check the box**
24. NOTE: step #23 may not be available in the new discussion builder. If this is true for you:
 - a. **SAVE YOUR PROGRESS** at the bottom of the window
 - b. **Go to step #3** to toggle to the classic discussion build mode
25. **Click on the assessment tab**



26. **Check the box** indicating you want to grade individual posts
27. **Check the calculation box** to see a dropdown of options. You can choose to calculate post scores by:
 - a. Average
 - b. Maximum
 - c. Minimum

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- d. Mode- highest on multiple post
- e. Mode- lowest on multiple posts
- f. Sum

28. If desired, **check the box** to include unassessed posts as zeros

29. **SAVE YOUR PROGRESS** at the bottom of the window

The screenshot shows a configuration window for posts. At the top, under the heading "Posts", there is a checked checkbox labeled "Allow assessment of individual posts" with a help icon. Below this is a "Calculation" section containing a dropdown menu with "-- Select a calculation method --" and an unchecked checkbox labeled "Include unassessed posts in the calculated topic score as zero" with a help icon. At the bottom of the window are four buttons: "Save and Close" (highlighted in blue), "Save and New", "Save", and "Cancel". Red arrows with numbers 26, 27, 28, and 29 point to the checkbox, the dropdown menu, the second checkbox, and the "Save" button respectively.

30. **Go to step #3** to toggle to the new discussion build mode

31. Return to the Evaluation & Feedback Area

32. Check the box if you want to **allow learners to rate posts**. You can let **students rate as:**

- a. A five-star ranking
- b. Up vote/ Down vote rating
- c. Up vote only rating

33. At the bottom of the page:

- a. Set **visibility**
- b. Choose **Save and close, save, or cancel**