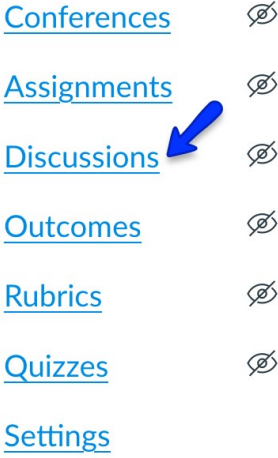









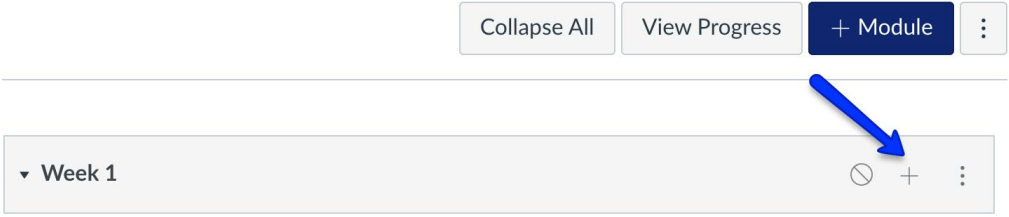
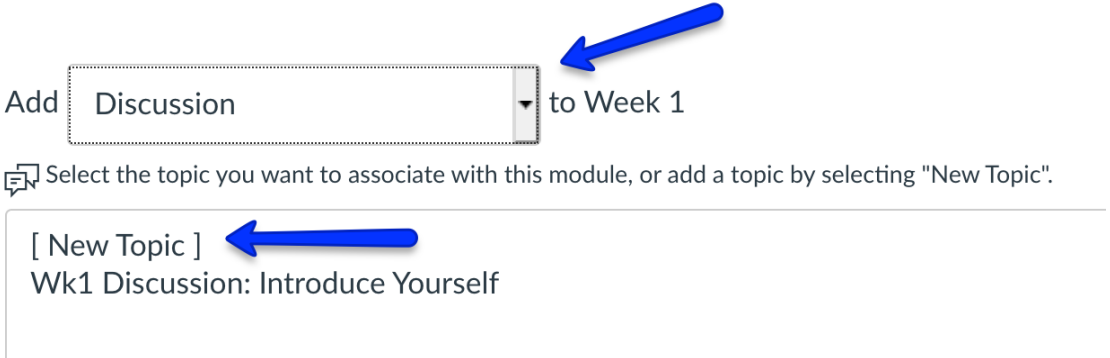
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Canvas Tip Sheet: Discussions

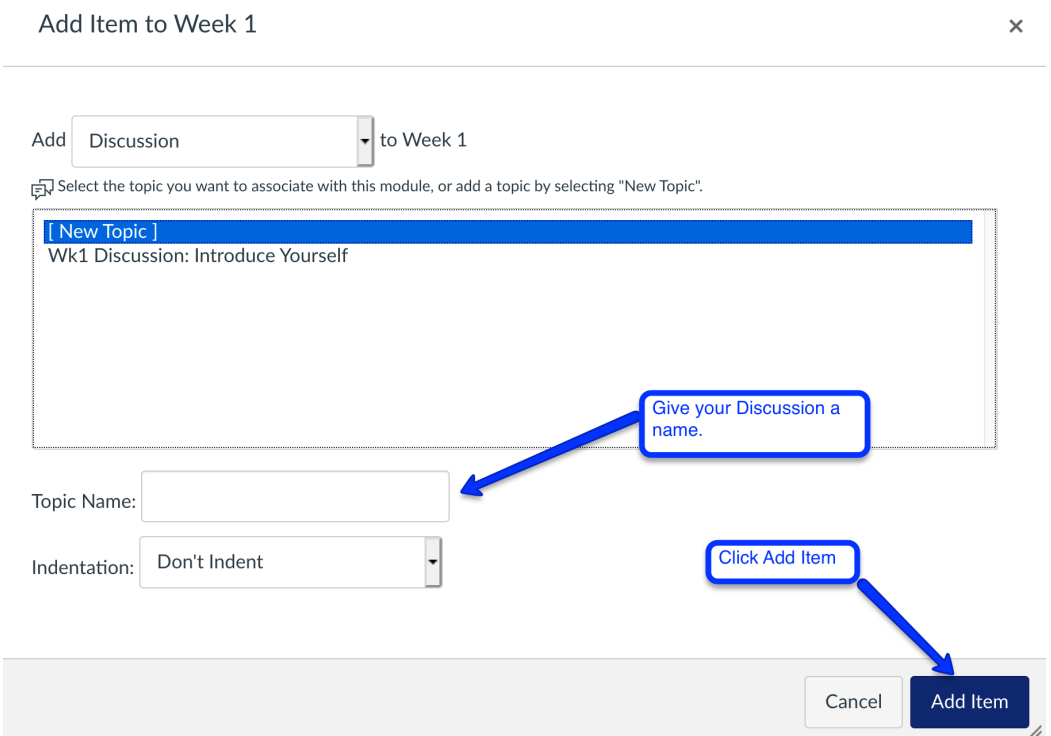

The Discussion tool in Canvas is accessible by clicking on the plus sign in the Module title block or in the course navigation. You can use discussions as an introduction tool, a question and answer tool, or to engage students each week in a weekly discussion,

Steps	Directions	Image
1. Course Navigation Menu	In course navigation, click on Discussions (the order of the course navigation menu varies based on how you set up your navigation in settings)	 <p> Conferences  Assignments  Discussions   Outcomes  Rubrics  Quizzes  Settings </p>

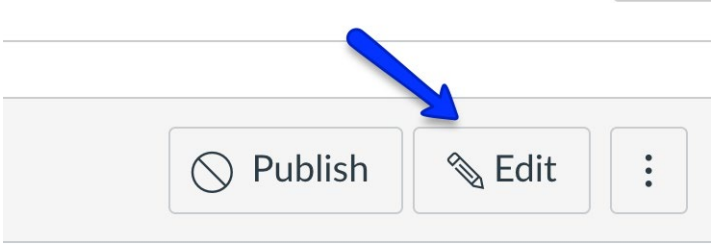
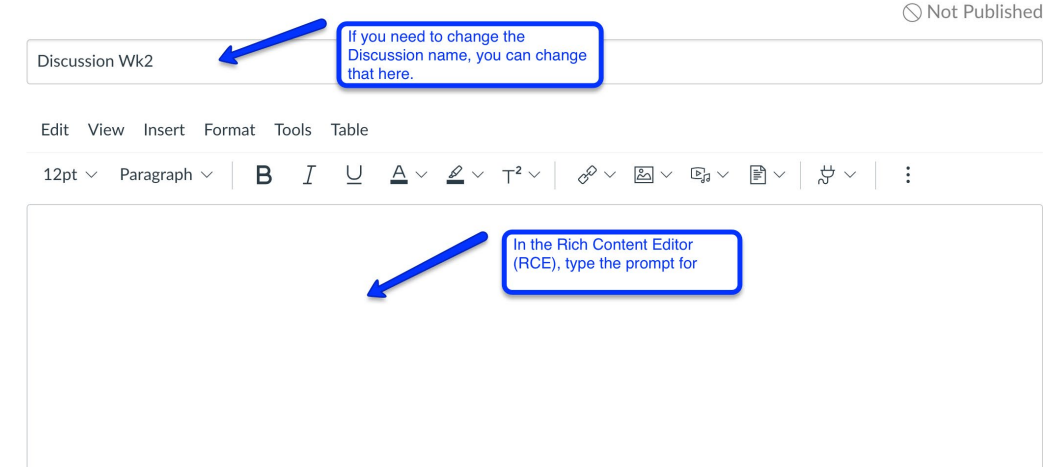
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<p>2. Add a discussion to a Module</p>	<p>If you have not added Modules to your course, add a module to your course page. If you have created your Modules, decide on the Module you want to add a discussion to and click the plus sign in the Module title block.</p>	 <p>The screenshot shows a course navigation interface. At the top right, there are buttons for 'Collapse All', 'View Progress', and '+ Module'. Below these is a horizontal line. Underneath, there is a grey block labeled 'Week 1' with a dropdown arrow on the left. On the right side of the 'Week 1' block, there is a plus sign (+) and a vertical ellipsis (three dots). A blue arrow points from the '+ Module' button to the plus sign on the 'Week 1' block.</p>
<p>3. Select Discussion</p>	<p>In the drop down menu choose Discussion. Then, click New Topic.</p>	 <p>The screenshot shows a dropdown menu for adding a discussion. The text 'Add Discussion' is in a dotted box, followed by 'to Week 1'. Below this is a message: 'Select the topic you want to associate with this module, or add a topic by selecting "New Topic".' Underneath is a list of topics: '[New Topic]' and 'Wk1 Discussion: Introduce Yourself'. A blue arrow points to the 'New Topic' option.</p>

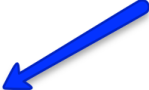
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<p>4. Discussion Name</p>	<p>Give your discussion a name. Provide a descriptive name to help you identify the discussion in the discussion index.</p> <p>Click Add Item.</p>	
<p>5. In your Module, click on the Discussion you just created.</p>		

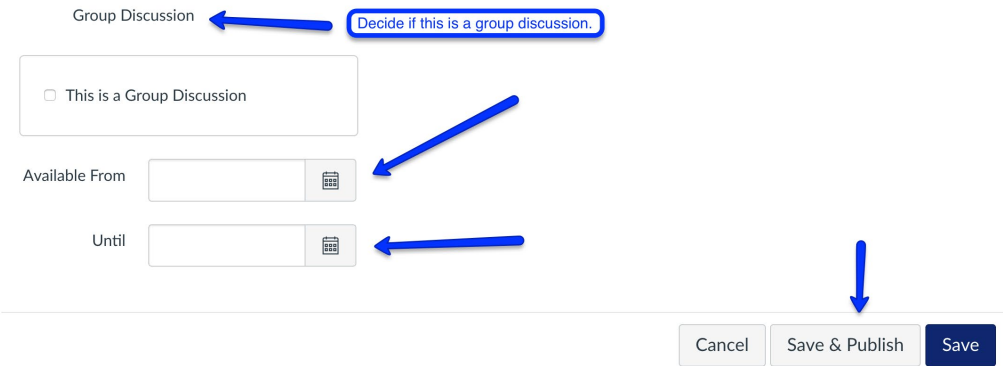
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<p>6. Edit Discussion Settings</p>	<p>In the right corner, click Edit.</p>	
<p>7. Begin to edit discussion settings</p>	<p>If you need to change the name of the discussion, you may do that here. Type your discussion prompt</p>	

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<p>8. Options</p>	<p>Decide on the options you need for this discussion.</p>	<p>Post to</p> <p>All Sections x</p> <p>Attachment <input type="button" value="Browse..."/> No file selected.</p> <p>Options</p> <ul style="list-style-type: none"><input type="checkbox"/> Allow threaded replies<input type="checkbox"/> Users must post before seeing replies<input type="checkbox"/> Enable podcast feed<input type="checkbox"/> Graded<input type="checkbox"/> Allow liking<input type="checkbox"/> Add to student to-do 
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<p>9. Options</p>	<p>If this is a group discussion, check the box. Choose the availability of this discussion.</p> <p>Click Save & Publish at the bottom of the page.</p>	 <p>The screenshot shows a form for creating a discussion. At the top, there is a label 'Group Discussion' with a blue arrow pointing to a checkbox labeled 'This is a Group Discussion'. A blue callout box above the checkbox says 'Decide if this is a group discussion.' Below this are two date pickers: 'Available From' and 'Until', each with a blue arrow pointing to its calendar icon. At the bottom right, there are three buttons: 'Cancel', 'Save & Publish', and 'Save'. A blue arrow points down to the 'Save & Publish' button.</p>
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