

## Create a Discussion Thread (Instructor)

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### Overview

This tutorial will explain how to create a **Discussion Thread**. A Discussion Thread is a container for Discussion Posts and Replies to occur around a central topic. To create a Discussion Thread, you must first [Create a Discussion Forum](#).

### Quick Steps

Control Panel > Course Tools > Discussion Board > Select Forum > Create Thread > Options

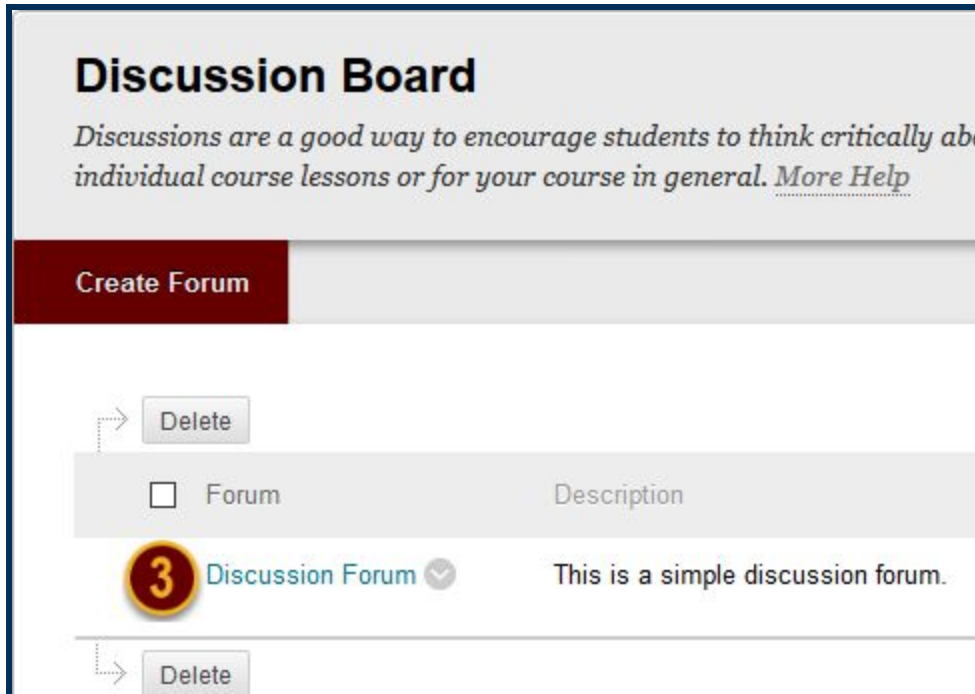
### Step 1

To create a Discussion Thread, you must first access the Discussion Board tool. The Discussion Board tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the “Discussion Board” option [2].



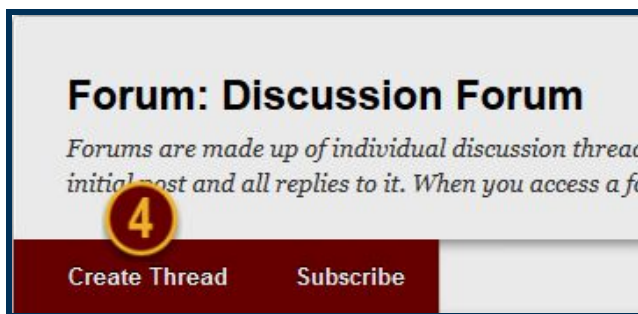
## Step 2

On the Discussion Board page, select the Discussion Forum where you want to create a Discussion Thread [3] from the Forum list.



## Step 3

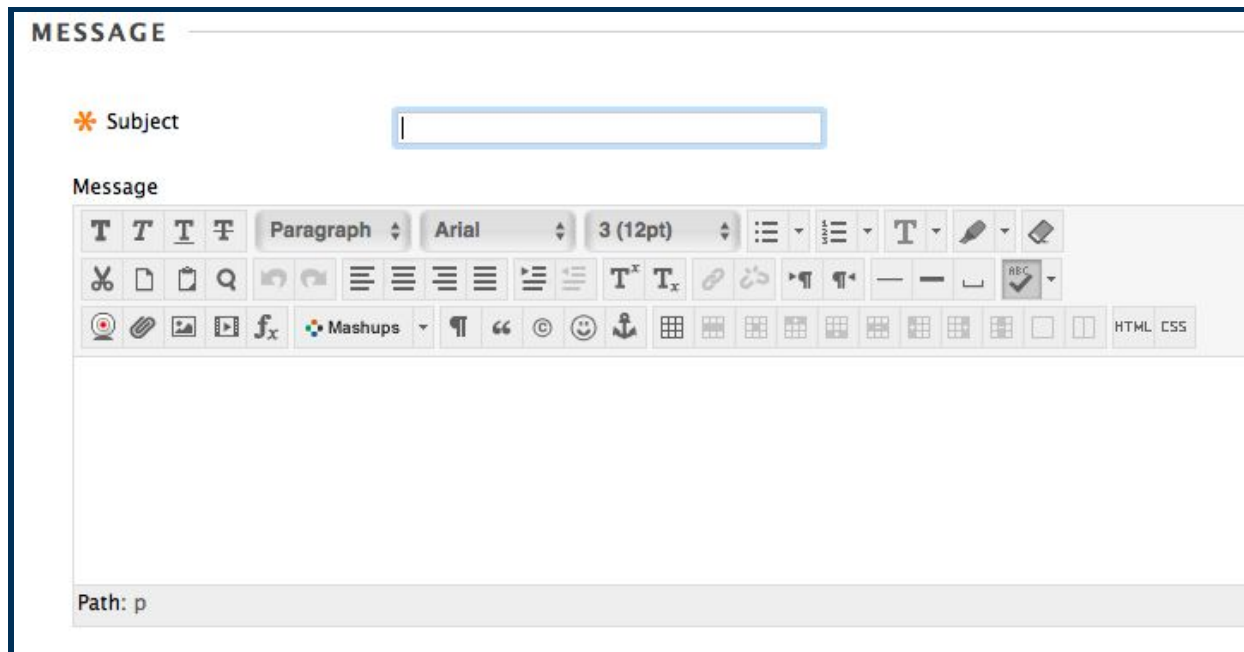
From the Forum page, click the *Create Thread* button [4] on the Action Bar.



When the Create Thread page appears, you will notice that the Forum Description will display. Forum Descriptions are often used as prompts for discussion, so they remain visible on new Discussion Threads as a reminder of what should be posted within the Forum.

## Step 4

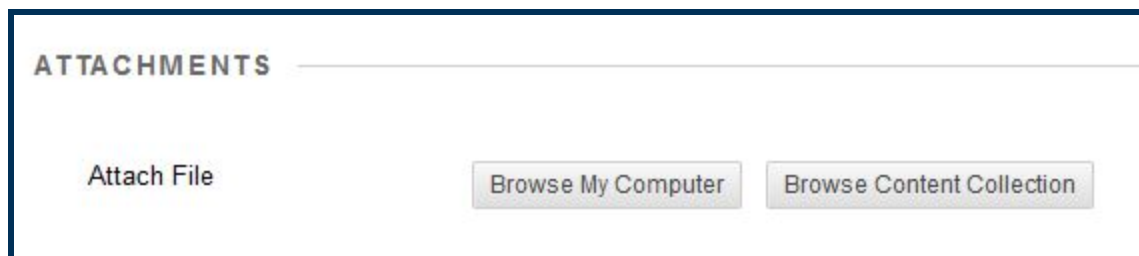
In the Message section, type a title for your thread in the Subject field. Include your instructions, a description, or a question in the Message editor. The Message editor, like all Content editors, contain typical word processing tools which allow you to add text, tables, media, or web links.



The screenshot shows a web interface for creating a message. At the top, the word "MESSAGE" is displayed in a bold, sans-serif font. Below it, there is a section labeled "Subject" with a small orange asterisk icon to its left. To the right of the label is a rectangular text input field. Underneath the subject field is a section labeled "Message". This section contains a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), font selection (set to "Arial"), font size selection (set to "3 (12pt)"), bulleted and numbered lists, indentation, text color, background color, link, unlink, and other functions. Below the toolbar is a large, empty text area for composing the message. At the bottom left of the message area, the text "Path: p" is visible.

## Step 5

You can click the *Browse My Computer* button in the Attachments section to attach a file for student reference. You can also click the *Browse Content Collection* button to choose Items already saved in your Content Collection space.



The screenshot shows a web interface for the "ATTACHMENTS" section. The word "ATTACHMENTS" is displayed in a bold, sans-serif font at the top. Below it, there are three buttons: "Attach File", "Browse My Computer", and "Browse Content Collection". The "Attach File" button is a simple text button, while the other two are styled as rounded rectangular buttons with a light gray background and a thin border.

## Step 6

If you chose to grade threads when you created the Discussion Forum, you can decide on a thread-by-thread basis whether you want to enable grading on this Thread. Check the “Grade Thread” checkbox in the Grading section to enable grading, and use the “Points Possible” field to set the number of points the Discussion Thread will be worth.

Optionally, check the checkbox for “Show participants in ‘needs grading’ status.” You can then use the drop-down list to select the number of entries required for a student to qualify for a Needs Grading status in the Grade Center.

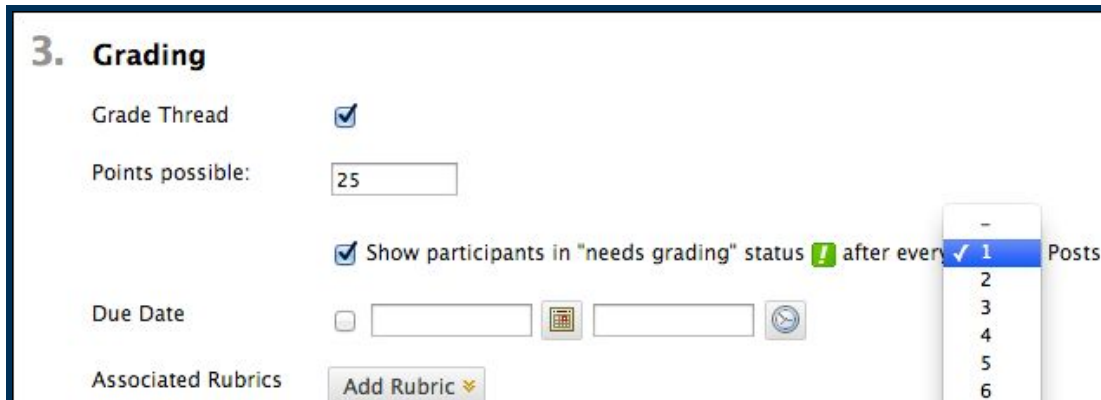
**Example:** If you choose three posts from the drop-down list and a user submits two posts, the In Progress icon appears in the Grade Center cell and the Discussion Board until the specified number of posts (3) is met. Once met, the Needs Grading icon will appear.



*If you check the Grade Thread option and do NOT select the “Needs Grading” checkbox in this section, the Needs Grading icon will not appear in the Grade Center and posts will not appear on the Needs Grading page.*

In the *Due Date* row, select a Due Date and Time. Graded posts made after a due date are marked LATE on the Grade Details page in the Grade Center and the Needs Grading page.


In the *Associate Rubrics* row, you can also [Associate a Rubric](#) with the Discussion Board.





**3. Grading**

Grade Thread

Points possible:

Show participants in "needs grading" status  after every  Posts

Due Date    

Associated Rubrics

## Step 7

Click the *Save Draft* button to store a draft of the thread, or click the *Submit* button to create the Discussion Thread.

