

DISCUSSIONS

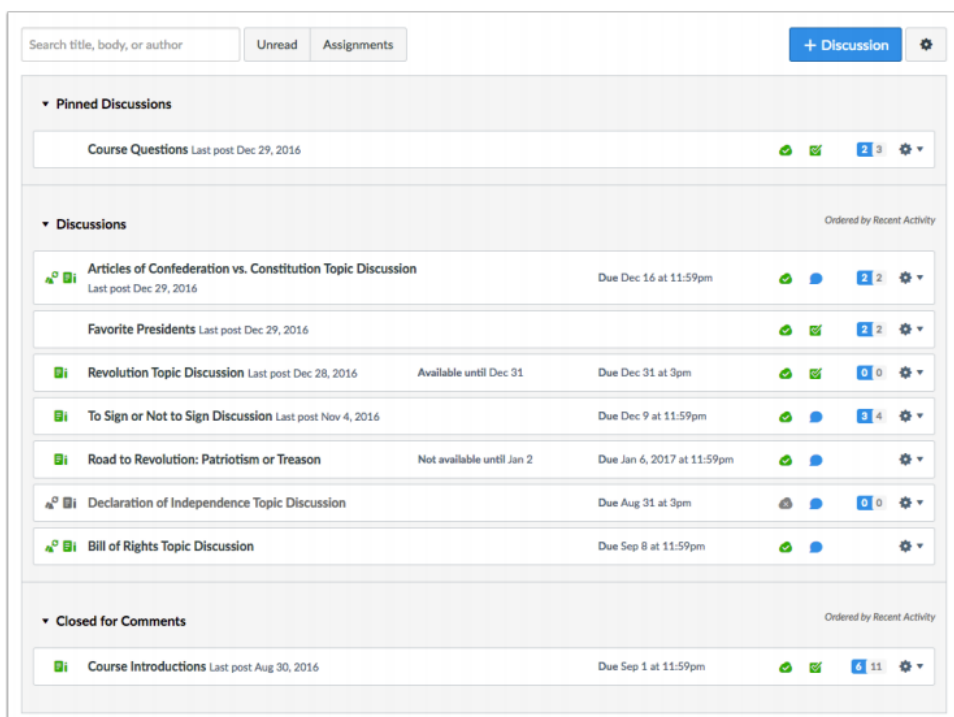
Canvas provides an integrated system for class discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired. Discussions can also be created as an assignment for grading purposes (and seamlessly integrated with the Canvas Gradebook), or simply serve as a forum for topical and current events. Discussions can also be created within student groups.

- Help students start thinking about an upcoming Assignment or class discussion.
- Follow-up on a conversation or questions that began in a face-to-face classroom.
- Test student comprehension of important points made in class.
- Debate contradictory ideas.
- Brainstorm different approaches to a class problem.

Discussions are accessed within the Discussions link within Course Navigation.

Note: Discussions are not the same as Announcements. Learn the difference between Announcements and Discussions.

How are Discussions Organized?



The Discussions Index Page is organized into three main areas:

1. Discussions
2. Pinned Discussions
3. Closed for Comments Discussions.

Within Discussions you can:

- Create, edit, and delete discussion topics. You can also reply to, edit, and delete individual student discussion posts.
- Create threaded or focused discussions within your course. (Private discussions can be initiated within student groups, which are not viewable by others outside that group.)
- Create discussions with varied due dates for different sections within your course.
- Create a group discussion as an assignment.
- Create a graded discussion for everyone, individual students, course sections, or course groups. When a discussion is marked as a graded assignment, the Canvas SpeedGrader™ isolates each student's comments from the thread and combines them into one easily readable view for grading.
- Subscribe to a discussion and be notified of replies.
- Enable podcast feeds within your discussions.
- Embed or attach files, images, and YouTube videos.
- Add course content directly from your course.
- Delay discussion posts until a defined date.
- Pin discussion threads that you want your students to see at the top of the Discussions page.

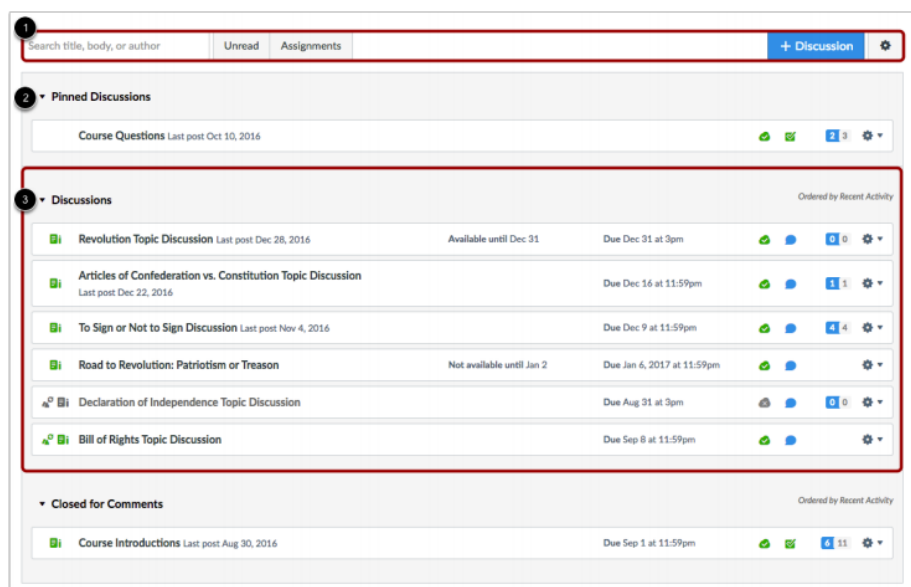
DISCUSSIONS

The difference between Discussions and Announcements

Announcements are designed to allow instructors to deliver information out to an entire class. Discussions are designed to allow interactive communication between two or more people within a course. Instructors do have the option to allow replies to Announcements. Also, one person can use a Discussion to communicate information to an entire class. The main distinction between the two is that Announcements are intended for broadcasting information while Discussions are designed for participation in a public conversation.

- Announcements are a way to communicate important information to a large group of people. It does not require a response, like a Conversation, which eliminates the risk of spreading personal information. Students can respond to your announcements unless you close the announcement for comments.
- Announcements and Discussions will both appear in the Course Activity Stream and on a user's Dashboard. Announcements are indicated by a megaphone icon [1] and Discussions are indicated by a bubble icon [2]. Next to the icon, Canvas will display the number of Announcements or Discussions, along with a link to the course(s) where the new Announcement or Discussion has been posted.
- Students can still reply to Announcements, but replies will not appear in the Conversation Inbox
- You can set separate notification preferences for Announcements [1] and Discussions [2]. They can be sent to a student's cell phone, email account, or Twitter at different points during the day, week, or month.

View Discussions Index Page



The Discussions Index page is designed with global settings at the top of the page [1], followed by the Discussion groups [2].

Individual discussions are nested within each Discussion group [3].

You can control certain settings within Discussions:

- Tell Canvas how to mark your discussion posts as read and unread. You can also manually mark posts as read.
- Require students to reply to a discussion before viewing other replies.
- Allow students to edit or delete their own discussion posts.
- Allow students to create new discussions and attach files in your course discussions (this setting does not apply to student groups).
- Allow students to like discussion replies in your course discussions.
- Close discussion threads to comments.

DISCUSSIONS

Each discussions displays whether or not it is a graded discussions [1], the name of the discussion [2], the date of the last discussion post [3], the due date (if any) [4], the discussion draft state status (published or unpublished) [5], whether or not you are subscribed to the discussion [6], and the number of unread/total posts in the discussion [7]. The number of unread/total posts is not included for group discussions [8]. The peer review icon [9] also displays if a graded discussion has been assigned peer reviews.

You can also set varied due dates for a discussion and create due dates according to course section. Varied due dates appear as multiple dates.

The screenshot shows a 'Discussions' index page titled 'Ordered by Recent Activity'. It lists five discussion items. Numbered callouts identify the following elements: 1. Draft icon (green 'i' in a square); 2. Discussion title; 3. Last post date; 4. Availability status; 5. Due date and time; 6. Checkmark icon; 7. Unread/total posts count; 8. Peer review icon (blue circle with 'R'); 9. Peer review icon (blue circle with 'R') for a graded discussion.

Discussion Title	Last Post	Availability	Due Date	Status	Unread/Total	Peer Review
Revolution Topic Discussion	Dec 28, 2016	Available until Dec 31	Dec 31 at 3pm	✓	0/0	✓
Articles of Confederation vs. Constitution Topic Discussion	Dec 22, 2016		Dec 16 at 11:59pm	✓	1/1	✓
To Sign or Not to Sign Discussion	Nov 4, 2016		Dec 9 at 11:59pm	✓	4/4	✓
Road to Revolution: Patriotism or Treason		Not available until Jan 2	Jan 6, 2017 at 11:59pm	✓	8/8	✓
Declaration of Independence Topic Discussion			Aug 31 at 3pm	✓	0/0	✓
Bill of Rights Topic Discussion			Sep 8 at 11:59pm	✓		✓

Note: Due dates are not required for discussions

For each individual discussion, you can use the settings drop-down menu to close the discussion for comments, delete, or pin or unpin a discussion.

View Discussion

The screenshot shows the 'View Discussion' page for the 'Revolution Topic Discussion'. The discussion title is highlighted with a red box. The page shows the discussion details, including the last post date, availability, due date, and status.

Discussion Title	Last Post	Availability	Due Date	Status	Unread/Total	Peer Review
Revolution Topic Discussion	Dec 28, 2016	Available until Dec 31	Dec 31 at 3pm	✓	0/0	✓
Articles of Confederation vs. Constitution Topic Discussion	Dec 22, 2016		Dec 16 at 11:59pm	✓	1/1	✓

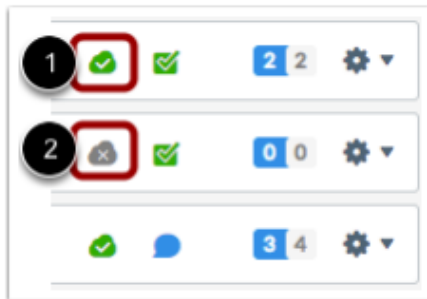
To [view discussion details and replies](#), click the name of the discussion.

The Discussions Index page is designed with global settings at the top of the page [1], followed by the Discussion groups [2]. Individual discussions are nested within each Discussion group [3].

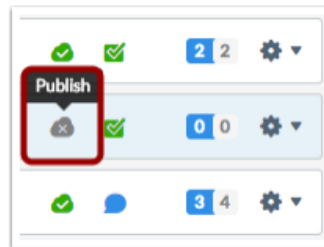
DISCUSSIONS

On the Discussions index page, you can view the status of each discussion. Green cloud icons with a white checkmark [1] indicate the discussion is published. Gray cloud icons with a white x [2] indicate unpublished discussions. You can change the status of a discussion by toggling the published and unpublished icons.

View Status of All Discussions

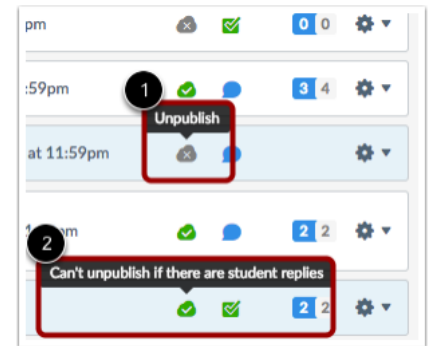


Publish Discussion



To publish a discussion, click the discussion's unpublished icon. The hover text will confirm you want to publish the discussion.

Unpublish Discussion

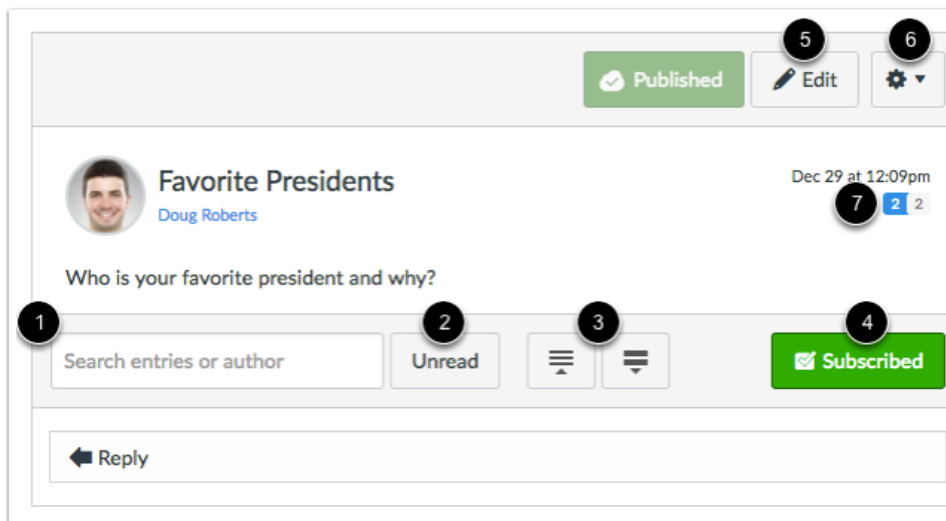


To unpublish a discussion, hover over the discussion's published icon and view its status. If the discussion can be unpublished, the hover text will confirm you want to unpublish the discussion [1]. Click the icon to confirm. Discussions with student submissions cannot be unpublished, and the hover text will notify you accordingly [2].

In a discussion, you have several options to view and sort discussions. Use the search field [1] to search for replies or specific authors. To filter by unread replies, click the Unread button [2]. You can also collapse and expand [3] all discussion replies.

To subscribe to a discussion, click the Subscribe button [4]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification preferences. You are automatically subscribed to any discussions you reply to. When you create a discussion, you are also automatically subscribed to the discussion. If you are subscribed, the button will have a green background. To unsubscribe, click the Subscribe button and the background will turn gray.

View Discussion



To edit the discussion topic, click the Edit button [5]. To open settings for the discussion, click the Settings icon [6]. Settings allows you to mark all existing posts (replies) as read, delete the discussion, and close the discussion for comments. If your discussion is graded, you can view the rubric for the discussion, if any, as well as access SpeedGrader to grade the discussion. You can view how many unread and replies are in a thread [7]. The number with a blue background indicates unread replies, while the number with a gray background indicates the total number of replies.

DISCUSSIONS

If you allow students to like replies in a discussion, a Like icon appears next to each reply in the discussion. Blue icons indicate replies that you've liked. The number of total likes also appears next to the icon.

If you set up the discussion to sort automatically according to the number of likes, in threaded discussions, likes are retained with the original discussion reply. Original replies will always sort first, and any associated replies will be reordered beginning with the highest-liked reply.

View Liked Discussions

The screenshot shows a discussion thread titled "View Liked Discussions". It features a reply by Emily Boone, dated Aug 30, 2016. The reply contains three numbered points discussing the Declaration of Independence. Below the text, there is a blue thumbs-up icon followed by "(1 like)" and a red arrow pointing to it. At the bottom of the reply box is a "Reply" button with a left-pointing arrow icon.

Discussion replies are shown in order of post date. In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read.

When you navigate away from the Discussion or refresh the page, the blue dots will change to white dots indicating the replies are read.

After Canvas has changed the reply status, you can manually mark discussion replies as read or unread at any time.

Each discussion reply has its own settings menu. In original discussion replies, you can return to the main discussion topic by clicking the Go to Topic link [1].

In threaded discussions, if you are viewing a reply within a reply, return to the original reply by clicking the Go to Parent link [2].

To edit or delete the reply, click the Edit or Delete links [3].

View Reply Settings

The screenshot shows a discussion thread titled "View Reply Settings". It displays three replies. The first reply is by Emily Boone, dated Aug 30, 2016, with the text "Mr. Roberts, what is the course policy on late work?". A settings menu is open for this reply, showing three options: "Go To Topic" (labeled with a circled 1), "Edit" (with a pencil icon), and "Delete" (with a trash can icon). The second reply is by Doug Roberts, dated Oct 10, 2016, with the text "That's a great question, Emily! If you refer to the [Course Syllabus](#), you'll see all the current due dates...". The third reply is by Emily Boone, dated Oct 10, 2016, with the text "Thank you for that clarification, Professor Roberts! I'll be sure to update dates in my personal calendar...". A settings menu is open for this reply, showing two options: "Go To Parent" (labeled with a circled 2) and "Delete" (labeled with a circled 3). Each reply has a "Reply" button at the bottom.

Discussion replies are shown in order of post date. In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read.

When you navigate away from the Discussion or refresh the page, the blue dots will change to white dots indicating the replies are read.

After Canvas has changed the reply status, you can manually mark discussion replies as read or unread at any time.

DISCUSSIONS

Graded discussions also include an Open in SpeedGrader link to grade the discussion replies.

To Create a Discussion

Click the Add Discussion button.

In the Title field [1], create a title for your discussion.

Use the Rich Content Editor [2] to create content for your discussion. You can also add links, files, and images to the discussion using the content selector [3].

You can also add an attachment to your discussion by clicking the Choose File button [4]

Create Discussion

To create a graded discussion, click the Graded checkbox [4]. You can assign graded discussions to everyone, individual students, course sections, or course groups.

To allow students to like discussion replies, click the Allow liking checkbox [5].

To make the discussion be a group discussion, click the This is a Group Discussion checkbox [6].

To make your discussion available on a specific date or during a specific date range, enter the dates in the Available From and Until fields [7], or click the calendar icons to select dates. Note that these fields only apply for non-graded discussions; If you create a graded discussion, these date fields do not apply

View Graded Discussion Settings

By default, discussions are created as focused discussions. To create a threaded discussion, click the Allow threaded replies checkbox [1]. Learn more about focused and threaded discussions.

To require users to reply to the discussion before they can see any other replies, click the Users must post before seeing replies checkbox [2].

To enable a discussion podcast feed, click the Enable podcast feed checkbox [3].

Add Discussion Options