How to Create & Edit a Canvas Discussion

NEED MORE HELP? CDI@cbu.edu **| 901.321.4004**

1. Create a New Discussion

- On the left side of the Course Home page, locate the Course Navigation Menu.
- Canvas Discussions can either be created in *Discussions* or *Modules*.
1. For **this** guide, we are demonstrating the method of creating activities in *Discussions,* **so select *Discussions* from the Canvas course menu to continue**. If you are interested in creating activities via *Modules*, navigate to [How To Add Items to a Module](#).
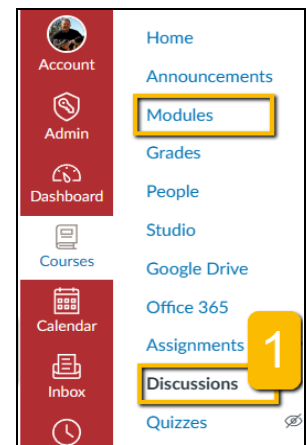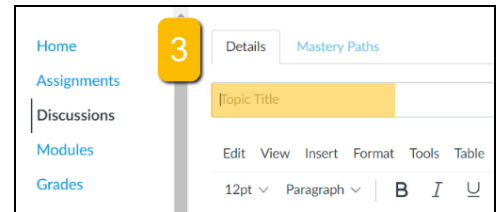

2. On the page that appears, click the *Discussions* button located in the upper-right corner of the screen.
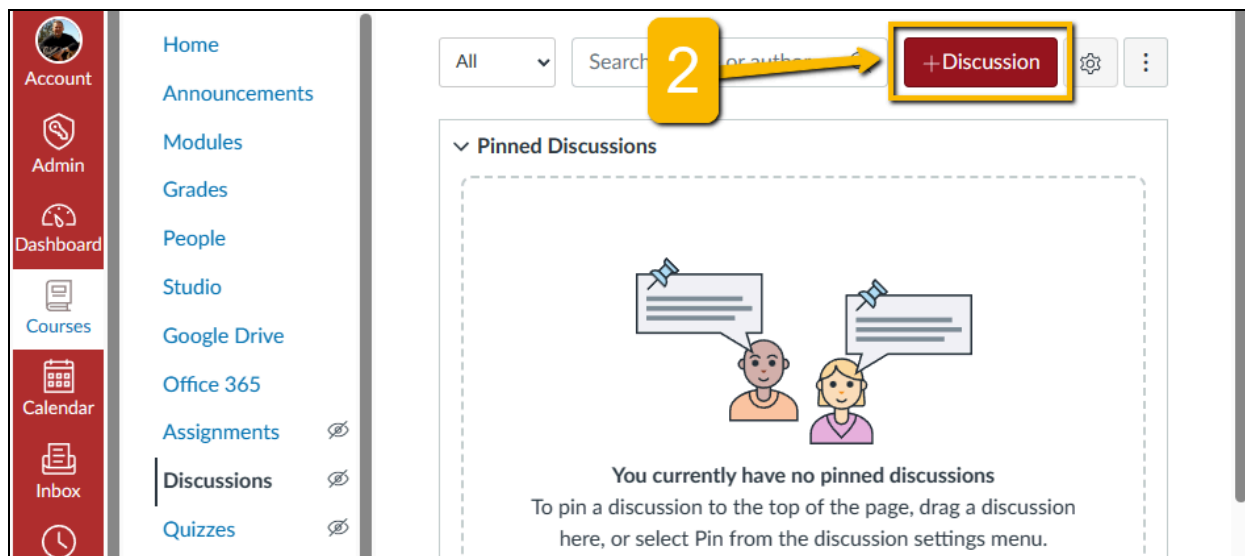
2. Title and Instructions

3. Now in the upper left of the editing page, be sure you are working in the Details tab as opposed to the Mastery Paths tab. Canvas defaults to this tab, by the way. Then, give your discussion a title.

4. Notice that Canvas employs the Rich Content Editor (RCE) tools for you to use. The RCE is the same for Assignments, Quizzes, Discussions, Pages, & Announcements. If you need to review the RCE and its tools, navigate to the CDI How-To guide: Update Content Using the RCE.

5. Using the Rich Content Editor (RCE) tools, type in instructions for the assignment. Note that you can include live links, videos, etc. here if desired.
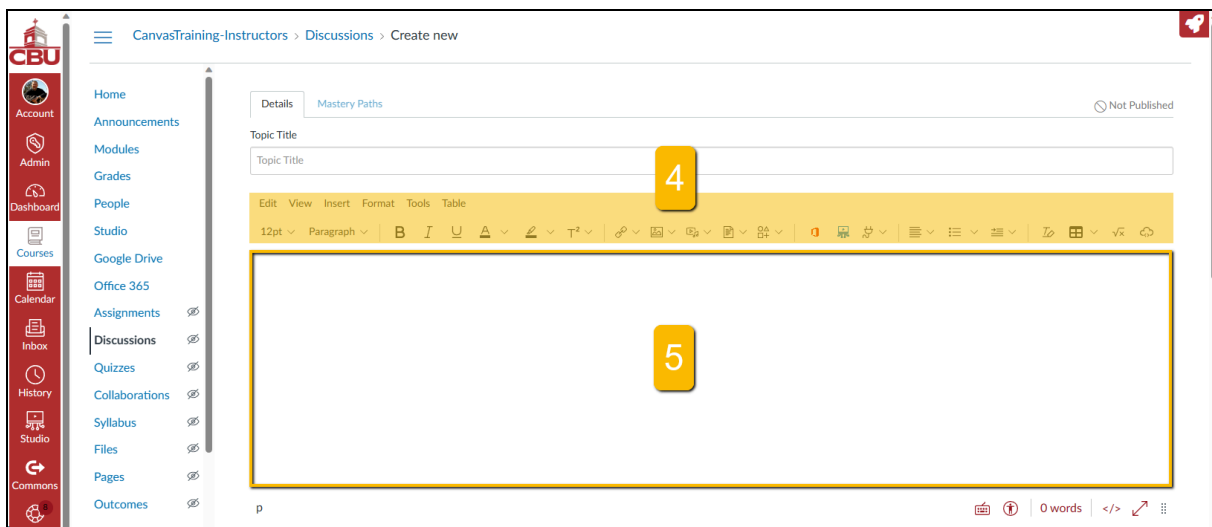
3. Main Discussion Settings

The information below shows all options available in Canvas Discussions, whether these discussions are Graded or Ungraded. Graded and Ungraded discussions share many of the same features but do have a few unique characteristics. Each of the Settings illustrated below are characterized as "Graded Only", "Ungraded Only", or "Graded/Ungraded".

1. **Post to (Ungraded Only)**: allows you to post to multiple linked sections, groups, or individual students.
2. **Attachment (Graded/Ungraded)**: allows students to attach a file to their post. Clicking the *Choose File* button opens the user's file picking program.
3. **Allow threaded replies / Users must post before seeing replies (Graded/Ungraded)**: the CDI team recommends you check both. Threaded replies show an original post and all replies grouped together as opposed to a chronologically organized list of activity, posts and replies mixed together. To avoid users "parroting" previous entries, it's almost always a good idea to prompt users to post first before seeing others' work.
4. **Enable podcast feed (Graded/Ungraded)**: if you don;t host your own podcast, you can ignore this settings. If you do have your own podcast, you can enable your feed automatically in Discussions!

Note that we've skipped "Graded" Discussions for a second. See next page!

5. **Allow liking (Graded/Ungraded)**: there is no "best" practice here. Liking can give your discussions more of a social media feel (for better or worse).
6. **Add to student to-do (Ungraded Only)**: adds ungraded discussions to the to-do lists that appear in the upper-right of the students' dashboards.
7. **Group Discussion (Graded/Ungraded)**: allows for discussions to occur in previously-created small groups. This can be a great option for large classes. For more information, navigate to the Canvas Community discussion on [How do I create a group discussion in a course](#).

8. **Graded (Graded Only)**: click the checkbox to make the discussion Graded and uncheck to make it Ungraded. As soon as you click in the checkbox, you will notice that a number of new options open below the checkbox.
    a. Enter a **point value** for the assignment.
    b. The grade will default to **display** as "Points", but you can engage the dropdown menu to choose other display options.
    c. If you are using weighted grades, select an **Assignment Group** for the discussion you are creating here. If you don't use weighted grades, ignore this step.
    d. **Require Peer Review**: check here if you would like for students to review each other's work. For details, navigate to the Canvas Community discussion on [How do I create a peer review discussion](#).
    e. The **Assign** setting includes a lot of granularities. Canvas defaults to issuing an assignment to "Everyone", but you can remove that default by clicking the "x" to the right of "Everyone". You can then enter individual students, any number of students, or the names of any student groups you have created.

    Next, enter a **due date**. You can modify the due date by creating a **window** in which students can access the assignment. When this tool is used, students attempting to access the assignment before or after the window will see the assignment as grayed out. The one drawback of using this tool occurs when students are granted an extension. In cases of a student extension, both the "from" and "until" dates must be manually adjusted.

    Finally, click the *+Add* button to add the same assignment to different students who may need a different due date.

9. When you are satisfied, click the *Save* button in the lower right of the page to preserve your work!

Options

☐ Allow threaded replies
☐ Users must post before seeing replies
☐ Enable podcast feed
☑ Graded **8**
☐ Allow liking

Group Discussion

☐ This is a Group Discussion

Points Possible 0 **a**

Display Grade as Points **b**

Assignment Group Assignments **c**

Peer Reviews ☐ Require Peer Reviews **d**

Assign **e**

Assign to

Everyone ✕

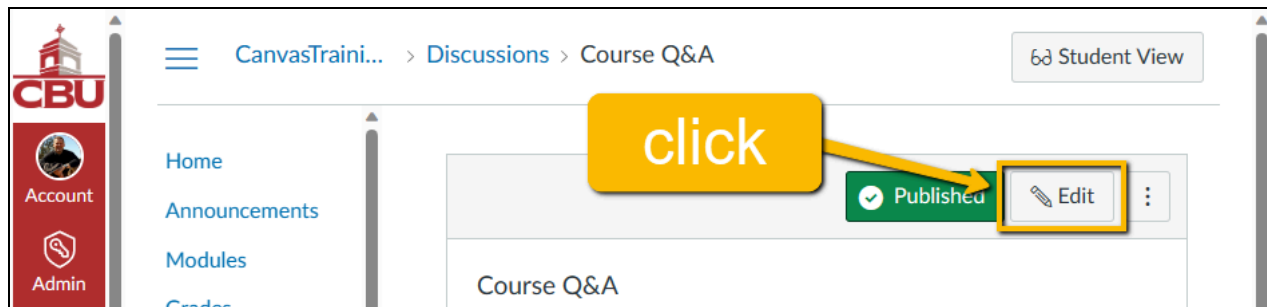Due

Available from   Until

＋ Add

9 Save

4. Editing a Previously Saved Discussion

- If you need to edit a previously saved discussion, no problem!
- From *Discussions*, click to open the discussion you wish to edit.
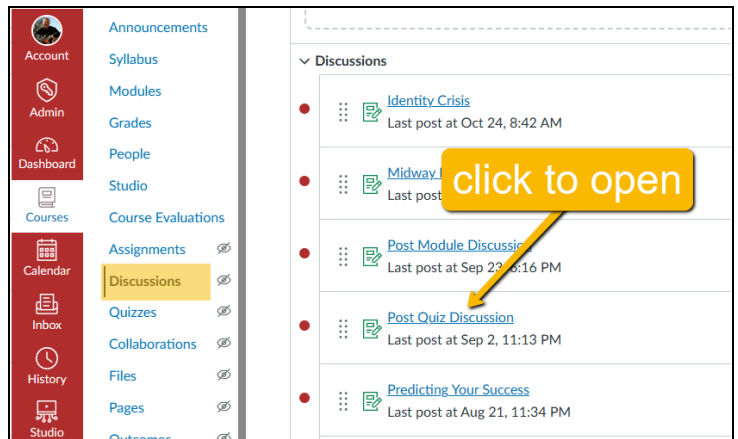
- Then at the top of the page that opens, click the *Edit* button. From here, any of the content you created in the steps above can be altered. Just don't forget to click the *Save* button at the end to preserve your edits!