Managing Discussion Forums

The Discussions tool is a learner engagement space (or communication and collaboration space) where you and your students can read and reply to messages on different topics, share thoughts about unit materials, ask questions and share files.

Before you create a discussion topic, you must create at least one forum. You can use forums to organise your discussion topics in categories. Discussion topics do not stand alone, but are categorised into Forums. A Forum can contain any number of discussion topics. For example: in a unit with three assessments, an Assessment Forum could contain 3 discussion topics, one per assessment.

Instruction on settings available, creating a new forum and topic and posting a discussion message are available on the DLF CloudDeakin Guides website.

Tips and hints using discussion tool

- You and your students can choose to subscribe to a discussion forum to receive updates via email.
  - Select the subscribe link next to the heading of the Discussion Forum
  - Choose whether you want an instant notification or to include in your summary of activity. Please note: If you haven’t already setup your notification settings you can also do this from this dialogue box.
You can manage your subscriptions from the “Subscriptions tab” at the top of the discussion tool window.

- You can automatically create restricted topics for groups from the “Group Restrictions tab” at the top of the discussion tool window.
  - Select the group and forum and then select the link “Automatically create restricted topics”.

The “Statistics tab” at the top of the discussion tool window provides statistics on usage per user and per topic/forum.

To copy, reorder or delete a topic or forum, make sure you are on the “Discussions List tab”, select the button “more actions”.