

## Threaded Discussion Instructions


*Key point to remember* – the hierarchy of the threaded discussion is  
**TOPIC – THREAD – POST**

*\* Only teachers can start the threaded discussion!\**

### PHASE A: Creating a threaded discussion for all students in all classes!


**Step 1:** Click on the  icon at the top right hand side of your teacher home page.

**Step 2:** Select your audience from the “Audience” dropdown. Notice the default is “All Students/All Classes”, or you can dropdown to select a specific class.

Audience:  

**Step 3:** Click on “Post a new topic”.

All Students/All Classes	<a href="#">Post a new topic</a>	Lock	Hide	Delete
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**Step 4:** A) Type in Topic Name.

B) Click on the box if you would like to alert your students of the new thread.

C) Click OK.

Creation Date	9/12/2012 9:16:34 AM	Audience	All My Courses, All My Students
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A) Type in topic name

Topic Name

**\* Topic is Required**

B) Click on the box if you would like to alert your students of the new thread.  **Alert my Students of new Thread Topic**

C) Click OK

Below is the next screen you will see. Notice you have several options for your new topic: *Edit, Lock, Hide and Delete*.

The screenshot shows a topic management interface. At the top, there is a dropdown menu for 'Audience' set to 'All Students/All Classes'. Below this is a table with columns for 'All Students/All Classes', 'Post a new topic', 'Lock', 'Hide', and 'Delete'. The first row of the table contains the topic name 'Welcome to Virtual Learning Academy', an 'Edit' link, and three checkboxes for 'Lock', 'Hide', and 'Delete'. Callouts provide the following information:

- Edit**: Edit your existing topic
- Lock**: Lock-Students can view but not reply
- Hide**: Hide-Students cannot view
- Delete**: Delete - Completely removes topic
- Update**: Click update to save

**Edit** – Click on edit if you wish to change your existing topic (*Welcome to the Virtual Learning Academy*).

**Lock** – Great to use when sending a welcome message, allows students to read your post but not respond back.

**Hide** – Great to use if you would not like students to view or reply to the post any longer. You still have the capability to open the post at a later date.

**Delete** – Use when you simply are finished with the post and do not intend on using in the future.

**Update** – Click update to save any changes.

**Step 5:** Click the topic name. (*Welcome to the Virtual Learning Academy*)

The screenshot shows the same topic management interface as above. A red arrow points to the topic name 'Welcome to Virtual Learning Academy' in the first row of the table. The 'Update' button is visible at the bottom right of the interface.

## Step 6: Click the link “Post a new Thread”.

[Forum](#) > [Welcome to Virtual Learning Academy](#)

Thread	Author	Replies	Views	Last Post	Thread Created	Delete
<a href="#">Post a new Thread</a>						<input type="button" value="Delete"/>

## Step 7: A) Type the Subject.

B) Type the Post.

C) Click Post button.

[Forum](#) > [Welcome to Virtual Learning Academy](#) > Post A New Thread

Subject  ← A) Type the subject

Post

I would like to welcome you on behalf of the Virtual Learning Academy! I look forward to working with you. As you have questions, please email me.

← B) Type the post

→ C) Click the post button

You may enter up to 1000 characters.  characters left.

Once you post – you will see the following screen. Congratulations, you just started a threaded discussion for “All Students in All Classes”!

[Forum](#) > [Welcome to Virtual Learning Academy](#)

Thread	Author	Replies	Views	Last Post	Thread Created	Delete
<a href="#">Welcome to my class!</a>	Teacher Demo 2012	0	0	9-12-12 10:01AM	9-12-12 10:01AM	<input type="checkbox"/>

[Post a new Thread](#)

Option to post a new thread to the same topic

Number of replies to your post

Number of times your post was viewed

Date the last post was created

Date the teacher created the thread

To delete a post click the box, then click delete

## PHASE B: Creating a threaded discussion for a specific course!



**Step 1:** Click on the  icon at the top right hand side of your teacher home page.

**Step 2:** A) Select specific Audience (the default is All Students/All Courses).

General course information:


B) Click Post a new topic.



Audience: VLA DEMO Elementary 2011-12  

A) Select a specific audience

General Course Info	<a href="#">Post a new topic</a>	Lock	Hide	Delete
Unit	<a href="#">Post a new topic</a>	Lock	Hide	Delete

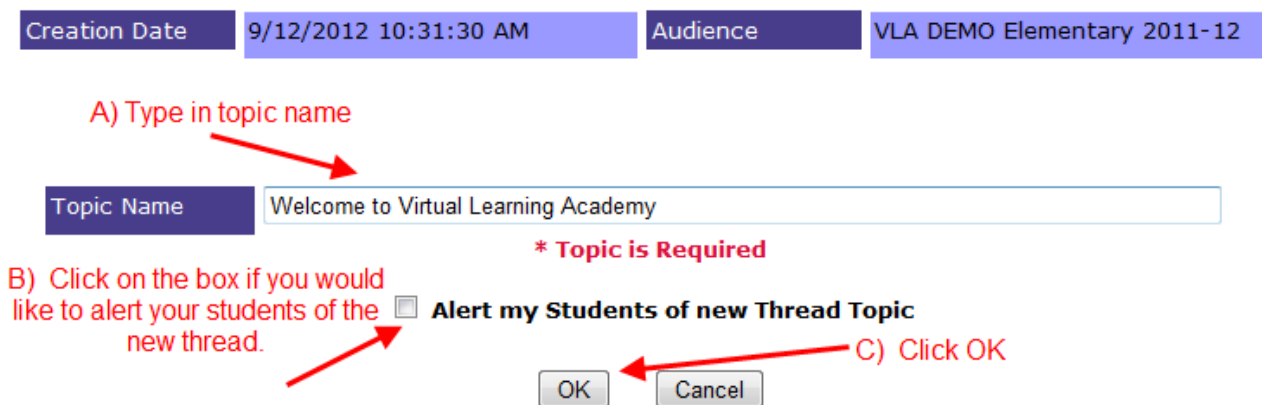
B) Click post a new topic 

**Step 3:** A) Type in Topic Name.


B) Click on the box if you would like to alert your students of the new thread.

C) Click OK.

### New Topic - General Course





Creation Date 9/12/2012 10:31:30 AM Audience VLA DEMO Elementary 2011-12

A) Type in topic name 

Topic Name

\* Topic is Required

B) Click on the box if you would like to alert your students of the new thread.  Alert my Students of new Thread Topic 

C) Click OK 

**Step 4:** Click the topic name. (*Welcome to the Virtual Learning Academy*)

Audience: **VLA DEMO Elementary 2011-12** ▾

General Course Info	Post a new topic		Lock	Hide	Delete
<a href="#">Welcome to Virtual Learning Academy</a>	<a href="#">Edit</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unit [Post a new topic](#) Lock Hide Delete

**Step 5:** Click the link “Post a new Thread”.

[VLA DEMO Elementary 2011-12](#) > [Welcome to Virtual Learning Academy](#)

Thread	Author	Replies	Views	Last Post	Thread Created	Delete
<a href="#">Post a new Thread</a>						<input type="button" value="Delete"/>

**Step 6:** A) Type the Subject.

B) Type the Post.

C) Click Post button.

[VLA DEMO Elementary 2011-12](#) > [Welcome to Virtual Learning Academy](#) > [Post A New Thread](#)

Subject  ← A) Type the subject

Post

I would like to welcome you on behalf of the Virtual Learning Academy! I look forward to working with you. As you have questions, please email me.

B) Type the post

C) Click the post button

You may enter up to 1000 characters.  characters left.

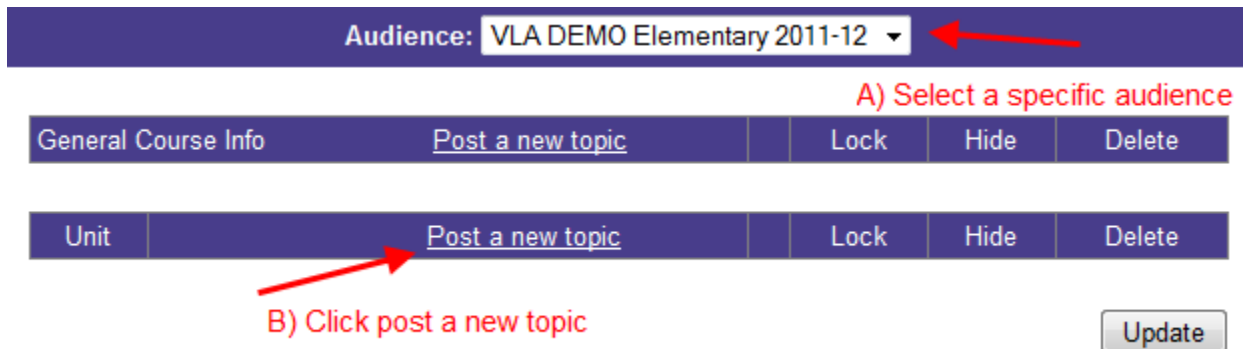
**PHASE C:** Creating a threaded discussion for a specific unit within a specific course!


**Step 1:** Click on the  icon at the top right hand side of your teacher home page.

**Step 2:** A) Select specific Audience.


Unit:

B) Click Post a new topic.



Audience: VLA DEMO Elementary 2011-12 

A) Select a specific audience

General Course Info	<a href="#">Post a new topic</a>	Lock	Hide	Delete
Unit	<a href="#">Post a new topic</a> 	Lock	Hide	Delete

B) Click post a new topic

**Step 3:** A) Select the specific Unit to start a thread.

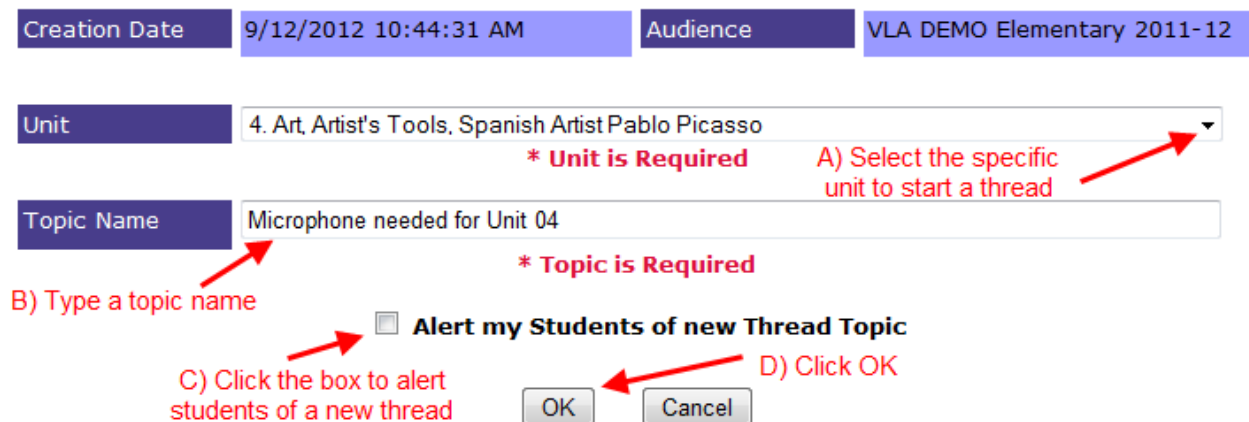
B) Type a Topic Name.

C) Click the box to Alert Students of a new Thread.


D) Click OK.

**NOTE:** Step A and B are required fields.

**New Topic - Course Unit**



Creation Date 9/12/2012 10:44:31 AM Audience VLA DEMO Elementary 2011-12

Unit 4. Art, Artist's Tools, Spanish Artist Pablo Picasso   
\* Unit is Required A) Select the specific unit to start a thread

Topic Name Microphone needed for Unit 04  
\* Topic is Required B) Type a topic name

Alert my Students of new Thread Topic C) Click the box to alert students of a new thread

D) Click OK

**Step 4:** Click the topic name.

Audience: **VLA DEMO Elementary 2011-12** ▾

General Course Info	Post a new topic	Lock	Hide	Delete
<a href="#">Welcome to Virtual Learning Academy</a>	<a href="#">Edit</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unit	Post a new topic	Lock	Hide	Delete
4	<a href="#">Microphone needed for Unit 04</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click the topic name

**Step 5:** Click the link “Post a new Thread”.

VLA DEMO Elementary 2011-12 > [Microphone needed for Unit 04](#)

Thread	Author	Replies	Views	Last Post	Thread Created	Delete
<a href="#">Post a new Thread</a>						<input type="button" value="Delete"/>

**Step 6:** A) Type the Subject.

B) Type the Post.

C) Click Post button.

VLA DEMO Elementary 2011-12 > [Microphone needed for Unit 04](#) > Post A New Thread

Subject  A) Type the subject

Post



As you have read in the Unit 01 instructions, you are required to use a microphone to complete recordings that will be sent to me to evaluate. B) Type the post

C) Click the post button

You may enter up to 1000 characters.  characters left.

Below is what you see once a student replies to your post.

[Forum](#) > [Thanksgiving](#) > Thanksgiving Break

Thread: Thanksgiving Break		<a href="#">Select All</a> <a href="#">Delete</a>	<a href="#">Reply to Post</a>
<a href="#">Edit</a>		Teacher has ability to add attachment or add recording <a href="#">Add Attachment</a> <a href="#">Add Recording</a>	
 TeacherDemo12 (teacher) 11-1-11 10:13AM	Thanksgiving Break Will you be traveling for Thanksgiving? I always go to my parents' house for dinner. We have tons of food! We have turkey for our main course, but my sister-in-law doesn't like it so we have ham too. Do you have a favorite food at Thanksgiving??	Original post from teacher	
<a href="#">Edit</a> <a href="#">Delete</a> <input type="checkbox"/>		Teacher has ability to delete student post	
 StudentDemo12 12-2-11 03:18PM	RE: Thanksgiving Break Had a great Thanksgiving!! Thanks!	Student response to teacher's post	
Thread: Thanksgiving Break		<a href="#">Select All</a> <a href="#">Delete</a>	<a href="#">Reply to Post</a>