

Facilitating class discussions

Covered in this guide:

- Using Canvas Discussions to provide a discussion space
- Using Google Hangouts to host live discussion sessions

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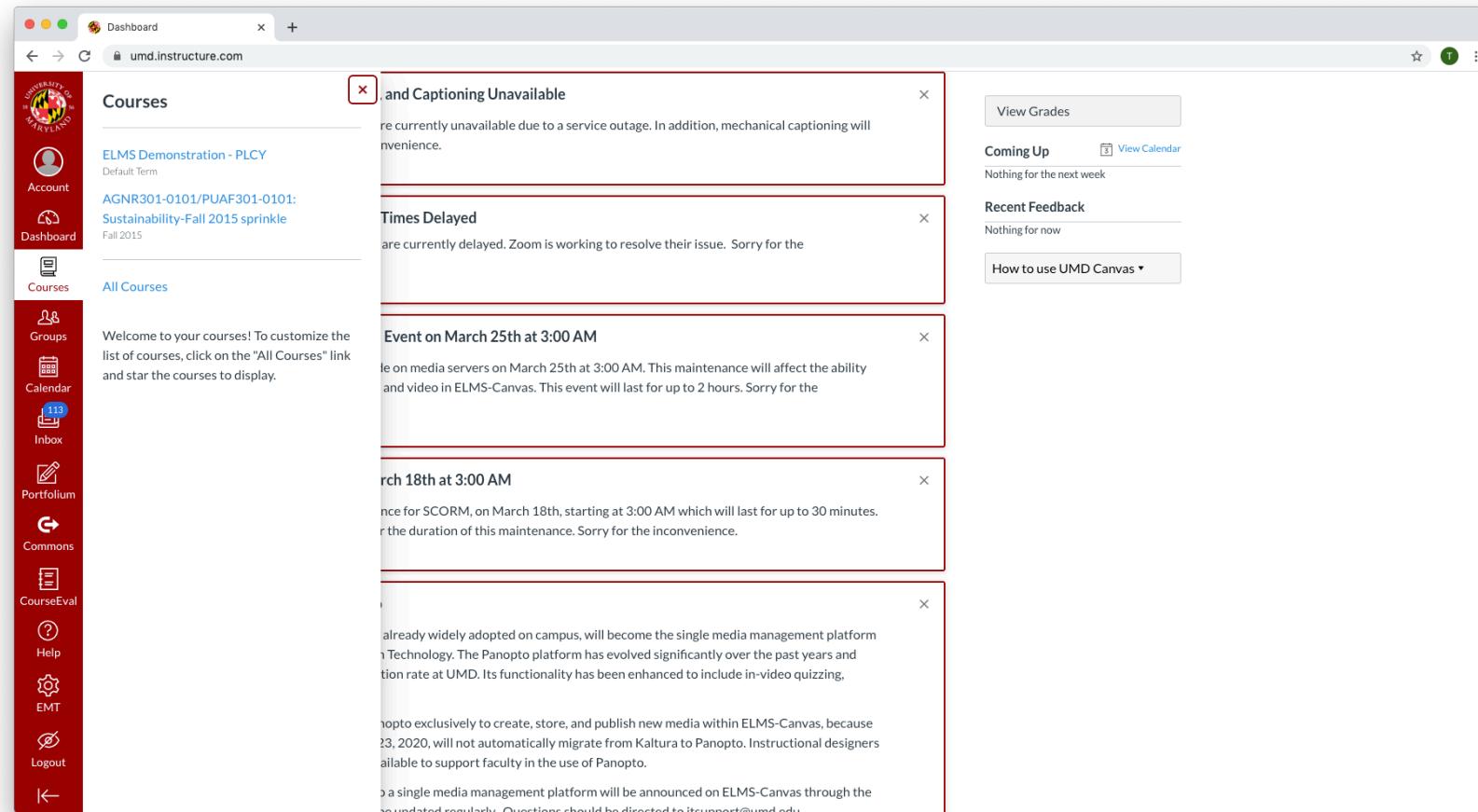
**Using Canvas Discussions to
provide a discussion space**

1. Open Canvas in web browser



- Go to **elms.umd.edu** in your web browser
- Log in using your University ID, password, and complete the Duo multi-factor authentication

2. Navigate to the Canvas course for which you wish to create a discussion space

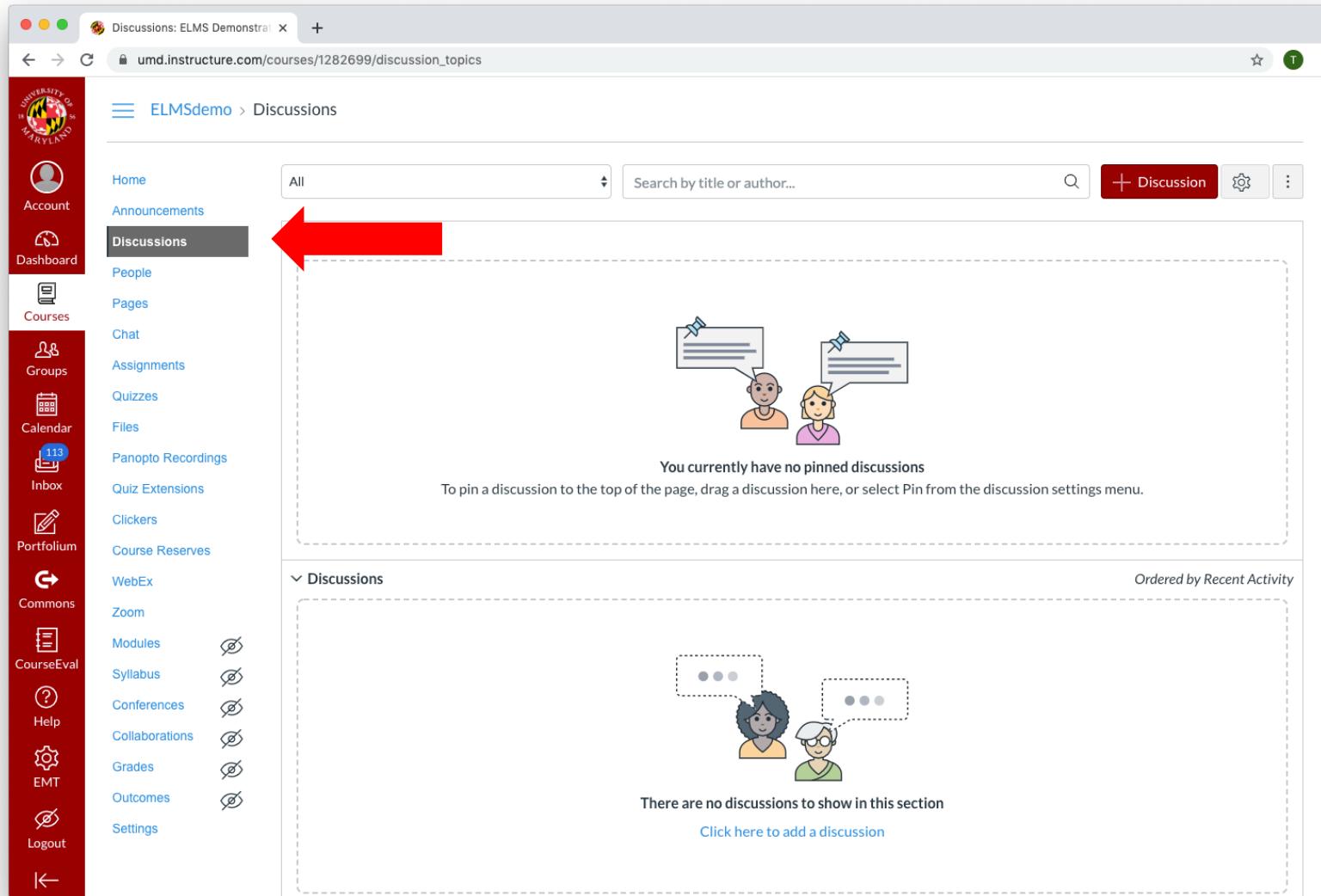


A screenshot of the Canvas Dashboard. The left sidebar is red and contains links for Account, Dashboard, Courses (which is selected and highlighted in blue), Groups, Calendar (with 113 items), Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. The main content area shows course notifications:

- ELMS Demonstration - PLCY** (Default Term): **Closed and Captioning Unavailable**
are currently unavailable due to a service outage. In addition, mechanical captioning will not be available. Sorry for the inconvenience.
- AGNR301-0101/PUAF301-0101: Sustainability-Fall 2015 sprinkle** (Fall 2015): **Times Delayed**
are currently delayed. Zoom is working to resolve their issue. Sorry for the inconvenience.
- Event on March 25th at 3:00 AM**: Maintenance will be performed on media servers on March 25th at 3:00 AM. This maintenance will affect the ability to upload media and video in ELMS-Canvas. This event will last for up to 2 hours. Sorry for the inconvenience.
- March 18th at 3:00 AM**: Maintenance will be performed for SCORM, on March 18th, starting at 3:00 AM which will last for up to 30 minutes. Sorry for the duration of this maintenance. Sorry for the inconvenience.
- Panopto**: Panopto, which is already widely adopted on campus, will become the single media management platform for video and audio content. The Panopto platform has evolved significantly over the past years and is currently the most popular video delivery and storage solution at UMD. Its functionality has been enhanced to include in-video quizzing.
- Media Management Platform**: Panopto exclusively to create, store, and publish new media within ELMS-Canvas, because Panopto, which is currently the most popular video delivery and storage solution at UMD, will not automatically migrate from Kaltura to Panopto. Instructional designers are available to support faculty in the use of Panopto.
- Single Media Management Platform**: A single media management platform will be announced on ELMS-Canvas through the Canvas News feed. The news feed is updated regularly. Questions should be directed to itsupport@umd.edu.

- Select courses from the left-hand navigation menu, and select the Course for which you wish to send an announcement

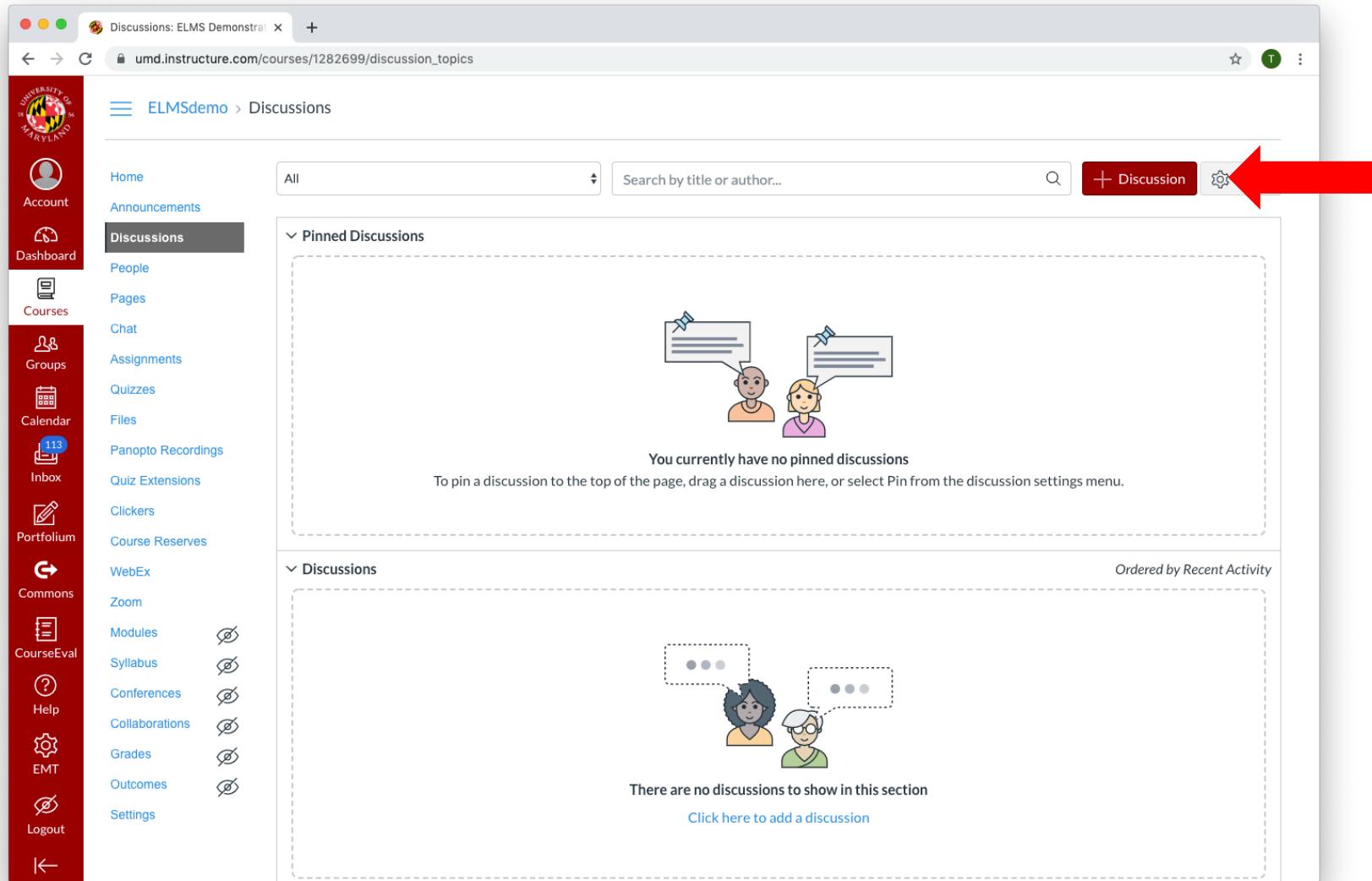
3. Open the Discussions section of the Canvas course



A screenshot of a web browser displaying the 'Discussions' section of a Canvas course. The browser window has a red border. The title bar says 'Discussions: ELMS Demostr' and the URL is 'umd.instructure.com/courses/1282699/discussion_topics'. The left sidebar is red and contains various course navigation links. A red arrow points to the 'Discussions' link in the sidebar. The main content area shows a search bar with 'All' and a dropdown, a search input, a red '+ Discussion' button, and a gear icon. Below this is a message: 'You currently have no pinned discussions' with a note to pin a discussion by dragging it or selecting 'Pin' from the settings menu. At the bottom, there's a section titled 'Discussions' with a sub-section 'Ordered by Recent Activity'. It shows a message: 'There are no discussions to show in this section' and a blue 'Click here to add a discussion' button. The overall interface is white with blue links and red highlights for the sidebar.

- Select “Discussions” from the left-hand side menu

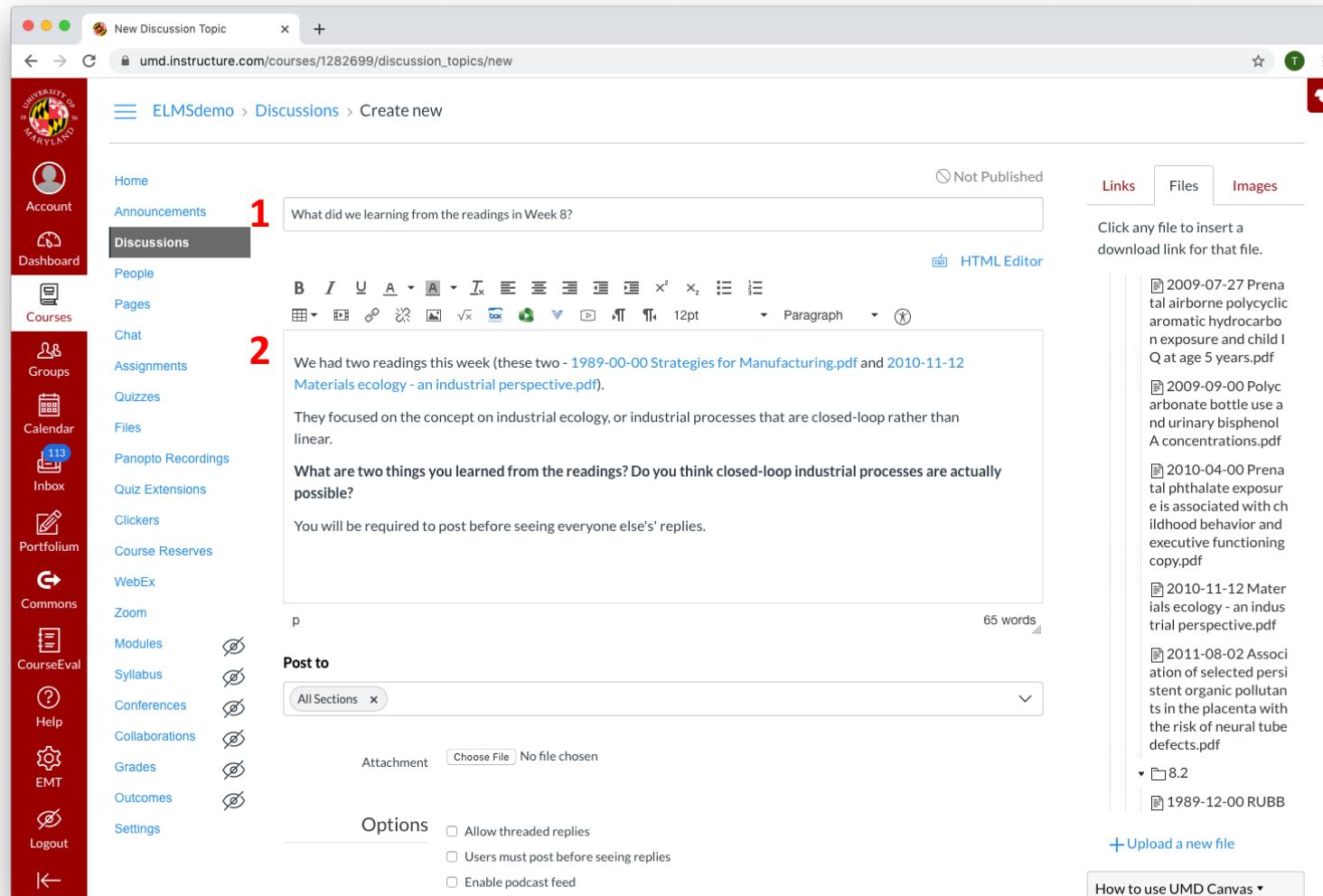
4. Create a new discussion



The screenshot shows the 'Discussions' page of the ELMS (Instructure) platform. The URL is https://umd.instructure.com/courses/1282699/discussion_topics. The page has a red sidebar on the left with various course-related links. The main content area shows two sections: 'Pinned Discussions' (empty) and 'Discussions' (empty). A red arrow points to the '+ Discussion' button in the top right corner of the main content area.

- Click “+ Discussion” to create a new discussion

5. Create a discussion prompt



1. Enter a discussion topic title

2. Enter the prompt for your discussion – this can include web links, files stored in Canvas (such as that week's readings), and Panopto recording

What did we learning from the readings in Week 8?

We had two readings this week (these two - [1989-00-00 Strategies for Manufacturing.pdf](#) and [2010-11-12 Materials ecology - an industrial perspective.pdf](#)).

They focused on the concept on industrial ecology, or industrial processes that are closed-loop rather than linear.

What are two things you learned from the readings? Do you think closed-loop industrial processes are actually possible?

You will be required to post before seeing everyone else's replies.

Post to: All Sections

Attachment: Choose File | No file chosen

Options: Allow threaded replies
 Users must post before seeing replies
 Enable podcast feed

Links | Files | Images

Click any file to insert a download link for that file.

- 2009-07-27 Prenatal airborne polycyclic aromatic hydrocarbon exposure and child IQ at age 5 years.pdf
- 2009-09-00 Polycarbonate bottle use and urinary bisphenol A concentrations.pdf
- 2010-04-00 Prenatal phthalate exposure is associated with childhood behavior and executive functioning copy.pdf
- 2010-11-12 Materials ecology - an industrial perspective.pdf
- 2011-08-02 Association of selected persistent organic pollutants in the placenta with the risk of neural tube defects.pdf
- 8.2
- 1989-12-00 RUBB

+ Upload a new file

1. Enter a discussion topic title
2. Enter the prompt for your discussion – this can include web links, files stored in Canvas (such as that week's readings), and Panopto recording

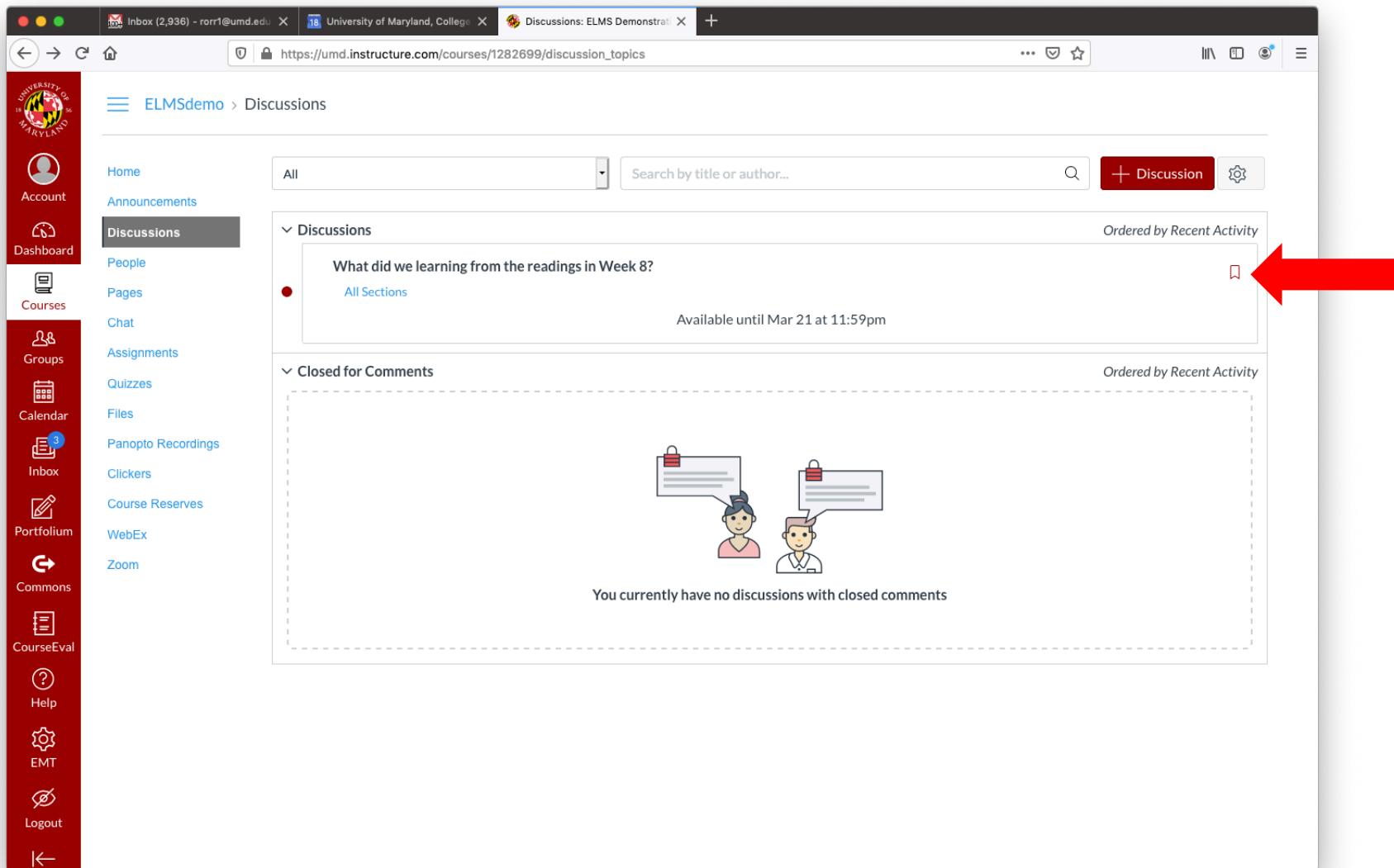
6. Specify the discussion settings

The screenshot shows the 'Create New Discussion' page in Canvas. The sidebar on the left includes links for Course Reserves, WebEx, Zoom, Modules, Syllabus, Conferences, Collaborations, Grades, Outcomes, and Settings. The main content area has the following numbered steps:

- Post to: All Sections
- Attachment: Choose File (No file chosen)
- Options:
 - Allow threaded replies
 - Users must post before seeing replies
 - Enable podcast feed
 - Graded
 - Allow liking
 - Add to student to-do
- Group Discussion: This is a Group Discussion
- Available From: [Date Picker]
- Until: [Date Picker]
- Buttons: Cancel, Save & Publish, Save (large red button)

- If you have multiple sections of a course, you can choose to post the discussion to one, some, or all
- If there is a file not stored in Canvas that you want to attach to the discussion, do so here
- There are several options to specify how the discussion behaves –
 - “Allow threaded replies” – allows students to reply to other students’ post (a useful feature if you want to prompt a ‘back and forth’ discussion)
 - “Users must post before seeing replies” – will require a student to post before seeing other students’ responses
 - “Graded” – allows you to set a point weight for the activity and have it counted towards their grade
 - “Allow liking” – students can give a ‘thumbs-up’ to posts
- Group Discussion – You can create groups of students and set the discussion to only occur amongst the students in a group
- Availability – set when the discussion is available to students
- Click “Save & Publish” to make the discussion immediately seen to students (however they won’t be able to access the discussion until the date set) or “Save” if you wish to come back later and publish

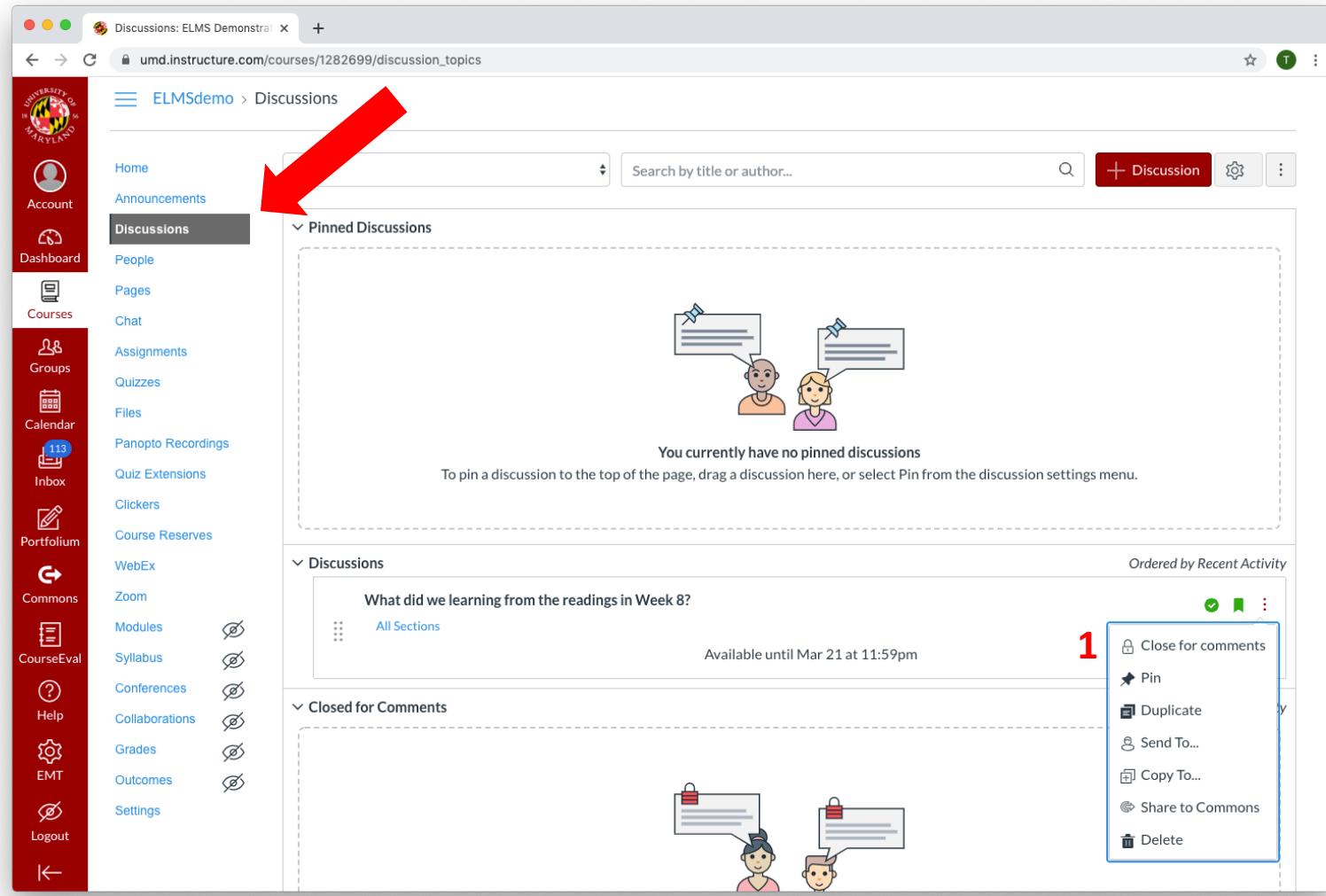
7. View the discussion - students



The screenshot shows the Canvas Discussions page for a course. The left sidebar includes links for Home, Announcements, Discussions (which is selected), People, Pages, Chat, Assignments, Quizzes, Files, Panopto Recordings, Clickers, Course Reserves, WebEx, and Zoom. The main content area shows a discussion titled "What did we learning from the readings in Week 8?" with a due date of Mar 21 at 11:59pm. A red arrow points to the notifications icon (a red square with a white exclamation mark) in the top right corner of the discussion card.

- Your discussion will be viewable to students within the “Discussions” section of their Canvas course
- They will also receive a notification to their email if they have this setting turned on

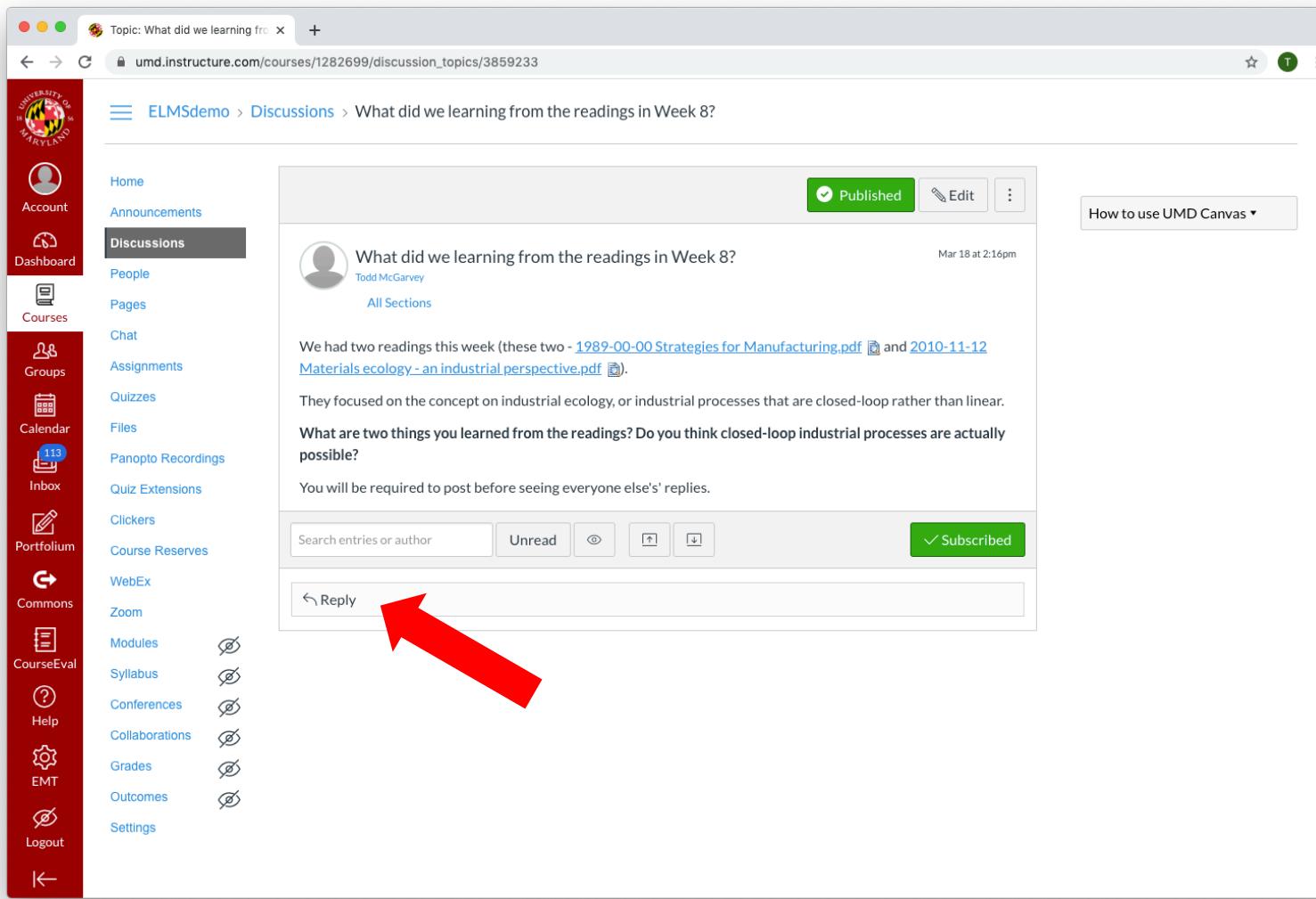
8. Manage the discussion



The screenshot shows the 'Discussions' section of a Canvas course. The left sidebar is visible with various course navigation links. A red arrow points to the 'Discussions' link in the sidebar. The main content area shows a 'Pinned Discussions' section with a message: 'You currently have no pinned discussions'. Below this is a 'Discussions' section for a specific topic: 'What did we learning from the readings in Week 8?'. The topic is 'Ordered by Recent Activity' and shows it is 'Available until Mar 21 at 11:59pm'. A red number '1' is placed next to the topic title. A context menu is open over the topic, listing options: 'Close for comments' (with a lock icon), 'Pin' (with a pushpin icon), 'Duplicate', 'Send To...', 'Copy To...', 'Share to Commons', and 'Delete'. The 'Pin' option is highlighted with a blue border.

- You can view the discussions you have created by navigating to the “Discussions” section of the relevant Canvas course
- **1** There are several management features that you can use
 - “Close for comments” – close the discussion from accepting student comments (a discussion will automatically close at the date/time you have made it available until)
 - “Pin” – discussions will automatically display under the “Discussions” section of the page; pinning the discussion will always display it in the top section of the page

9. Review and participate the discussion



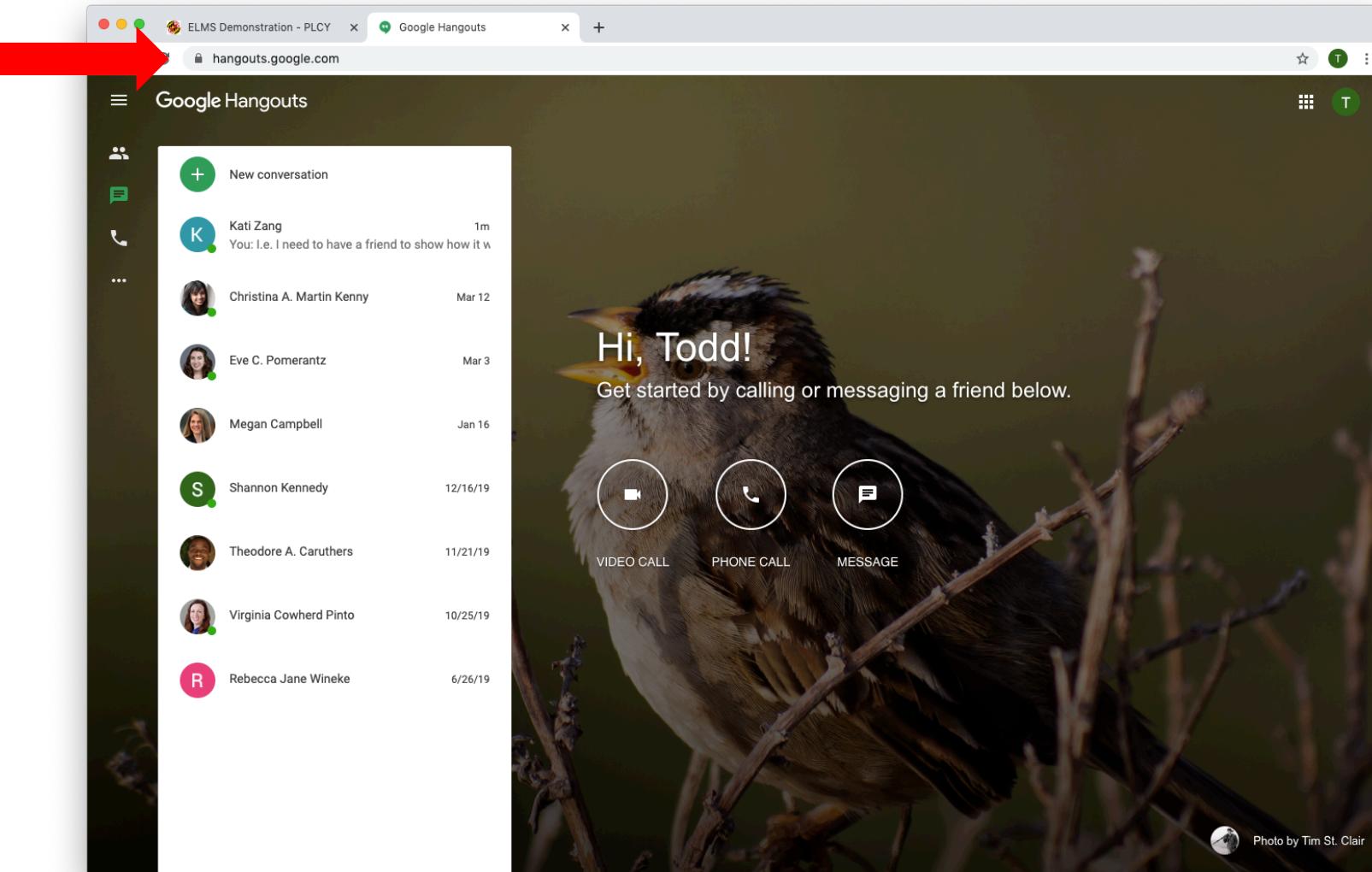
The screenshot shows a web browser window for the UMD Canvas platform. The URL is https://umd.instructure.com/courses/1282699/discussion_topics/3859233. The page title is "Topic: What did we learning fr...". The left sidebar contains a navigation menu with various course-related links. The main content area shows a discussion post titled "What did we learning from the readings in Week 8?" by Todd McGarvey, published on Mar 18 at 2:16pm. The post content discusses two readings and asks for student input on what they learned. At the bottom of the post, there is a "Reply" button, which is highlighted with a large red arrow pointing to it.

- From the “Discussions” homepage, select a specific discussion to open it
- You will be able to see all responses from students
- You can participate in the discussion by clicking “Reply”
- If you enabled the “Allow threaded replies” setting, you will also be able to respond to specific student posts by click “Reply” under the relevant post

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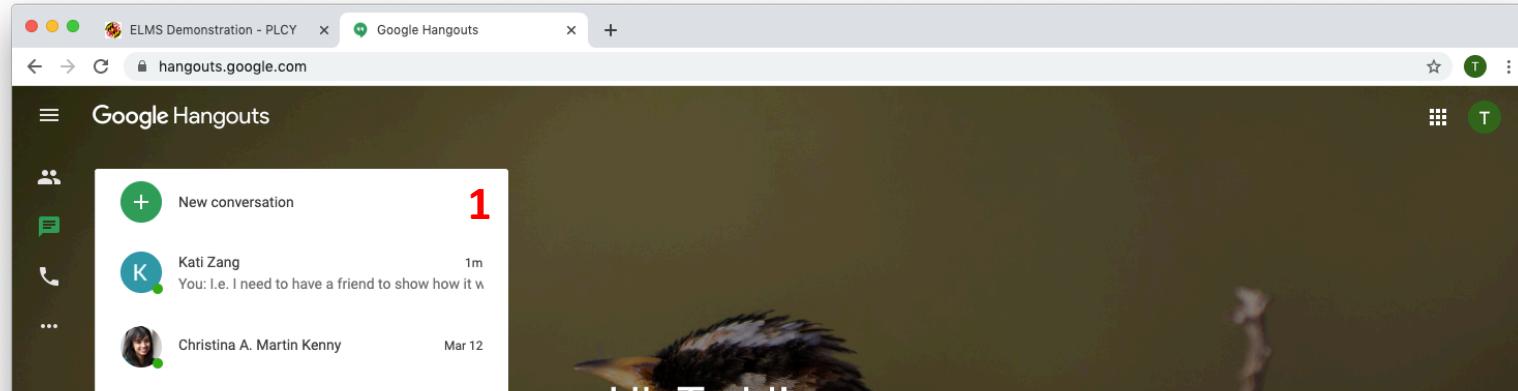
**Using Google Hangouts to host
live discussion sessions**

1. Open Google Hangouts in web browser



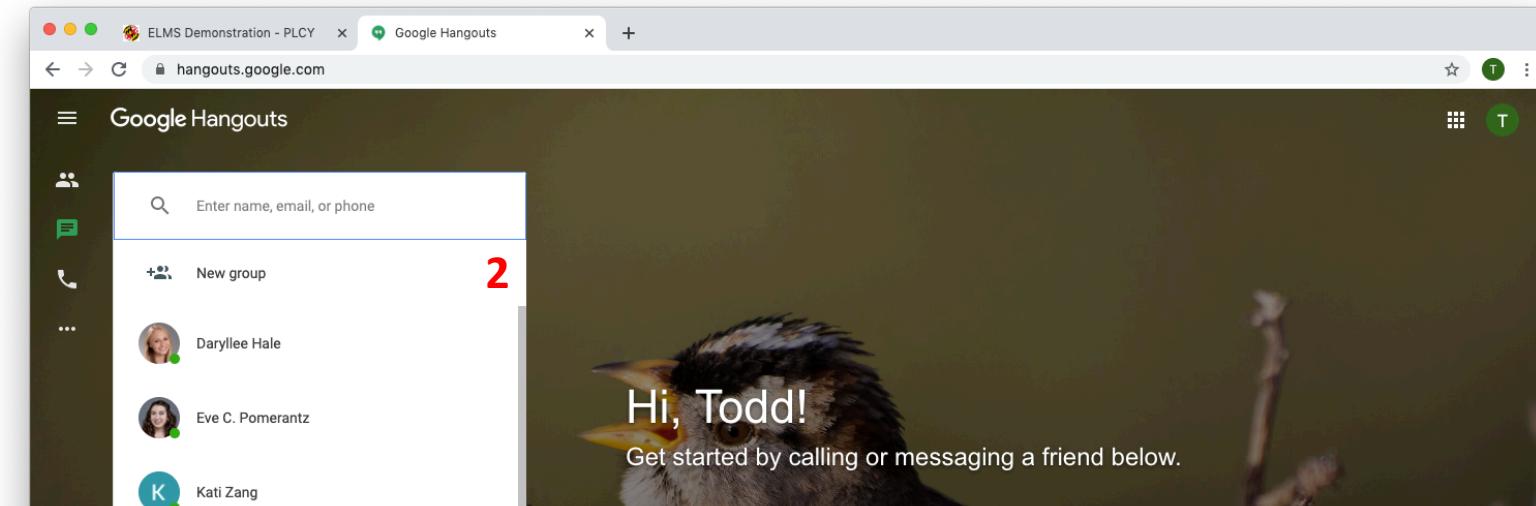
- Go to **hangouts.google.com** in your web browser
- If you are not already logged into the University's Google domain, you will need to log in using your University ID, password, and complete the Duo multi-factor authentication

2. Start a new group conversation

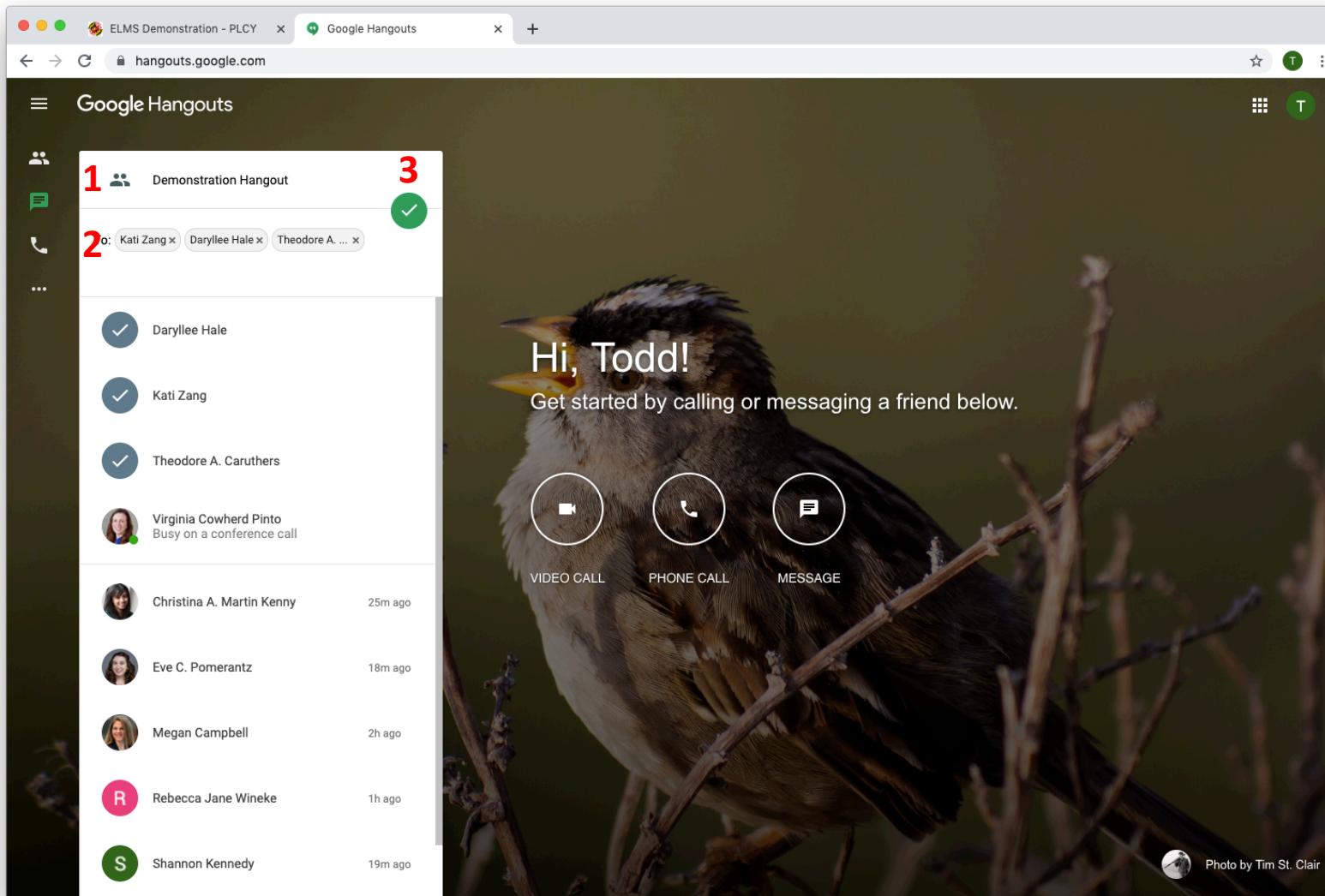


- Google Hangouts will allow you to have a group conversation (chat-based only) with up to 150 people

- 1 • Click “+ New conversation”
- 2 • Click “New group”



2. Start a new group conversation cont.



- Enter a name for your group
- Hangout groups do not automatically delete when the conversation is over – this is useful as you will not have to repeatedly set up a group to host a discussion session

1

- Enter the email addresses of those you wish to add to the conversation

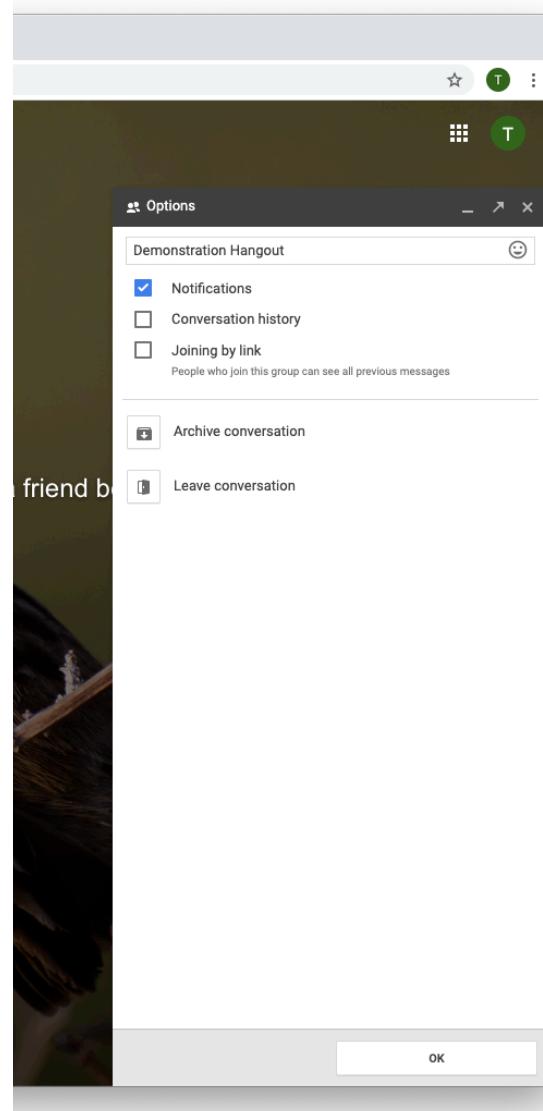
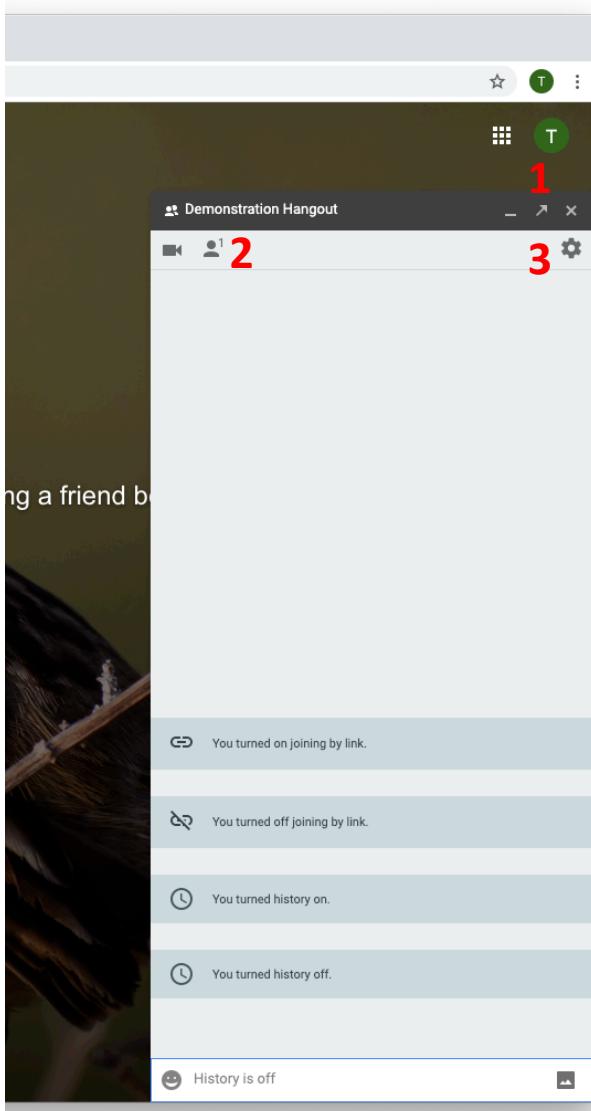
2

- Hangouts can only be used with a Gmail address – all faculty/staff have Gmail addresses, as do all students (TerpMail is Gmail-based)

3

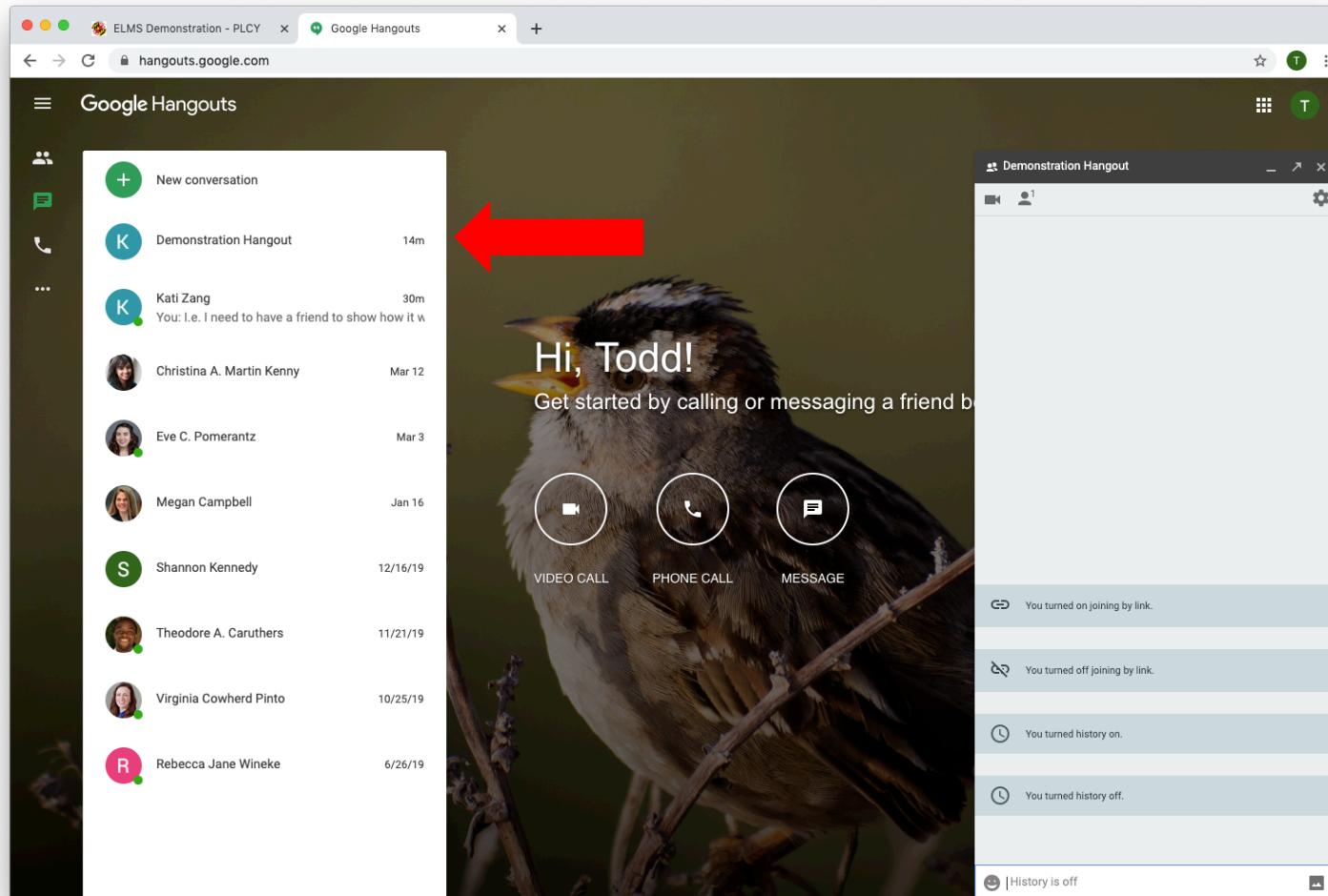
- Click the checkmark to create the group conversation

3. Managing a group conversation



- 1** • The group conversation will open in the same web browser window
 - If you would like to have a larger window for the conversation, click the arrow to ‘pop out’ the conversation to its own window
- 2** • Click to “person” icon to add more people to the conversation
- 3** • There are various settings that can be changed via the “cog” icon:
 - “Notifications” – if you are logged into Google Hangouts, you will be notified in your web browser if there are new messages
 - “Conversation history” – if selected, it will keep a record of all messages sent in the conversation
 - “Joining by link” – you can generate and send out a link (via Canvas Announcements or email) that students can use to join the group conversation (useful if you have many students and wish to avoid entering numerous emails when creating the group conversation)

3. Navigating back to a group conversation



- Group conversations exist until you choose to delete them, allowing you to go back later and continue the conversation
- To do so, navigate to **hangouts.google.com** in your web browser, and log in with your University ID, password, and Duo multi-factor authentication if needed
- Click on the appropriate group conversation from the left-hand menu to open it