

## Facilitating class discussions

Covered in this guide:

- [Using Canvas Discussions to provide a discussion space](#)
- [Using Google Hangouts to host live discussion sessions](#)

Facilitating class discussions

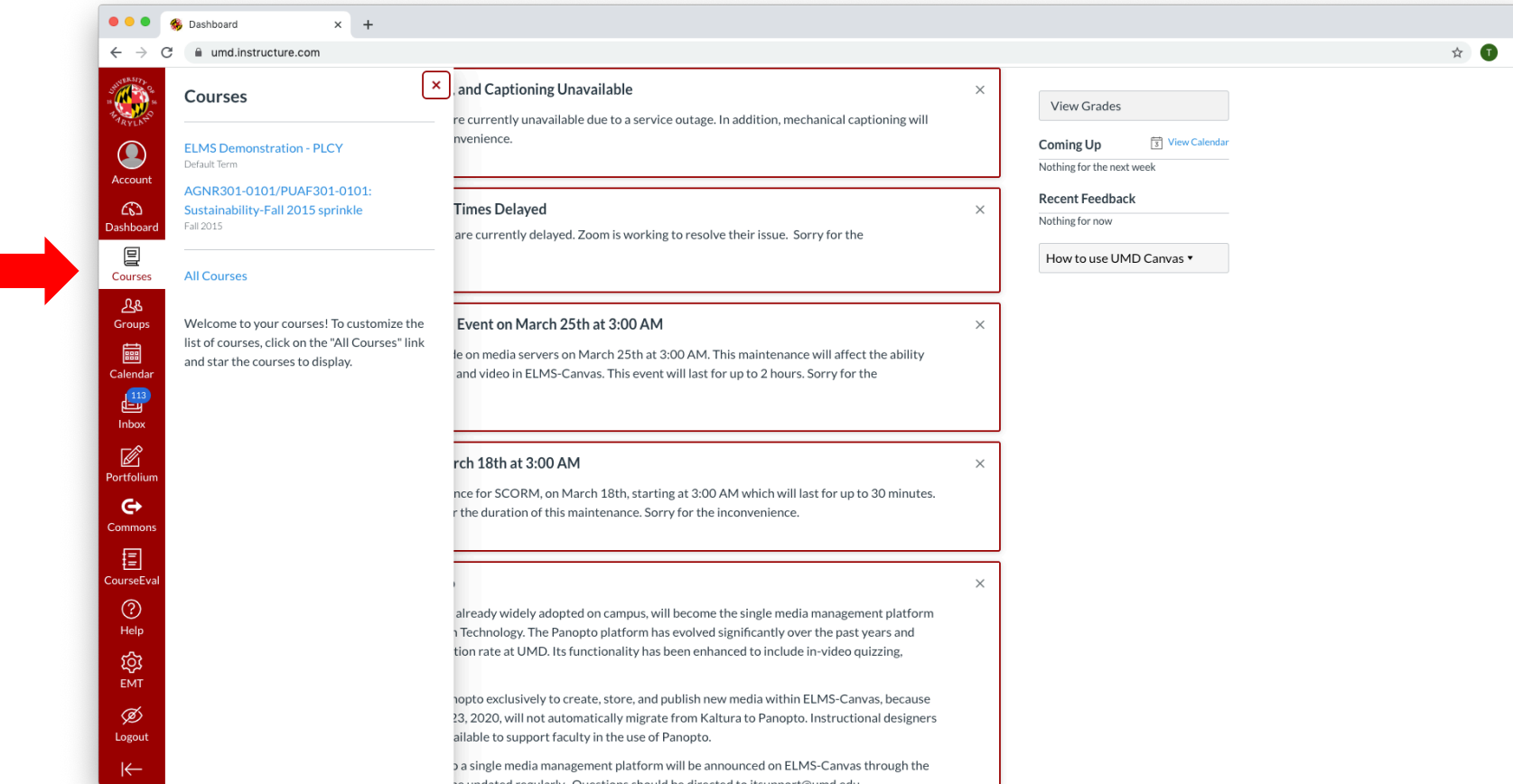
# Using **Canvas Discussions** to provide a discussion space

# 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

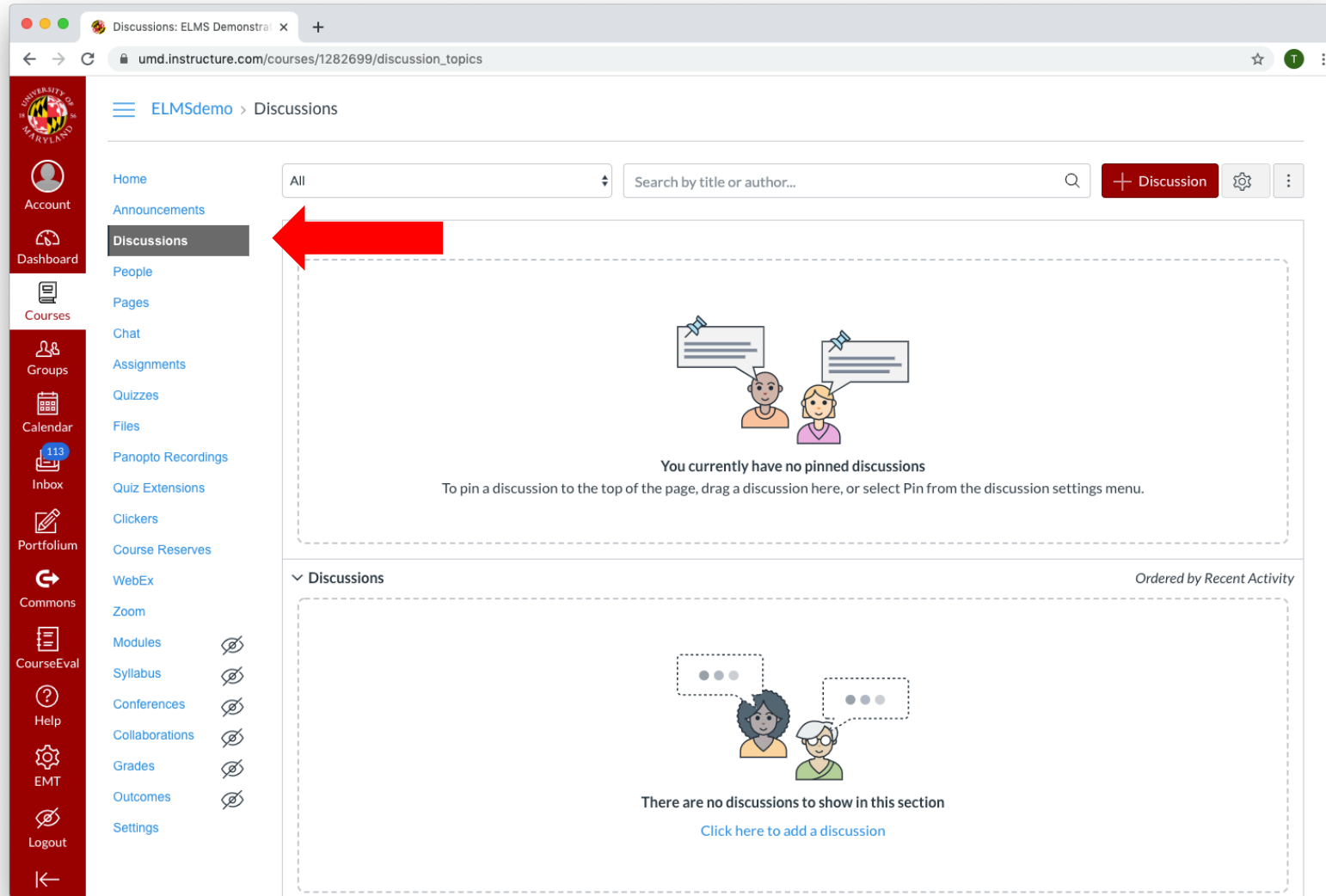


The screenshot shows the Canvas LMS dashboard interface. On the left, a red navigation sidebar contains icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. A red arrow points to the 'Courses' link in this sidebar. The main content area is titled 'Courses' and lists several course entries: 'ELMS Demonstration - PLCY', 'AGNR301-0101/PUAF301-0101: Sustainability-Fall 2015 sprinkle', and 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.' Below this, there are several announcement cards with titles like 'and Captioning Unavailable', 'Times Delayed', 'Event on March 25th at 3:00 AM', 'March 18th at 3:00 AM', and 'already widely adopted on campus, will become the single media management platform'. The right sidebar contains sections for 'View Grades', 'Coming Up', 'Recent Feedback', and 'How to use UMD Canvas'.

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

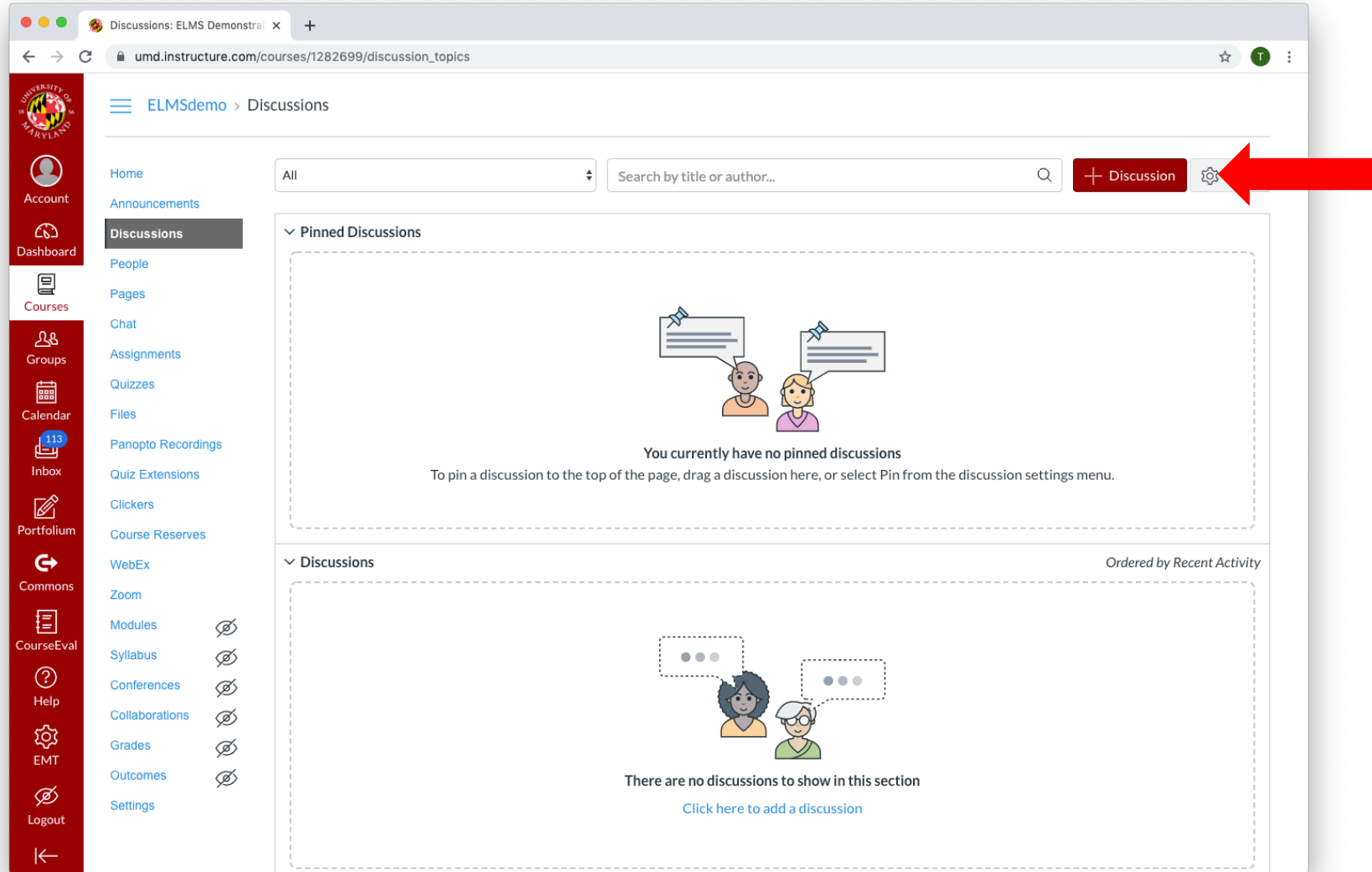


### 3. Open the Discussions section of the Canvas course



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

## 4. Create a new discussion



- Click “+ Discussion” to create a new discussion

## 5. Create a discussion prompt

The screenshot shows the 'New Discussion Topic' page in the UMD Canvas LMS. The page is titled 'New Discussion Topic' and the URL is 'umd.instructure.com/courses/1282699/discussion\_topics/new'. The page is divided into three main sections:

- Left Sidebar:** Contains navigation links for Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout.
- Main Content Area:** Contains a text editor for creating a discussion topic. The text editor has a title field (labeled 1) and a main text area (labeled 2). The title field contains the text 'What did we learning from the readings in Week 8?'. The main text area contains the text '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.' The text editor also has a word count of 65 words.
- Right Sidebar:** Contains a file upload section with tabs for Links, Files, and Images. The Files tab is selected, showing a list of files for upload. The files listed are: 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, and 1989-12-00 RUBB. There is a '+ Upload a new file' button and a 'How to use UMD Canvas' link.

- 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

Course Reserves

WebEx

Zoom

Modules

Syllabus

Conferences

Collaborations

Grades

Outcomes

Settings

Account

Dashboard

Courses

Groups

Calendar

Inbox

Portfolio

Commons

CourseEval

Help

EMT

Logout

Post to

1 All Sections x

2 Attachment Choose File No file chosen

3 Options

☐ Allow threaded replies

☐ Users must post before seeing replies

☐ Enable podcast feed

☐ Graded

☐ Allow liking

☐ Add to student to-do

4 Group Discussion

☐ This is a Group Discussion

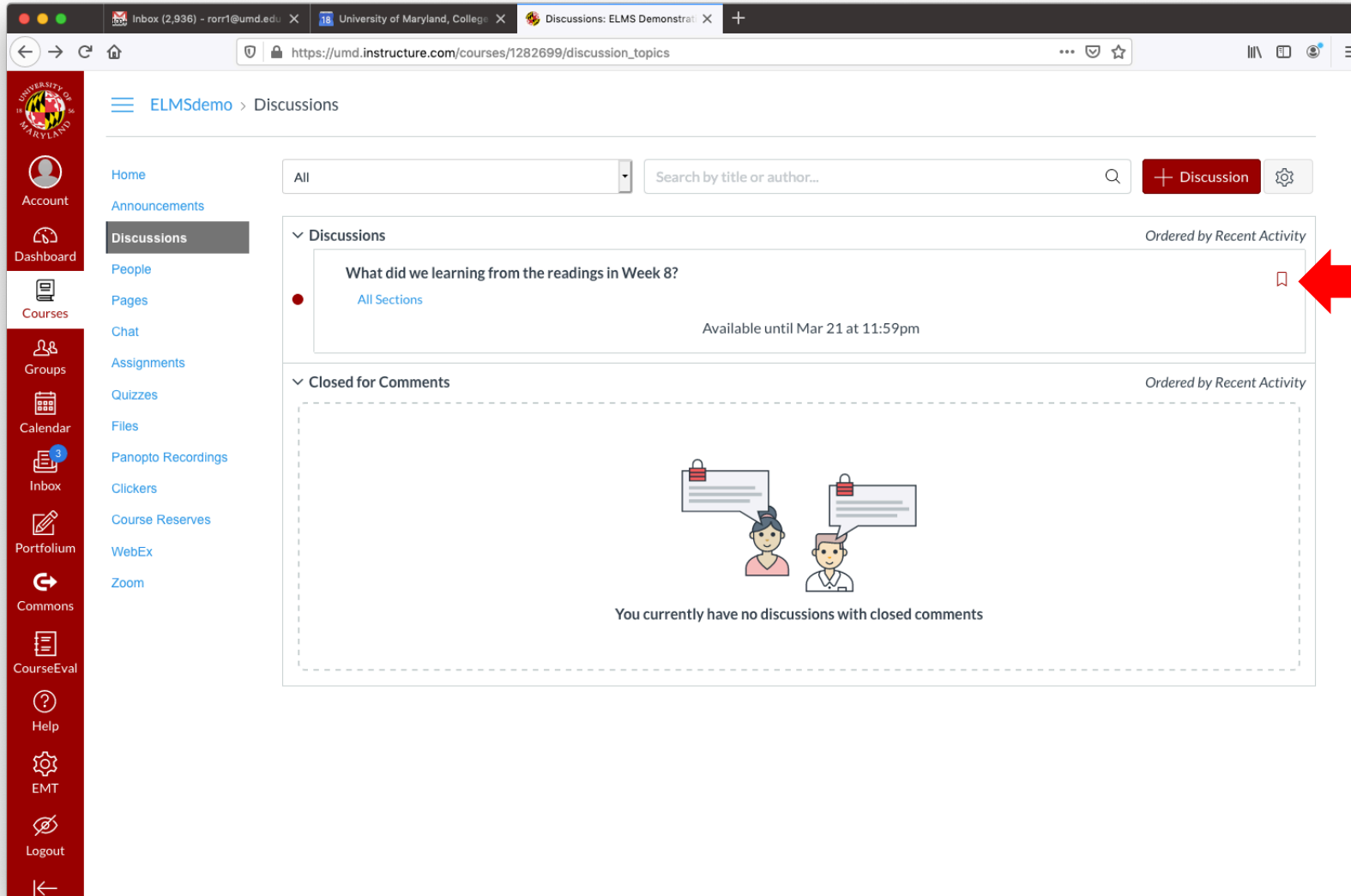
5 Available From

Until

6 Cancel Save & Publish Save

- 1 • If you have multiple sections of a course, you can choose to post the discussion to one, some, or all
- 2 • If there is a file not stored in Canvas that you want to attach to the discussion, do so here
- 3 • 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
- 4 • Group Discussion – You can create groups of students and set the discussion to only occur amongst the students in a group
- 5 • Availability – set when the discussion is available to students
- 6 • 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

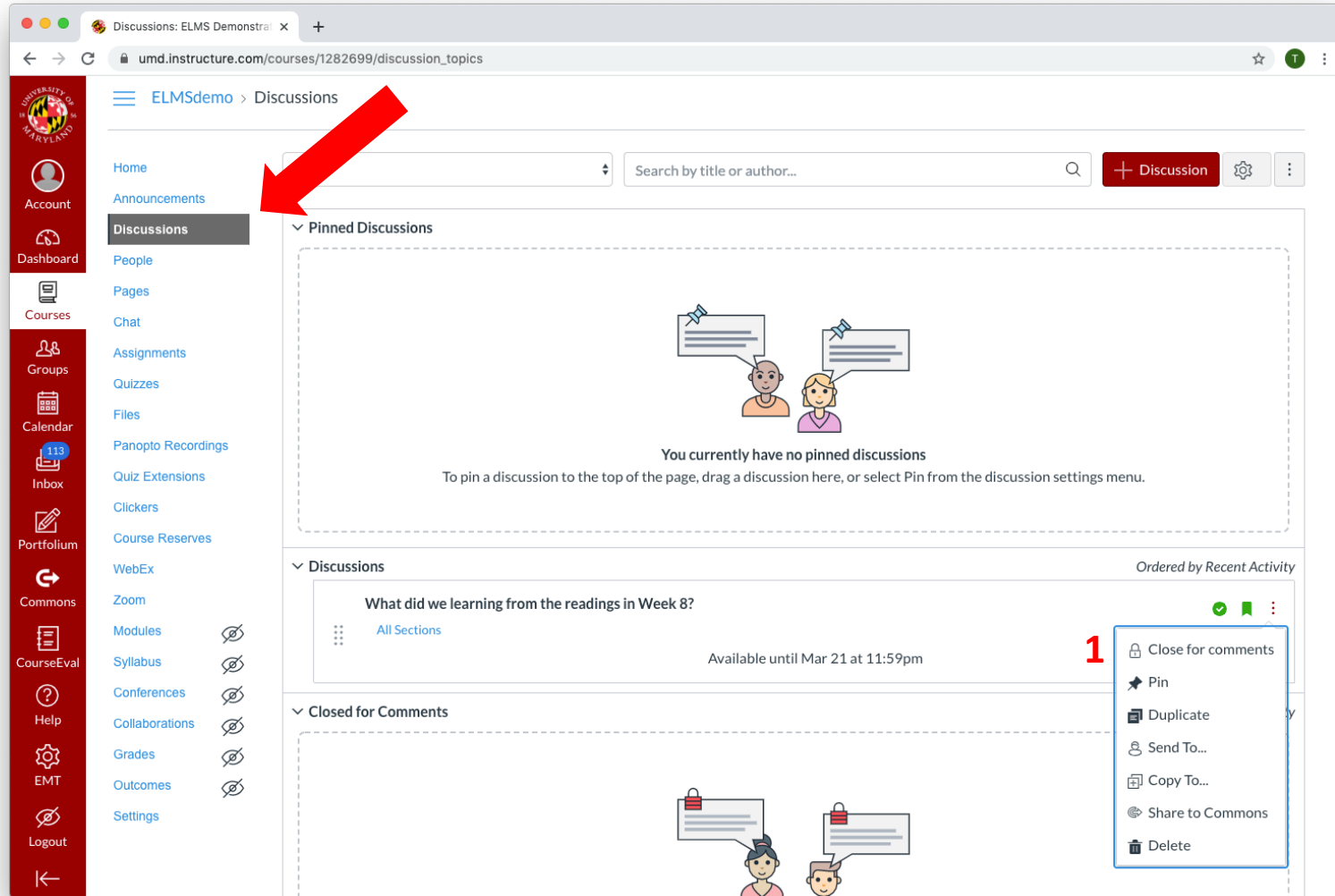
## 7. View the discussion - students



The screenshot shows the Canvas LMS interface for a course named "ELMSdemo". The left sidebar contains navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. The main content area displays the "Discussions" section. At the top, there is a search bar and a "+ Discussion" button. Below this, a discussion titled "What did we learning from the readings in Week 8?" is listed, with a red dot icon and a bookmark icon. The discussion is available until Mar 21 at 11:59pm. Below the discussion list, there is a section titled "Closed for Comments" with a message: "You currently have no discussions with closed comments". A red arrow points to the bookmark icon on the right side of the discussion title.

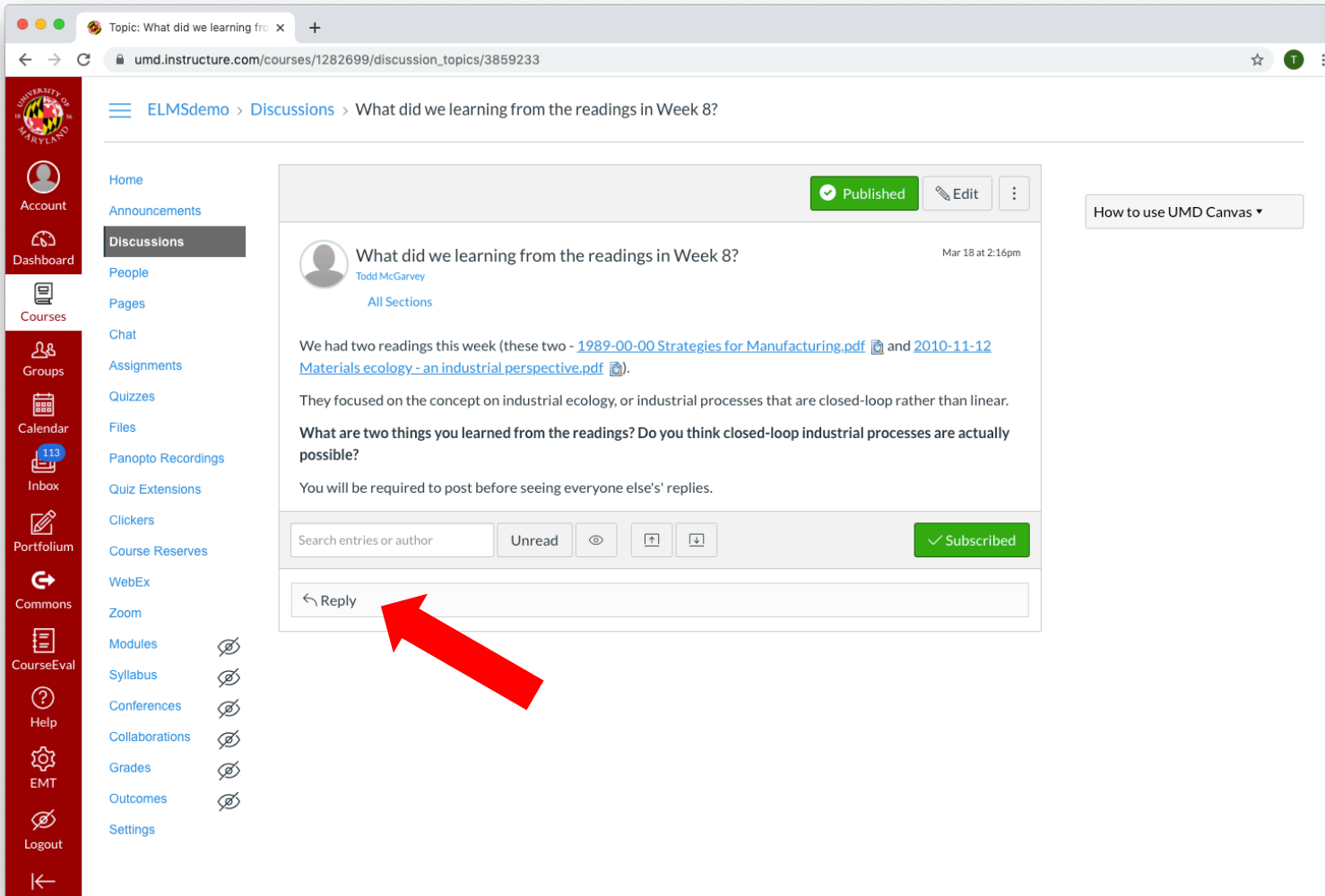
- Your discussion will be viewable to students within the “Discussions” section of their Canvas course
- They will also receive a notification to their email if they have this setting turned on

## 8. Manage the discussion



- 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 the UMD Canvas LMS interface. The browser address bar displays the URL: `umd.instructure.com/courses/1282699/discussion_topics/3859233`. The page title is "What did we learning from the readings in Week 8?". The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. The main content area shows the discussion topic "What did we learning from the readings in Week 8?" by Todd McGarvey, published on Mar 18 at 2:16pm. The discussion text includes two readings: [1989-00-00 Strategies for Manufacturing.pdf](#) and [2010-11-12 Materials ecology - an industrial perspective.pdf](#). The text continues: "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." Below the text is a search bar, "Unread" button, and a "Subscribed" button. A red arrow points to the "Reply" button at the bottom of the discussion post.

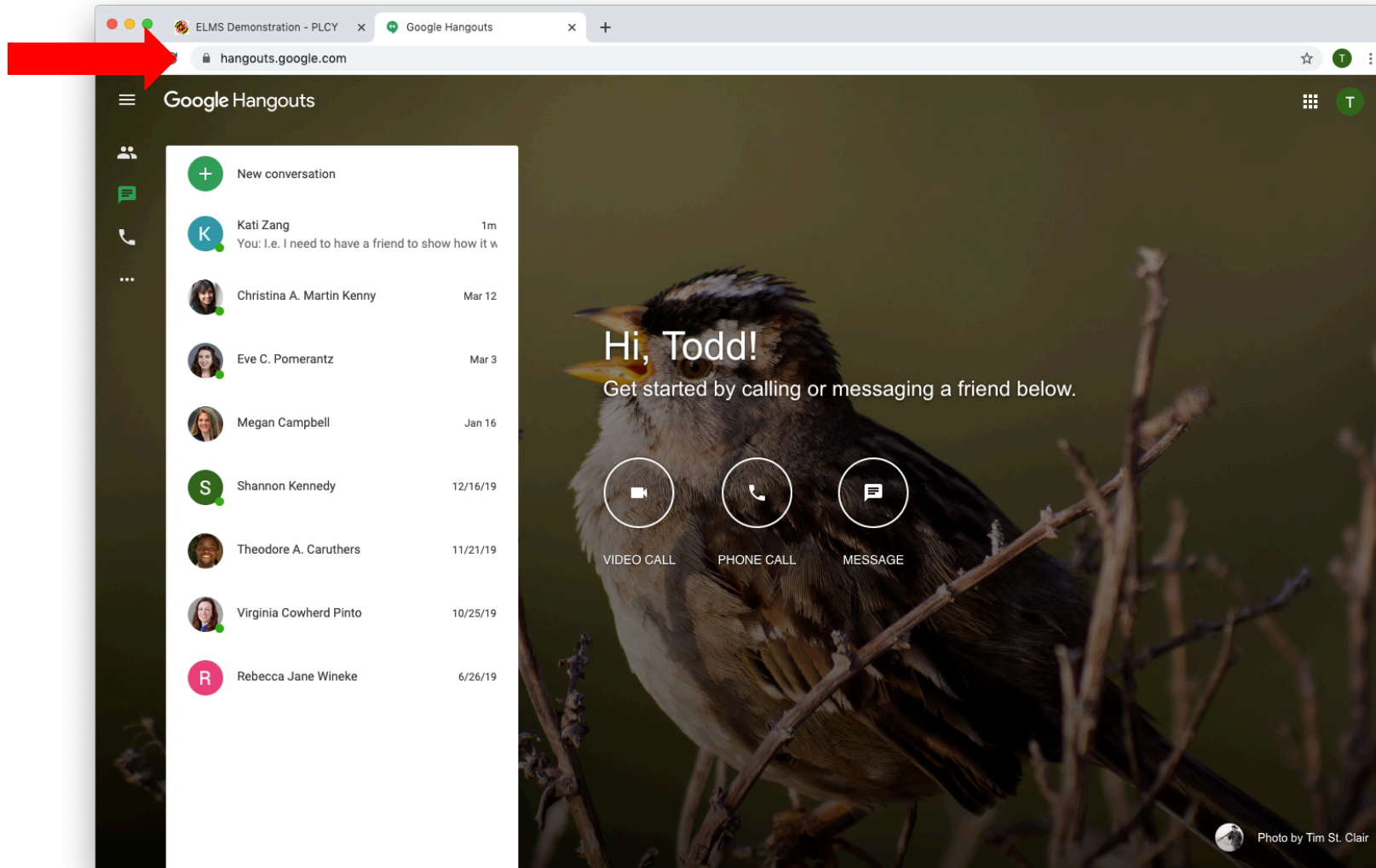
- From the “Discussions” homepage, select a specific discussion to open it
- You will be able to see all responses from students
- You can participate in the discussion by clicking “Reply”
- If you enabled the “Allow threaded replies” setting, you will also be able to respond to specific student posts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

Facilitating class discussions

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

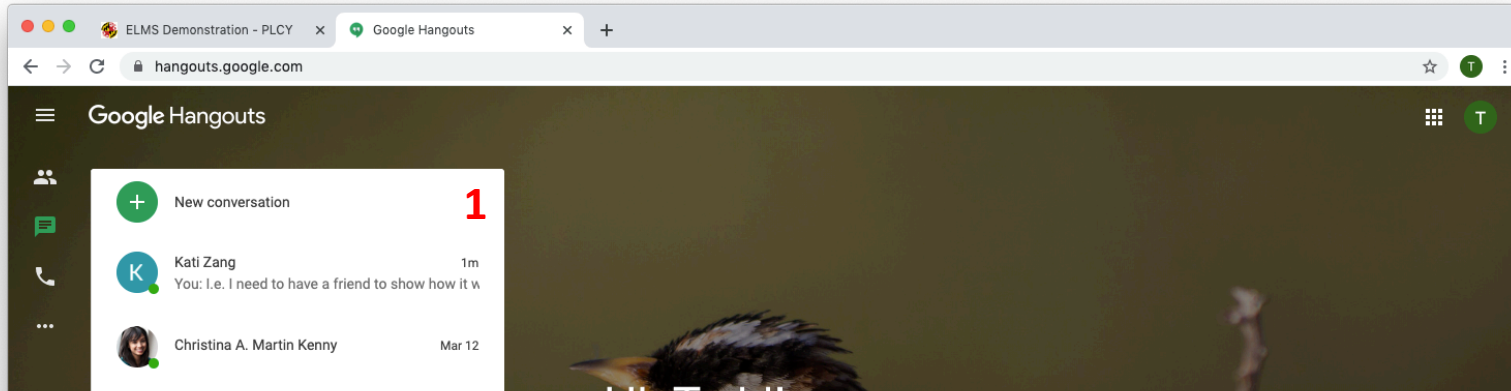


# 1. Open Google Hangouts in web browser



- 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

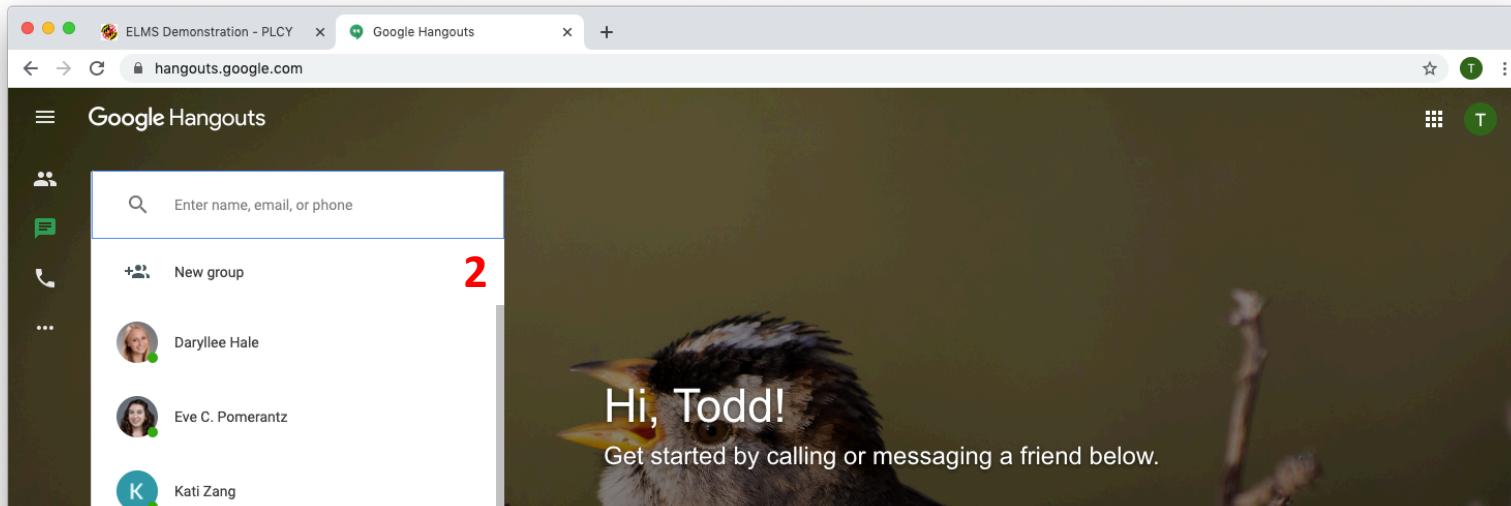
## 2. Start a new group conversation



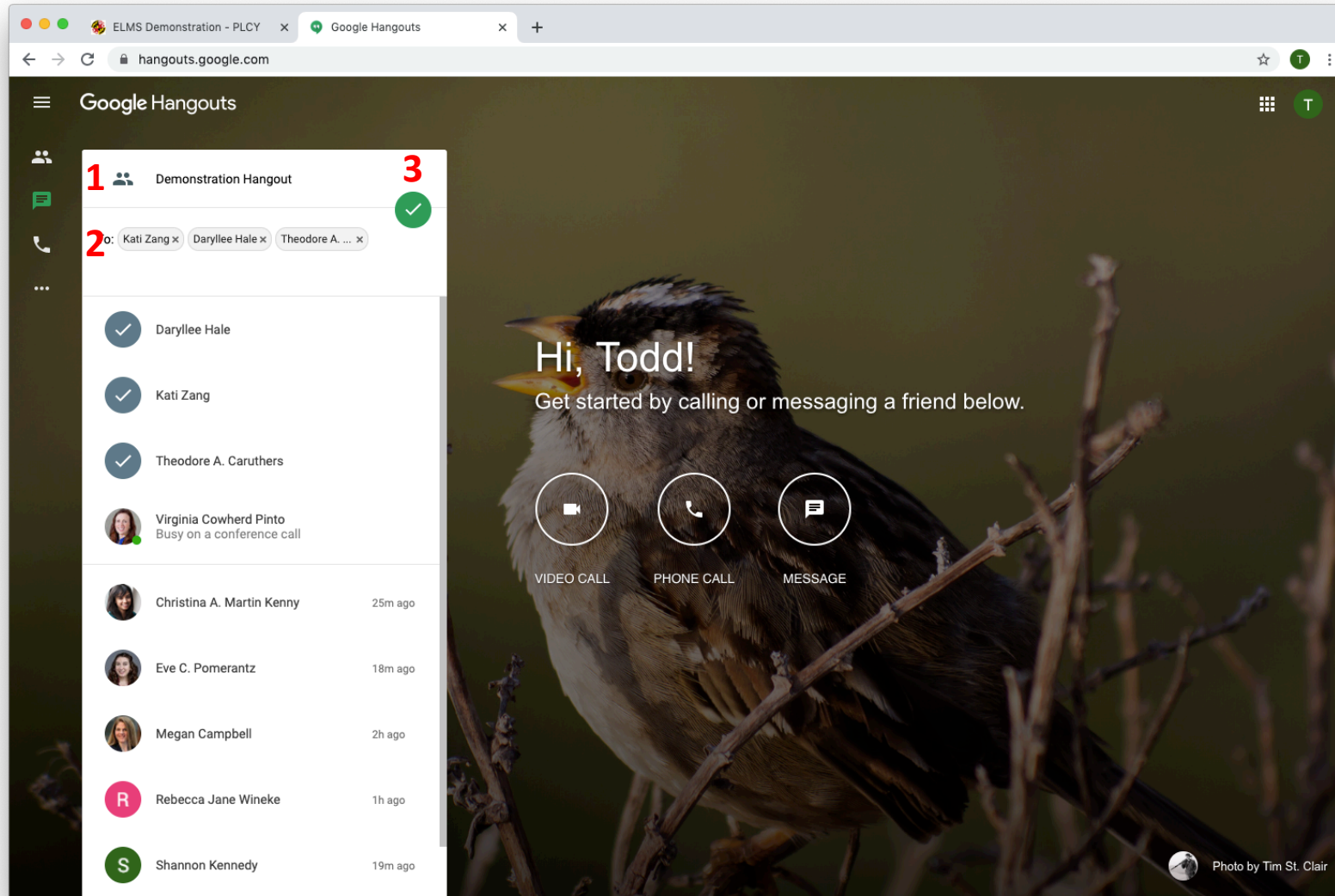
- Google Hangouts will allow you to have a group conversation (chat-based only) with up to 150 people

**1** • Click “+ New conversation”

**2** • Click “New group”



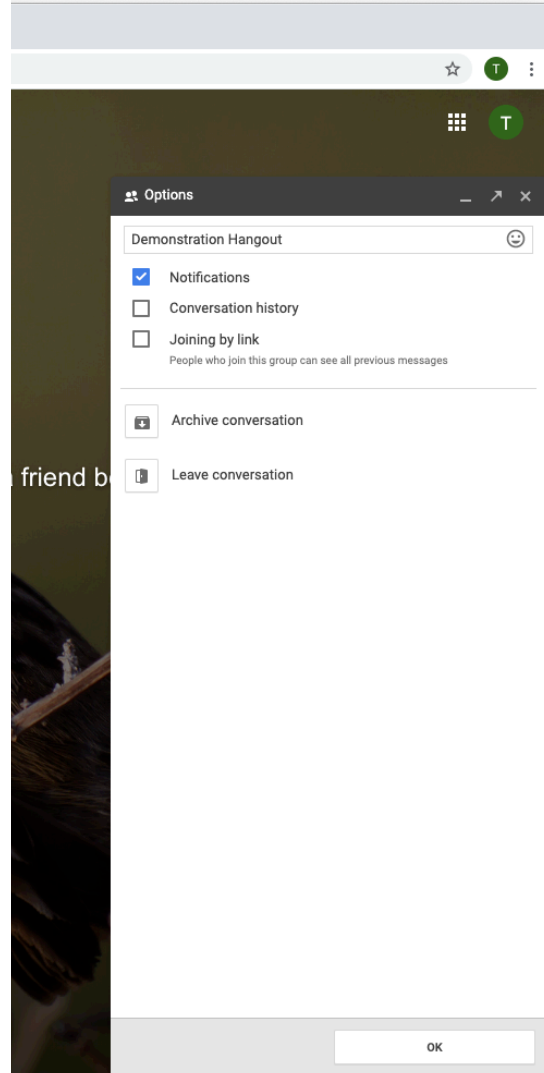
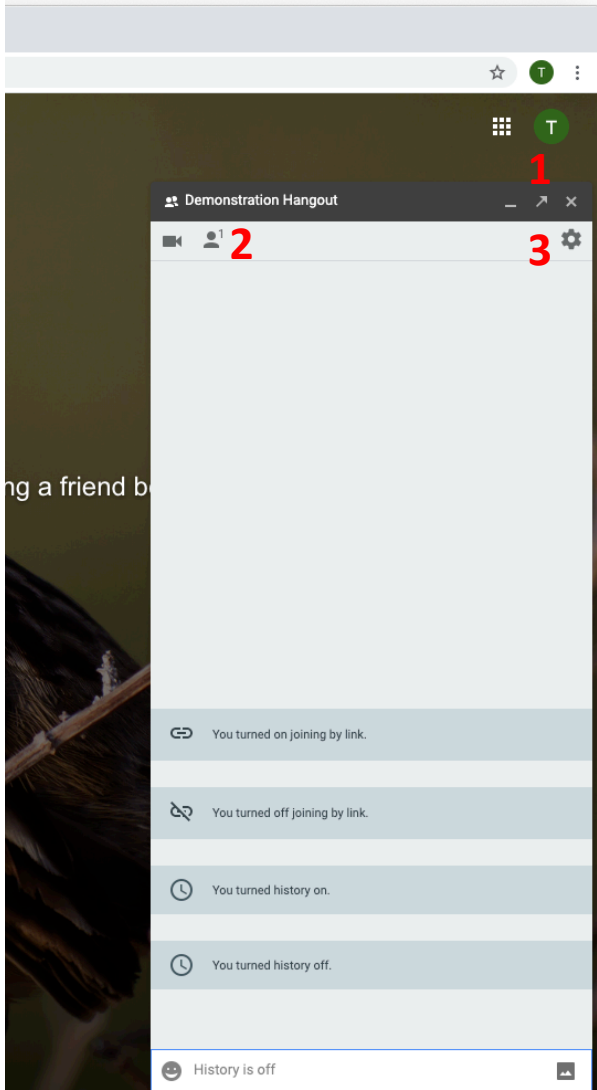
## 2. Start a new group conversation cont.



- 1
  - 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
- 2
  - Enter the email addresses of those you wish to add to the conversation
  - 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

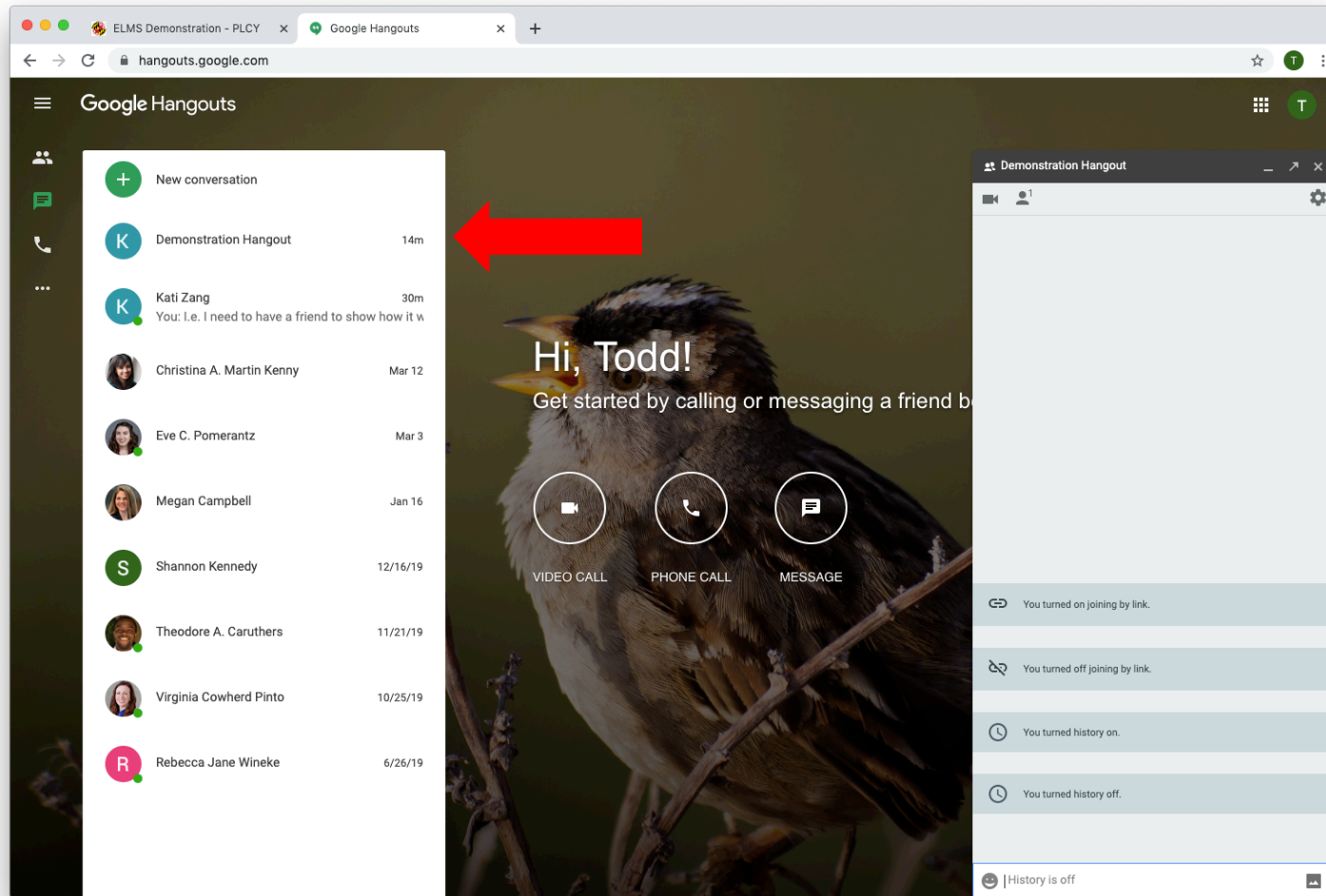


### 3. Managing a group conversation



- 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