

My.Wartburg... *Tips to make your teaching life easier!*

Grade Discussion Questions in Forums

- 1) Open My.Wartburg and open your course
- 2) Add discussion questions to the forum (You must do this step first)
- 3) Use the discussion forum provided in Collaboration or add discussion forums to multiple pages
(see below for organization)
- 4) Click on Coursework
- 5) Click on Add an Assignment
- 6) Click on The Forum format
- 7) Enter a name for the discussion forum assignment
- 8) Optional – choose the unit and type
- 9) Choose Audience, if different from “Entire Class”
 1. If selecting students, select each student required to complete the assignment
 2. Click on Save
- 10) Enter the Due Date (Adding a post date is optional and requires students to complete initial posts prior to this date)
- 11) Choose when you want the post to open (choosing **Immediately** will help avoid issues of forgetting to go back in and open)
- 12) Enter the number of **points** for the grade
- 13) Link the assignment to the discussion forum
 1. Choose the category and Forum topic by using the drop down menus
 2. If you do not have discussion forum topics and posts, add these first and then link the Coursework assignment to the forum

14) Click on Save your new assignment

Organization

One discussion forum for the entire site

Organize by adding topics (folder with posts) with unique titles (i.e. Week 1)

You will be linking the assignment to a topic

Multiple discussion forums within the site

You will be linking the assignment to a page and then topic

Organize by adding topics (folder with posts) with unique titles (i.e. Week 1)