


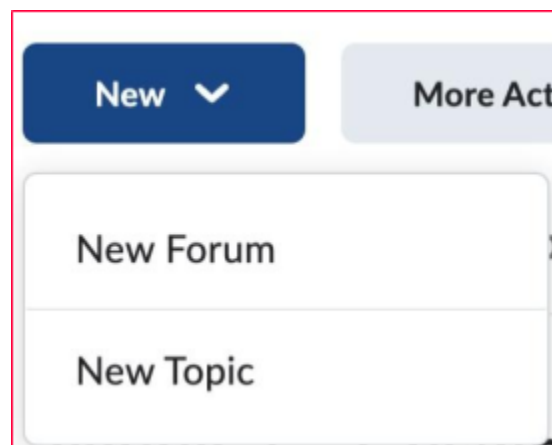
How to Use Brightspace Discussions and Padlet Online Dashboard - Faculty

1. At the top of the page you will see a menu bar with headings for different pages. First click "Discussions."

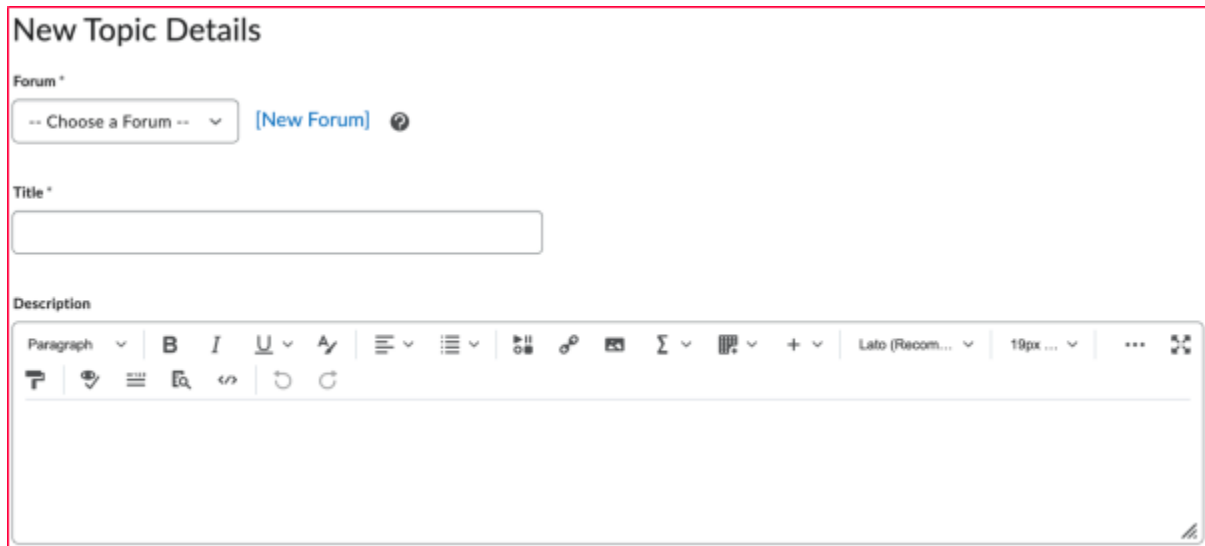


Course Home Content Discussions

2. Now you can build a discussion. In Brightspace discussions are organized into forums. You can use this to specify which week, unit, subject, or location the discussion is related to. In each specific discussion thread, you can post a question or prompt that helps spur discussions outside of class.



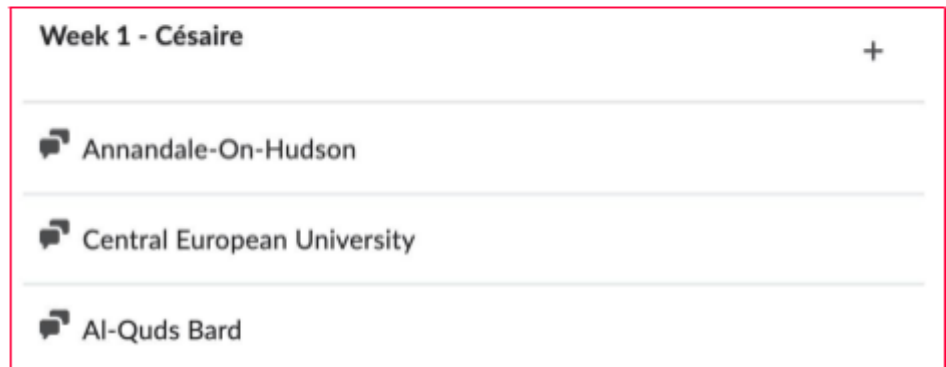
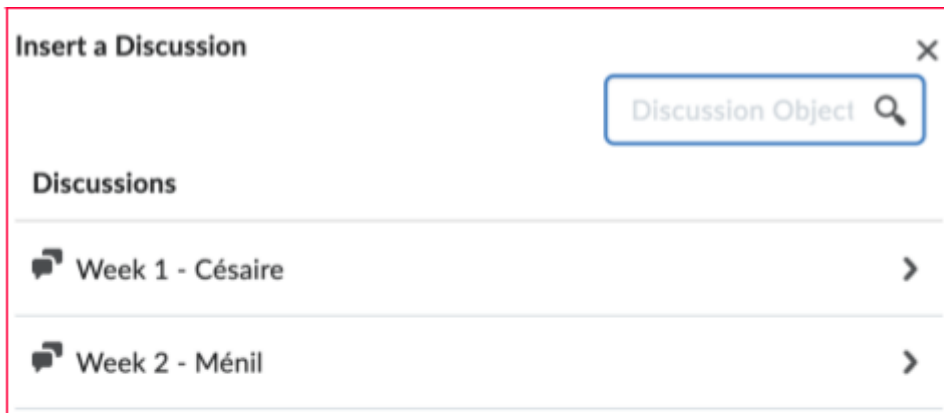
3. Once you have built your discussion forum, you can click the “New” button and choose a topic. This step will bring you to a page where you can build the specific discussion with a title, which forum you can find it within, and a text box where you can write questions and assignments. You can also upload instructions or a Panopto video by using the “Insert Stuff” button at the top of the textbox.



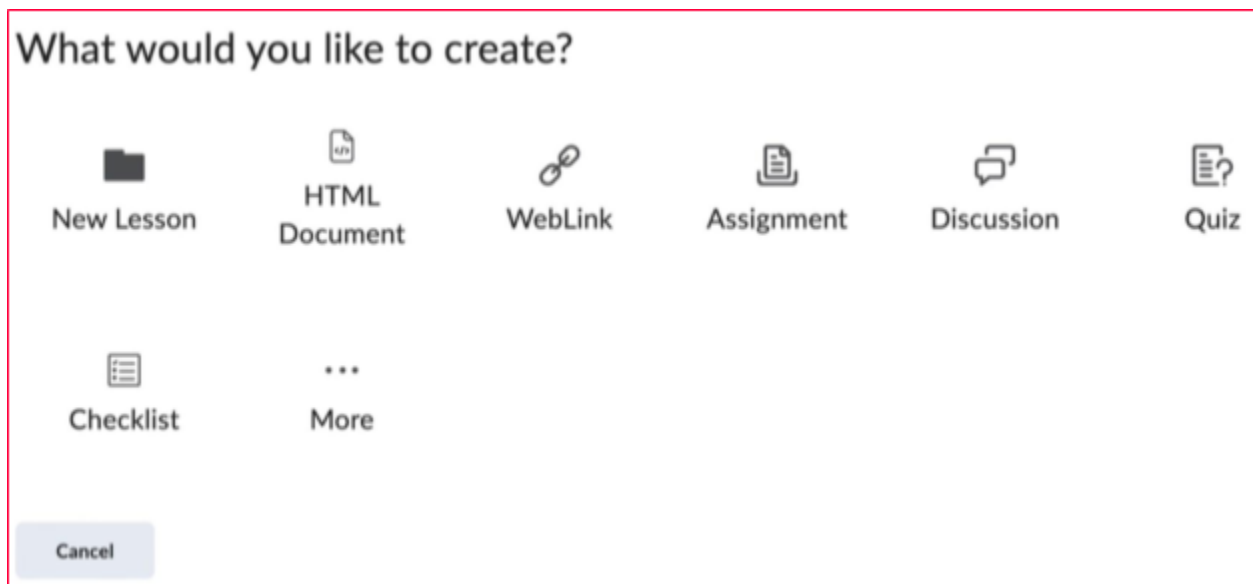
The screenshot shows a form titled "New Topic Details" with the following elements:

- Forum ***: A dropdown menu with "-- Choose a Forum --" and a "[New Forum]" button with a question mark icon.
- Title ***: An empty text input field.
- Description**: A rich text editor with a toolbar containing icons for Paragraph, Bold (B), Italic (I), Underline (U), Strikethrough (A/), Bulleted List, Numbered List, Link, Unlink, Table, Sum, Table of Contents, and a plus sign. Below the toolbar is a large text area for the description.

4. When satisfied with your discussion you may want to link it to a specific unit. First, go to content, then select which unit is relevant, click “Add Existing,” then “Discussions,” you will then see all the forums. You can link to a forum by selecting it and then clicking the plus button in the top right corner. You can also choose a specific topic and then the unit will link to a specific discussion topic. Now your students can look through a unit and see that they have discussions related to that section of your course.



5. If you want to make discussions more than just text, we suggest using Padlet which allows students to post to a discussion board using images, text, videos, and more. To link students to your Padlet, go to content, select which unit is relevant, click “Create New”, select “Weblink,” copy and paste the link to your Padlet and now your students will have a direct link to this exciting discussion option. If you select embed on the page, students will be able to add to the Padlet directly through Brightspace. Once ready, turn on visibility, save and close.



6. On the Padlet page students can add by clicking on the pink plus (+) sign and then inserting text, images or video. If you change the layout of Padlet, students will see columns dedicated to subject, campus or group. Instead of one button, students will see various gray buttons under each column heading. There are various settings you can alter so that Padlet suits your class, all of which can be found by clicking on the gear icon in the top right corner.

