

Creating Discussions in Schoology

Use this checklist to mark off steps as you complete them in your Discussions journey.



- 1 Open your Schoology sandbox course.
- 2 Select "add materials" and "add discussion."
- 3 Once in the details window, add a name for the discussion. You will want this to captivate your audience, so make it interesting.
- 4 In the description section, use the rich text editor to add the following:
 - 5 Add a table that is 2 columns by 4 rows in size.
 - 6 Merge the first row of cells, and add a title (I usually put the title of the discussion here or any prompts that may be needed prior to beginning the activity).
 - 7 In each of the remaining cells on the left column, insert the image arrows that say watch (cell 2), respond (cell 3), and reflect (cell 4).
 - 8 In the right column across from the watch arrow, embed a video from YouTube.
 - 9 In the right column across from the respond arrow, type the directions: After watching the video, think about what you have learned and how you can apply that new information. Post your thinking in the discussion board below.
 - 10 In the right column across from the reflect arrow, type the directions: After posting your thoughts, read your peer's posts and select 2 to respond to. In your responses, share whether you agree/disagree, ask a question about their thinking, or share how they may have changed or added to your thinking about the topic.
 - 11 In the last cell on the right, type the words: SENTENCE STARTER.
 - 12 Hyperlink those words to the shared document titled "Sentence Starters."
 - 13 Select "enable grading."

- 15 Select the "Ungraded" grading category.
- 16 Select the "align" button to align objectives to the discussion.
- 17 You can choose 1-2 objectives from the given lists.
- 18 After selecting objectives, select the "Scale/Rubric" dropdown menu.
- 19 Choose "create new" from the list of options.
- 20 The objectives you've attached will appear in the objective column, but you will want to give the rubric a title.
- 21 Add criteria called "following directions" by clicking in the criteria button.
- 22 Here you can give the criteria a short description, and add the scoring values and their descriptions by clicking into the cells on the rubric.
- 23 Save your rubric.
- 24 Feel free to change the settings (publish/unpublish, response reveals, individually assign and lock) at the bottom of your discussion window.
- 25 Select "create" when you are finished with your discussion for your course.
- 26 Take some time to develop a discussion in one of your courses that

Make and Share Free Checklists
checkli.com