ProgressBook®

VirtualClassroom

Moderating
Discussion Activities
Training Guide

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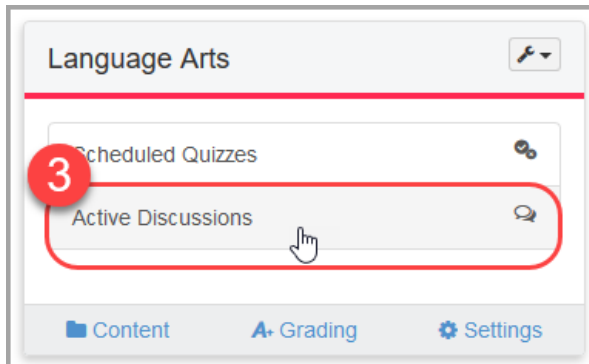# *Lesson**Objectives*

- Approve student posts
- Create posts

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Access & Navigation

1. Log in to GradeBook.

2. On the **Teacher Home Page,** under **Online Learning,** click **Dashboard**.
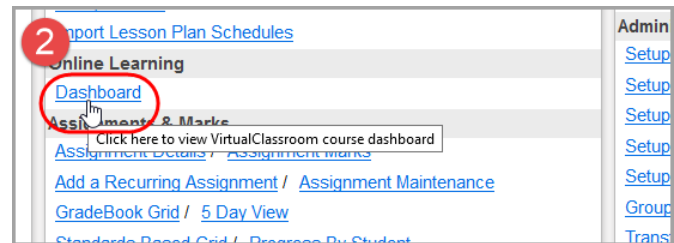
3. Click **Active Discussions** on the course whose discussion activity you want to moderate.

   The discussion grading screen displays.

4. In the **Assignment** column, click **Moderate** next to the name of the discussion you want to moderate.
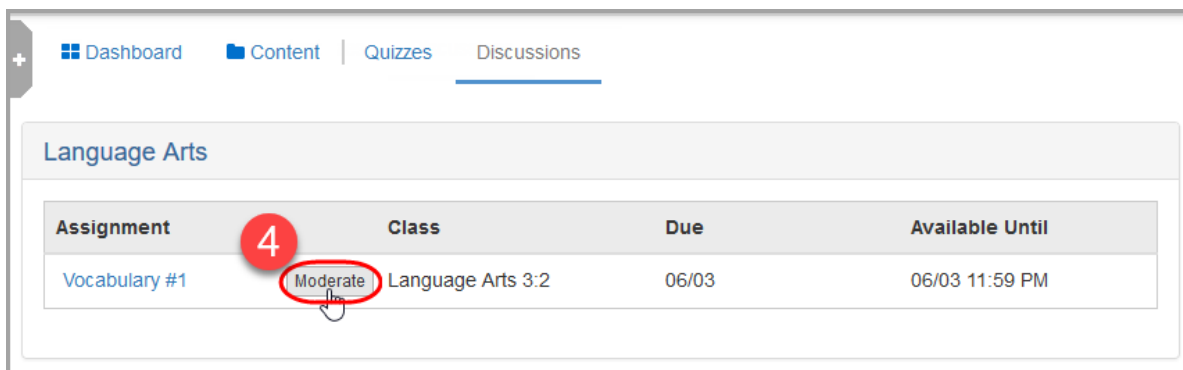
The **Grading** screen displays. You do not have to grade any posts in order to moderate them.

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Approving Posts

In VirtualClassroom, you can determine whether or not student posts need your approval before displaying within a discussion. When assigning a discussion activity to your students, on the **Assignment Details** screen in GradeBook, select the **Require Approval?** check box if you want to enable this feature. The following steps assume you have selected this check box.

Allow students to work on the activity from: 05/18/2016 12:00 AM to 05/25/2016 11:59 PM

Options:

Require Approval? ☑

Publish Immediately? ☐
Note: Selecting this option allows students to participate in the activity as soon as the designated timeframe arrives. Otherwise, you must click **Publish** *on the activity's* **Details** *screen in order to allow students to begin.*

On the **Grading** screen for the discussion you're moderating, within the submitted posts, the **Show Post** button displays under the student's **Replies** count. Click this button to approve the student's post.

Vocabulary #1   Posts: 2

You were assigned a vocabulary word in class. Define that term in your own words. Then, provide an example sentence in which the meaning of the word is clear. Then, respond to two other students' posts with an example sentence using the word they were assigned.

Create your new post here   **+ Post**

Brock, Glenn   Replies: 0
posted 6/1/2016 11:23:04 AM   Show Post
identical -- exactly the same. I have an identical twin, so sometimes people think he is me.

Reply to Brock, Glenn   ↩ Reply
                                                                     ☐ Private Message

If you later decide you do not want to show a particular post, you can unapprove it by clicking the **Hide Post** button that displays under the student's **Replies** count after you have clicked **Show Post**.

Vocabulary #1	Posts: 2

You were assigned a vocabulary word in class. Define that term in your own words. Then, provide an example sentence in which the meaning of the word is clear. Then, respond to two other students' posts with an example sentence using the word they were assigned.

Create your new post here   **+ Post**

Brock, Glenn
posted 6/1/2016 11:23:04 AM   Replies: 0   Hide Post

identical -- exactly the same. I have an identical twin, so sometimes people think he is me.

Reply to Brock, Glenn   ↩ Reply

☐ Private Message

HIDE POST is the default button that displays on this screen if you do not select REQUIRE APPROVAL? when you assign the discussion to your students. In these circumstances, if a student posts something you do not want displayed, you can still hide the post.

Creating Posts

In a discussion, you can create a post that displays to all students. You can also respond to individual students; these posts may be designated private or public.

To create a general post that displays to all students, enter a comment in the **Create your new post here** field at the top of the discussion, and then click **Post**.

Vocabulary #1   Posts: 10

Don't forget to reply to two of your classmates' posts!   + Post

To post a public response to a student, enter a comment in the **Reply to (student name)** field that displays below any post, and then click **Reply**.

Brock, Glenn   Replies: 0
6/1/2016 11:23:04 AM   Hide Post

identical -- exactly the same. I have an identical twin, so sometimes people think he is me.

Great! You can infer the meaning of the word from the sentence you created.   ↩ Reply

☐ Private Message

To post a private response to a student, select the **Private Message** check box, enter a comment in the **Reply to (student name)** field that displays below any post, and then click **Reply**.

Be sure to select the PRIVATE MESSAGE check box before you click REPLY. You cannot change the public vs. private status of your comment once you have posted it, and you cannot delete posts you have made.

Make sure students are aware that they cannot respond to you privately, even if you selected the PRIVATE MESSAGE check box. If you want to have an extended private conversation about a post, keep this in mind.