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Hello and welcome to the University of the People.

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In this tutorial, you will learn about the Discussion Forum.

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In each UoPeople course, your Instructor will ask you a specific question that is connected

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to the reading and learning that is happening this week in your course.

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You are required to submit a substantial response to this question in the Discussion Assignment,

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which will be posted by your instructor in the Discussion Forum.

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A substantial response is one that stays on topic and fully addresses the assignment in

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a clear, concise, and meaningful manner.

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If your instructor requires a specific word count, it will be stated in the assignment.

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Participation in the Discussion Forum is a key part of learning in every course at UoPeople.

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You will need to develop and post a substantial response to the Discussion Forum question each week.

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You won't be able to see other students' responses until you submit your own.

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Once you submit your own response you will probably see that other students have already

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posted their responses and have replied to other student's.

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To reply to the instructor, click Reply.

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Click on the title of the post by the instructor to read the assignment.

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First you will read the assignment carefully, and then answer the question.

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You can write your post directly in the paragraph

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field or you can write your response in a Word document and then paste it inside the submission box.

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But keep in mind, you cannot use emojis, icons or bullet points that you copy and paste from Word.

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Although you will see them on the screen, they will return in an error message and your

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response will not be saved.

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If you want to receive notifications by email of the responses to the assignment

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you can check Discussion subscription.

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Don't worry, you can always unsubscribe later.

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Click "Post to forum" to send your substantial response.

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You can already see it online.

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But now you will have five minutes, during which you can edit or delete your response.

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Afterwards, it will be final and will be also be sent by email to all the people subscribed.

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This includes the instructor.

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During these five transitional minutes, you cannot see the responses of other students.

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Wait until the end of the editing period for your post to become final.

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Then reload the page to comment on and grade the responses of other students.

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After you post your answer to the Discussion

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Assignment inside the Discussion Forum, you will then need to respond to at least three

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of your classmates' posts by commenting on and rating them to receive full credit.

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This is the assessment part.

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You will only be able to respond to the students who have already posted their Discussion Forum answers.

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This is why it's important that you don't leave your participation until the last minute

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of the week, it won't allow others to read and comment on your contribution.

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When assessing your peers in the Discussion Forum, you will need to review their substantial contribution.

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You are required to give both a grade and leave a significant comment of 3 to 4 complete sentences.

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You are only to grade the substantial responses that contribute to the promotion of the discussion,

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not the comments of your peers that follow.

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Please keep in mind that ratings and comments need to be done within the same unit period

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as the initial question from the instructor, that is, the same week of the Discussion Forum

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and not the week after.

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Please review and follow the guidelines for assessing your peer's responses to the Discussion Assignment.

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We will show you how to rate a substantial contribution from a peer.

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You can identify them because they are a direct reply to the instructor's message.

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A common mistake made by students that affects grades of their peers is to rate *a comment* made to a substantial

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contribution, or in other words, to rate a reply made to a reply to the instructor.

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Those shouldn't be rated.

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Let's see the forum again.

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You have four viewing options, but to identify the messages that should be rated and those

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that shouldn't, you should use just this view "Display replies in nested form".

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This view will show you the message of the instructor and then the

replies of every student, with indentation.

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The indentation helps you distinguish a substantial contribution from a reply to it.

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The messages that you should rate are those most to the left.

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This one, this one, and this one, though there are more below.

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In contrast, these ones are replies to the substantial contribution, and though you should

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read them, and choose to participate in the conversation, they *should not be rated*.

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Luckily, if you use this view, you will only see rating menus on the substantial contributions.

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But if you use a different view you might see rating menus in every message left in

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the forum!

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And remember, only direct replies to the instructor should be rated.

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Replies to replies should not.

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Remember that your instructor will be reviewing responses, grades, and comments – and will

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adjust the grades if he/she believes that they do not seem warranted or supportable,

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but help them in the process by only rating direct replies to the instructor.

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To complete the discussion assignment, you need to rate and comment on three substantial contributions.

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That is all for the discussion assignment in the discussion forum.

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We hope this tutorial has been helpful for you.

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If you have any questions, please contact your course instructor or your Program Advisor.