



Creating Discussion Categories

Discussion Categories

Navigation in discussions in Vista often begins with categories. Categories are general containers for discussion topics and will help to organize the discussion area. Messages can not be posted directly to discussion categories. You do not have to use categories if you do not feel it is appropriate for what you want to create, but it is an option for those who want to create an organized structure for multiple discussions.

Discussion organization is typically: Category, Topic, and Message. For example:

(Category) Presidential Issues for 2008 Election

(Topic) Health Care

(Message) Hillary's ideas

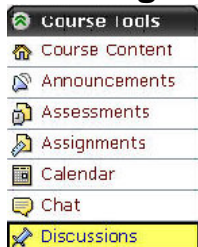
(Topic) Iraq Timeline

(Message) Barak's ideas

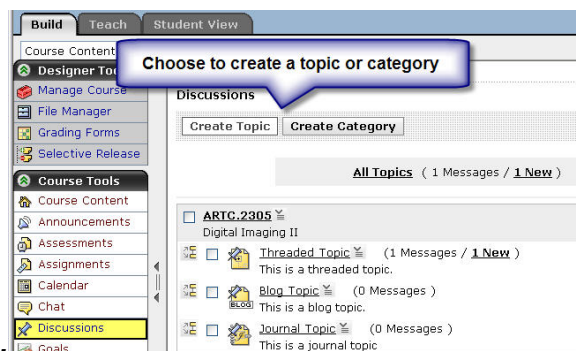
(Message) Rudy's ideas

(Message: Reply) Hillary's reply to Rudy's ideas

Creating Categories



To create a discussion category, click on Discussions under Course Tools on either the Build or Teach tabs.



Next, you will be given the opportunity to create either a topic or a category. A category will be a grouping much like a file folder to contain various topics.

Creating Categories will allow you to create a title and description for the category as well as select any previously entered goals. Categories help to group related topics together.

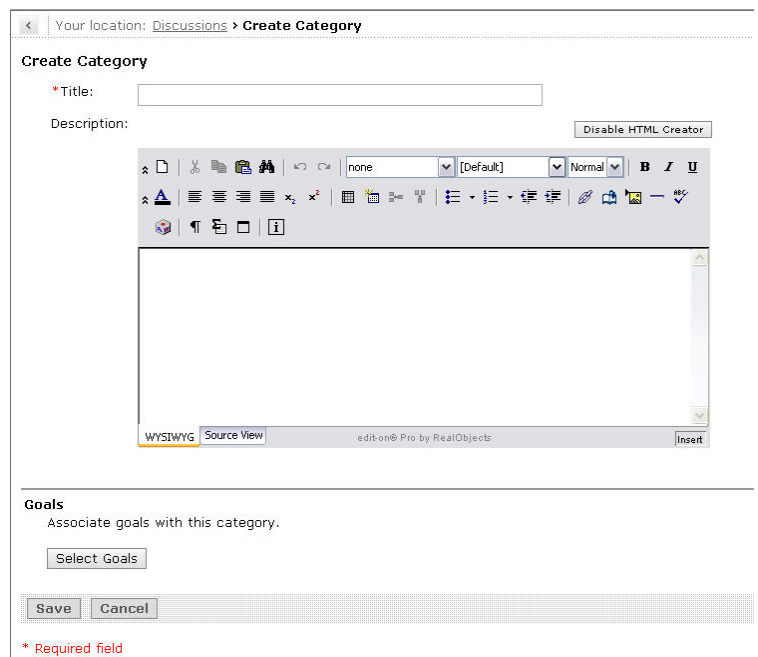
1. From the *Discussions* screen, do one of the following:
 - o To create a new category, click Create Category.
 - o To edit an existing category, click its ActionLinks icon and click Edit Properties.

2. Enter a title.

3. Enter a description:

- o To enter the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
- o To enter the description in HTML format, do one of the following:
 - To use the HTML Creator, click Enable HTML Creator.
 - To hand code the HTML:
 - a. Select *Use HTML*.
 - b. In the *Description* text box, enter the HTML code.

4. Click Save.



Deleting Categories

When you delete a discussion category, all topics and messages in the category are deleted.

1. From the Discussions screen, do one of the following:

- a. To delete one category, click its ActionLinks icon.
 - b. To delete multiple categories, select the categories.
2. Click Delete.
3. Click OK.
4. If the categories are linked to the Course Content tool, another confirmation message appears. Click OK.