

Savvas Realize

Assign and Manage Discussion Prompts

Welcome



Hi, I'm Tracy, and I'm going to show you how to assign and manage discussion prompts in Savvas Realize™.

If you want to learn how to create, edit, or remove discussion prompts before you dig into this topic, refer to the Create, Edit, or Remove Discussion Prompts tutorial before viewing this one.

Before we begin, just a quick reminder that prompts are not available to all districts and teachers.

Assign a Discussion

The screenshot shows the Savvas Realize interface for a class named 'enV CA Gr 3'. The navigation bar includes 'BROWSE', 'CLASSES', 'DATA', 'MY LIBRARY', and 'CENTERS'. The 'Discuss' tab is selected. Below the navigation, there are tabs for 'Assignments', 'Calendar', 'Discuss', 'Students & Groups', and 'Class Settings'. The main content area shows a section titled 'Active discussions' with a message: 'You don't have any active discussions. Go to [My prompts](#) and assign one of the prompts you've created.' There are buttons for 'My prompts' and 'Create a prompt'.



Reminder:

Only assigned and active discussions will appear in the Active discussions section.

So, you want to assign a discussion prompt to your class or students?

First, let's navigate to the class you want to assign the discussion prompt.

On the Classes page, you can select **Discuss** under the class name or select the class and then click the **Discuss** tab on top.

You'll be taken to the Active Discussion page. Keep in mind that until you assign a discussion prompt, it is considered inactive and won't show up on the Active discussions section.

To view an unassigned discussion prompt you may have created for this class, select **My Prompts**.

Click **Assign** below the discussion prompt you want to assign.

In the Create an assignment box, enter a Title, Start date, Due date, and optionally add Instructions.

Enter the name of the class, group, or student you want to assign to by using smart search.

Click **Assign** to finish.

Once you've assigned a discussion, it appears in both the Active discussions list and your Assignments list. Students can now participate in the discussion by posting comments and responses.

Remember, only assigned and active discussions will appear in the Active discussions section.

Manage Discussion

Now that you have assigned a discussion prompt, you and your students can actively participate, share ideas, and ask and answer questions.

To participate and view the progress of the discussion, select the assignment from the Assignments page, and then select **View discussion**.

You can also select **Discuss** from the class page if the assignment is still active. Then, select the discussion you want to view. At the top of the page, under the discussion title, you'll see a list of all active participants.

At the top, you'll see the discussion prompt. Underneath, you'll be able to see all comments made by you and your students.

To review a specific student's comments, use the drop-down menu to select that student's name. That student's comments will be highlighted in white.

If for some reason you would like to hide a student's comment, select **Hide comment**. To unhide a comment, select **Hidden comments** at the top, and then select **Unhide comment**. If you hide a student's comment, it will be hidden from all participants—even the comment owner.

Another thing to remember is that you will not be able to edit comments after the assignment due date has passed.

Post a Comment

The screenshot shows the Savvas Realize interface for a class named 'enV CA Gr 3'. The 'Discuss' tab is active, showing a 'Weekly Question #1' with the prompt: 'Provide an example how you have used mathematics outside of class.' The interface includes a comment box with a rich text editor and attachment options. The comment box has a toolbar with buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Undo, and Redo. Below the toolbar are three attachment options: 'Add attachment', 'Attach from Google Drive', and 'Attach from Microsoft OneDrive'. At the bottom of the comment box are 'Cancel' and 'Post my comment' buttons.

Posting a comment is very simple and allows you to easily participate with your students. Just click **Post a comment** to start.

Type your comment in the text box that appears. You can format your text by using the format options located above the text area.

You can also add an attachment from your PC, Google Drive™, or Microsoft OneDrive® to your comment. Just click the **Add attachment** option at the bottom of the text area, navigate to your file, and click **Attach**.

There are some file type and size restrictions to attachments.

Once you upload the file, you can see the name of the file at the bottom and choose to replace or remove it if you change your mind. When you are done, select **Post my comment**.

If you change your mind, click **Cancel**.

Your students will be able to see your comment as soon as you post it. They'll also be able to instantly download any attachments that you added.

Once you have posted your comment, you'll be able to edit or remove the comment and download or remove any attachment. You'll only be able to do this while the assignment is still active. Once the assignment deadline has passed, you'll only be able to remove your comments.

Manage the Assignments

The screenshot shows the 'Assignments' tab in the Savvas Realize interface. The table below is a representation of the data shown in the image:

Title	Student status	Due Date	Average
Grade 3: Online To Teste		11/09/19	
Grade 3: Online To Test Copy 1		11/09/19	
Fractions and Sets:			
Grade 3: Online Topics 03-06. benchmark Test Copy 1	4/4 Completed	09/07/19 11:59pm	90%

Bear in mind that assigned discussions are not like your regular assignments.

First, students don't have a turn-in option. Discussions are automatically turned in at midnight in the student's time zone on the due date.

Second, once the due date has passed, you can score the assignment if you choose to do so.

Now let's look a little closer at an assigned discussion. In the Assignments tab of your class, select the assigned discussion.

The assignment status panel will appear with more details. Check out the *Managing Assignments* tutorial on myPearsonTraining.com for a more in-depth look at this panel.

Select **View student status** to go to the student status page. You'll see the progress each student has made for that assignment. Students' assignments won't be marked complete until after the due date.

If you select the student's name and **Discuss** in the drop-down panel, you'll be taken to the discussion page. All of the student's comments will be highlighted in white so they are easy to see.

If you choose to score the discussion, you'll have to wait until after the due date. Once the due date has passed, select **Score**, and enter the score for each student. Then, select **Save**. Voila!

Thanks



Now you're a pro at assigning and managing discussion prompts! They're a great way to discuss key concepts, encourage critical thinking, and reflect on students' learning experiences.

Thanks for learning with me. Check out [MySavvasTraining.com](https://www.mysavvas.com/training) for more useful resources!

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