Group Based Discussions in TRAIN – How To

Group Based Discussions in TRAIN allow learners within a group to interact with each other as the group discussion administrator. Learners or admins are able to post comments/questions for others to view and respond.

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How do I setup up a Group Based Discussion?

In order to setup Group Based Discussions you must have the “Discussions Manager” role applied to your account for at least one group. If you have the role applied to your account, you will have the “Discussions” tile available within the “Admin” section of TRAIN.
Within the “Discussions” admin section you will have the ability to “Add new Discussion” or “Find & Edit existing Discussions.”

When adding a new discussion, you will have to enter a title for the discussion. This will be shown to users that have access to the discussion.

Once you’ve added a title, you will be required to enter a description for the discussion. The text editor is the same as all other areas of TRAIN 3.0. The discussion will default to “Active” meaning it will show for users. If you no longer want the discussion to show, you can edit the discussion and uncheck the “Active” box.
The last thing to setup is the availability. The group selection will default to the group for which the “Discussion Manager” role is applied. In this example, the role was applied at the “CDC” group level, thus the “CDC” group is applied. This user will have access to post Group Based Discussions at and/or below the CDC group level. The Group Based Discussion can be applied to one or many groups. Users will have access to the Group Based Discussion if they are in or below the group for which the discussion is assigned.

Once the title, description and availability are set, you can save the discussion and then close out.
How do I manage an existing Group Based Discussion?

Once a Group Based Discussion has been created, you can manage it by going to the “Discussions” admin tile then “Find & Edit existing Discussions.”

You will be able to search through existing discussions that you have access to edit. If you expand the discussion you will see the first two lines of the description as well as who created the discussion and when. There are two options to edit the discussion. Clicking on the edit icon to the left of the discussion title will allow you to edit the components of the discussion including the title, description, active statue, and availability. You will also be able to delete the discussion if desired. Clicking on the title of the discussion will allow you to manage the discussion posts.

This edit screen allows you to view all existing posts, post a new comment, reply to an existing post, search through top level posts, and delete any posts. You can also access edit screen that was previously described.
Where do they show up?

Group Based Discussions appear as a tab within the main TRAIN navigation. This tab shows up by default and cannot be removed.

Group Based Discussions can also be accessed through the search functionality by selecting “Discussions” in the “Search By” filter.
Discussions will only be available to the user if one has been created at or below their group level.

The discussion has four sections, the details of the discussion which includes the discussion name, who posted the discussion and when and the text description of the discussions, the text box to enter your post, the search box to search through existing posts and the posts themselves.

Each post shows the users name and the date of the post. Top level posts allow you to “Reply” to them as well. Replies can only be added to top level posts.

The search functionality also only searches through top level posts. The search, like other areas in TRAIN, will highlight the word when it is found within the post. As you see below, it is only highlighting the word in the top level post, as it is not searching the second level post.

For users posting comments, they have the ability to edit or delete their posts.
How do I add a post?

All you need to do to add a post is to enter text into the “What on your mind?” text box.

To reply to an existing top level post, simply click “Reply” listed under the post. Then enter your post in the “Write a reply…” text box.
What else should I know?

- There are currently no notifications around when posts are being added to a discussion board.