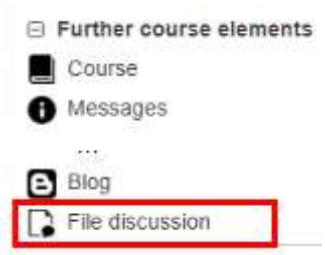
OLAT / FILE DISCUSSION

1. Overview

The **File Discussion** course element enables students to discuss a specific document – such as a concept paper, a draft seminar paper, or an image – together. Each uploaded document has its own forum.

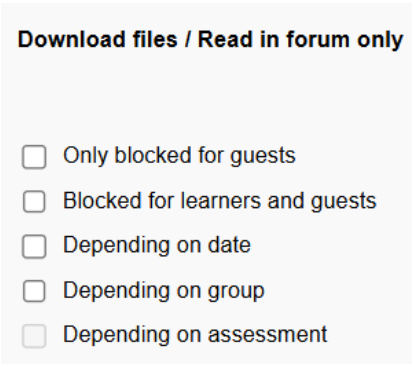
2. Setting up the course element

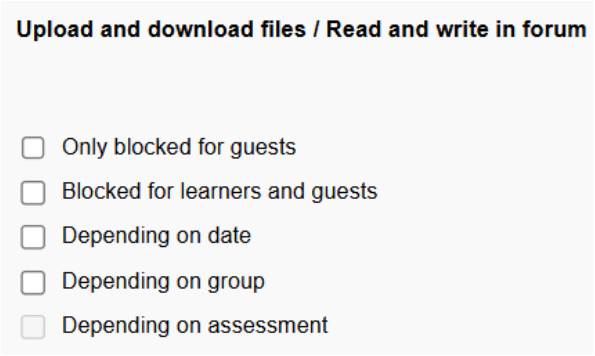
The **File discussion** course element can be found in the editor view under **Further course elements**.

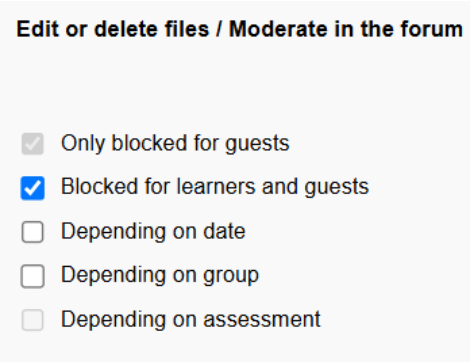


The **File Discussion** course element is added to the course menu just like any other element.

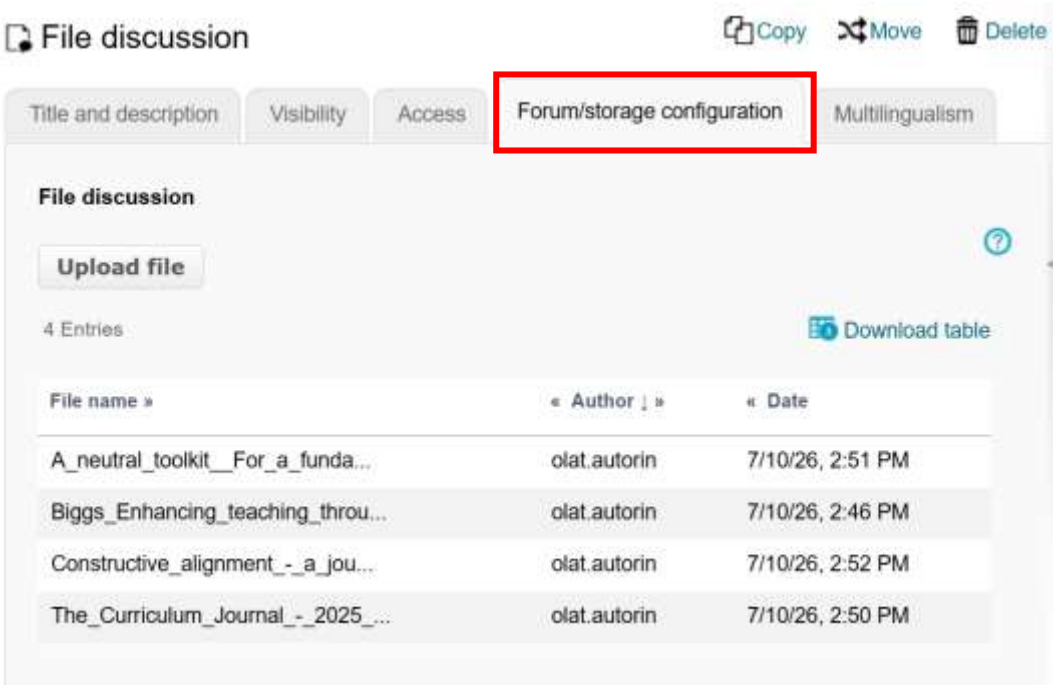
- If necessary, give the file discussion a title and, if desired, a description.
- If this element is not subordinate to an element of the type **Structure**, set a *group-dependent filter* in the **Visibility** or **Access** tab.
- In the **Access** tab, you can set the read and write permissions for the file discussions and for the files stored there. You can specify the conditions under which discussion posts can be read or written, and the conditions under which files can be viewed, downloaded, uploaded or deleted. You also have the option there to specify the conditions under which the file discussion can be moderated.



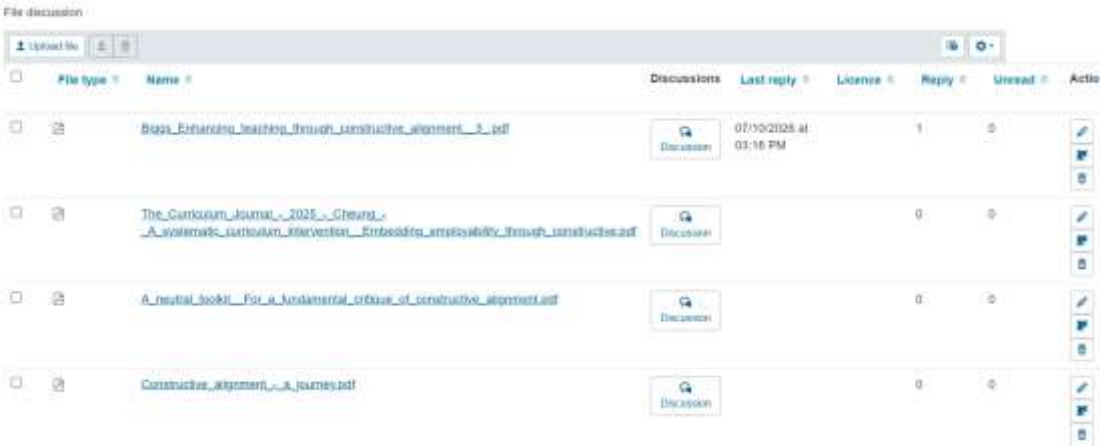




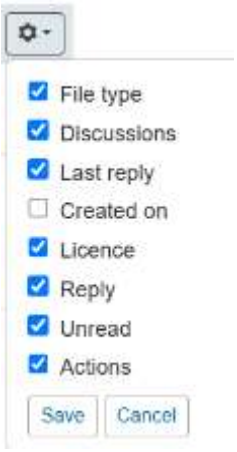
- In the **Forum/Storage Configuration** tab, you can use the **Upload file** button to upload the files you wish to discuss.



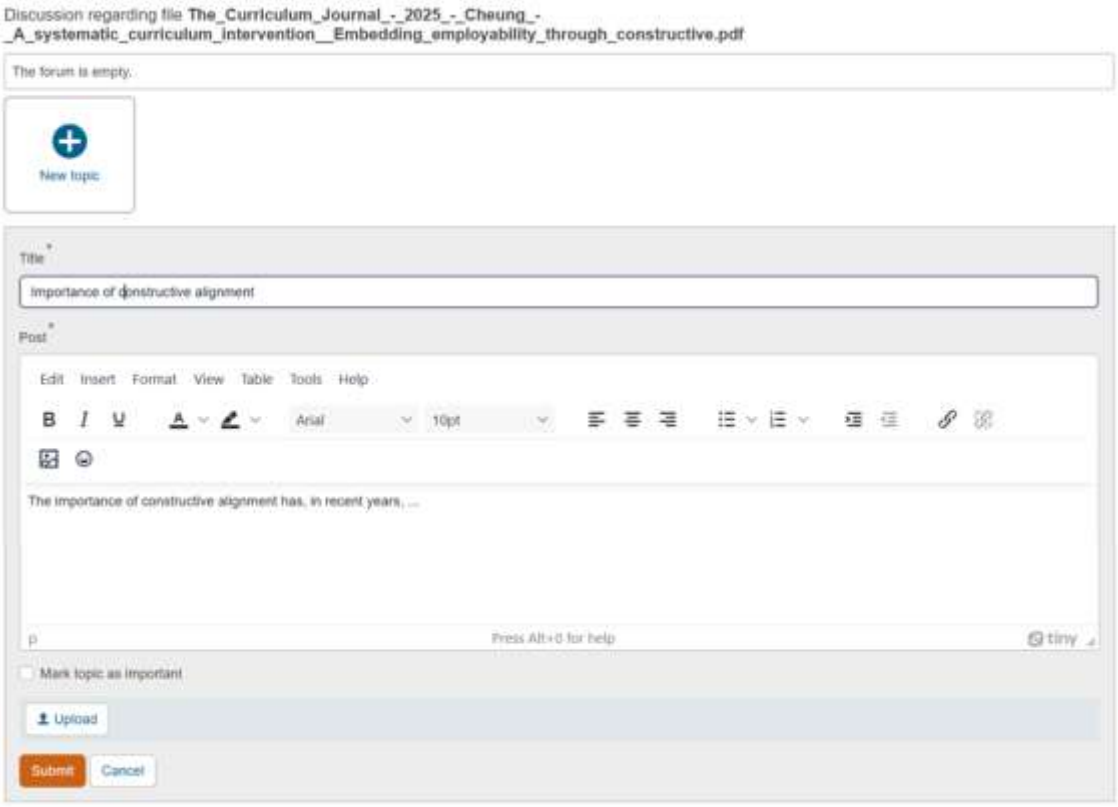
- These files appear in a list in the course view. Using this list, students can view the files, download them by clicking on them, or start a discussion forum for each one or reply to posts within it.



- You can use the cog icon to specify which information should be displayed in the course view.



- Clicking on Discussion will open the discussion forum.



- If you would like to be notified of new posts, you can subscribe to the relevant discussion forum by clicking the Subscribe button in the top right-hand corner of the course view.
- Students can reply to a post using the **Reply** button or the left-pointing arrow. Clicking on the star marks the discussion forum as a favourite. If you wish to include the discussion post as a quote in your reply, click on the down-pointing arrow.



- The display of posts can be configured so that either all posts are visible, only the selected posts, or only the new posts.



- Other ways to respond to a post include  .

- If you would like to download an overview of the forums and their posts in the form of an Excel spreadsheet, click on this button:  .