

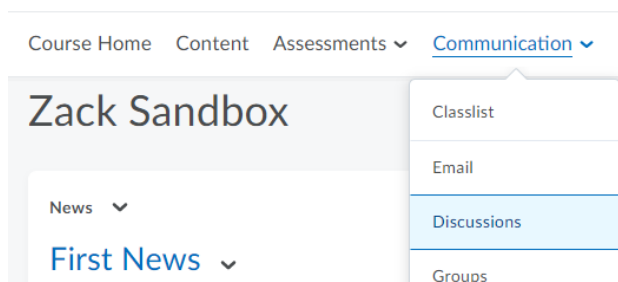
# Building a Discussion Forum and Topic with Replace Strings

## Why Do I Need This Workflow?

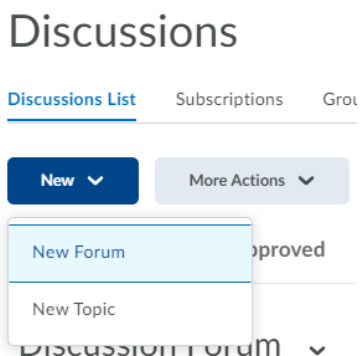
Discussions enhance communication and collaboration within a course. Discussion forums and topics can be created all at once at the start of your course or created as the course develops. This workflow takes you through the steps for creating a discussion forum and topics. To personalize the experience, you can add a replace string to topic text. Note: You create a **forum first** then a topic.

## How: Workflow Steps

1. Select **Communication** in the navbar.
2. Select **Discussions**.




3. On the **Discussions List** page, from the **New** button, select **New Forum**.









4. Enter a **title** and description. Pick whichever options you prefer below the description box.







## New Forum Details

Title \*





Create a new topic in this forum with the same title 

Description

   ▼ Paragraph ▼ **B** *I* U ▼    ▼ Font Famil ▼ ...

Options

- Allow anonymous posts 
- A moderator must approve individual posts before they display in the forum 
- Users must start a thread before they can read and reply to other threads in each topic 
- Display forum description in topics 

Save and Close

Save and Add Topic

Save

Cancel

5. Click on the **Restrictions** tab at the top.

## Edit Forum - Test Forum ▾

Properties

Restrictions

6. Select **Availability** options for your forum.

Hide from Users

**Availability**

Has Start Date

Has End Date

Display In Calendar

7. Select **Locking Options** for your forum. Locking your forum prevents users from accessing it until it is unlocked.

**Locking Options**

Unlock forum

Lock forum

Unlock forum for a specific date range

Has Start Date

Has End Date

Display in Calendar

8. Select **Save and Close**.

Save and Close

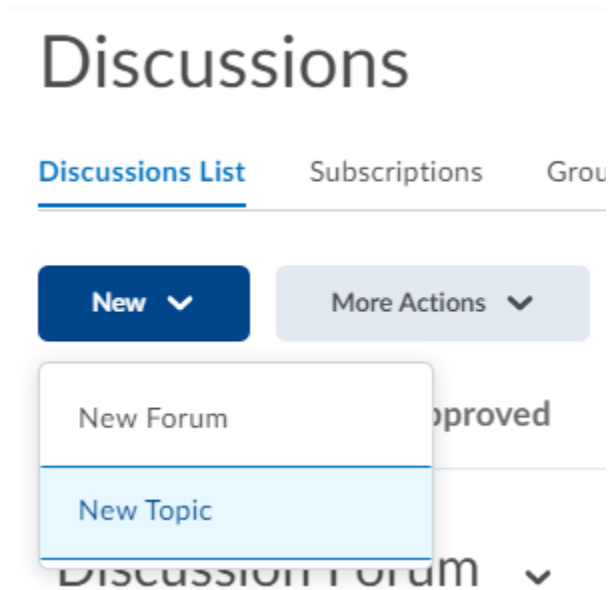
Save and Add Topic

Save

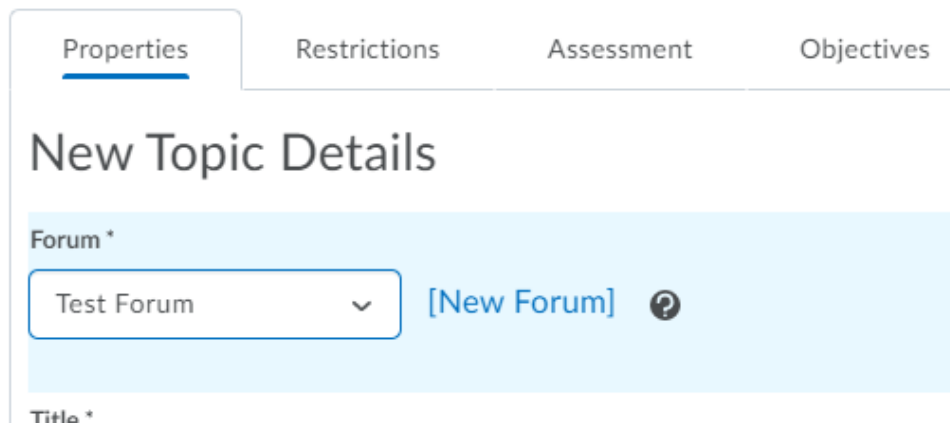
Cancel

## Create a Discussion Topic

1. Select **Communication** in the navbar.
2. On the **Discussions List** page, from the **New** button, select **New Topic**.



3. From the **Forum** drop-down list, select the forum where you want to place your topic. If you want to create a new forum for your topic, select **New Forum**.



4. Enter a title, then enter your **description**.

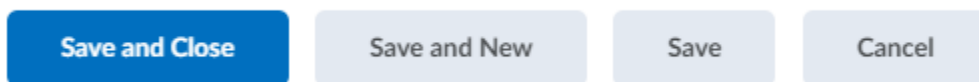
- If desired, add a replace string {firstname} to topic description which will personalize your description for the user.

The screenshot shows a 'New Topic Details' form with the following elements:

- Properties** tab selected, with other tabs: Restrictions, Assessment, Objectives.
- Forum \***: A dropdown menu showing 'Test Forum' and a link for '[New Forum]'.
- Title \***: A text input field containing 'Test Topic'.
- Description**: A rich text editor with a toolbar (including icons for video, image, link, paragraph, bold, italic, underline, list, font family) and the text 'Welcome {firstname} to the test topic!'.

5. Select **Save and New** or **Save and Close**

6. If you chose **Save and New** repeat steps 4-7 to create **another discussion topic**.



**Check for Success:** If your forum and topic are listed in the Discussions tool, you have completed this workflow successfully!