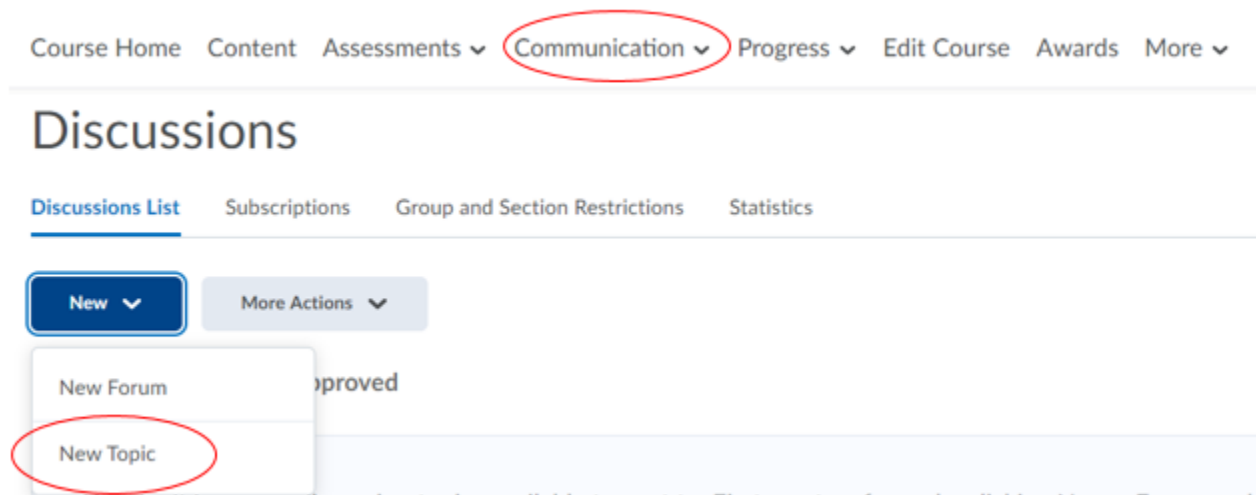# Discussion Tool

Now we will cover how to create a topic.

Create a Topic

1. Once you have created your forum, you will still be in the **discussion tool**. If you have left, you will navigate back to the page by clicking **Communication** in the navbar and selecting **Discussions**.

2. Click **New** and select **New Topic**.

3. This will open up the settings and you begin on the **Properties tab**. Here you can **select the forum** you created in the drop down menu. If you need a new forum, you can select the option to create one. Give it a **title**, **description**, and choose your **optional settings**. If you set them in the forum - you do not have to set them here. If you are managing them by topic, choose the settings you'd like to enable.

Properties   Restrictions   Assessment   Objectives

New Topic Details

Forum *

-- No forums exist -- ⌄   [New Forum] ❓ ⟵

Title *

[   ] ⟵

Description

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Options

☐ Allow anonymous posts ❓
☐ A moderator must approve individual posts before they display in the topic ❓
☐ Users must start a thread before they can read and reply to other threads ❓

4. Select the **Restriction tab** to manage dates. You can set an **availability date** for the students to access the discussion. Both Start and End dates have multiple options you can choose from to allow you to control what the student sees and when they can post. You can also set up release conditions and group/section restrictions on this tab.

Properties   **Restrictions**   Assessment   Objectives

☑ Hide from Users

Availability

☐ Has Start Date

     📅 1/5/2022   10:01 AM

     ⦿ Visible with access restricted before start ❔

     ○ Visible with submission restricted before start ❔

     ○ Hidden before start ❔

☐ Has End Date

     📅 1/12/2022   4:01 PM

     ⦿ Visible with access restricted after end ❔

     ○ Visible with submission restricted after end ❔

     ○ Hidden after end ❔

☐ Display In Calendar

Release Conditions

Attach Existing	Create and Attach	🗑 Remove All Conditions

There are no conditions attached to this item.

Group and Section Restrictions

☐ Restrict this topic to the following groups and sections ❔

Add Groups and Sections

There are no group or section restrictions
attached to this item.

5. Just as in Quizzes and Assignments, Discussions can be assessed for grading purposes. You will click on the **Assessment tab** in the settings. If you have a grade item created, add it in the drop down box. If not, click **New Grade Item** and **create** in the menu that pops up. You can **add an existing rubric** or **create one** if there is not an existing rubric. Click **Save and Close**.

The video here shows the process in action

Note: Students will be able to reply to the topic by clicking "**Start a Thread**." They will also be able to reply to each other's "threads." It is recommended to set clear guidelines in the syllabus for the minimum/maximum number of posts and replies you want them to complete.

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