

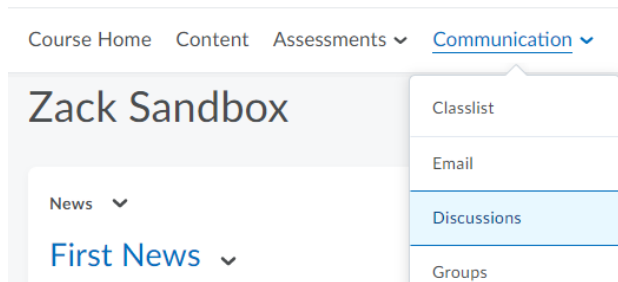
Building a Discussion Forum and Topic with Replace Strings

Why Do I Need This Workflow?

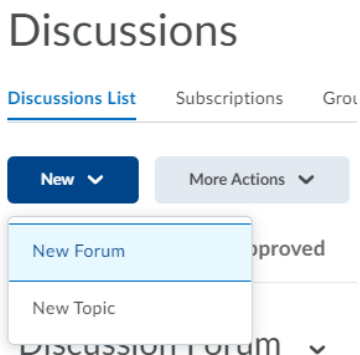
Discussions enhance communication and collaboration within a course. Discussion forums and topics can be created all at once at the start of your course or created as the course develops. This workflow takes you through the steps for creating a discussion forum and topics. To personalize the experience, 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**.



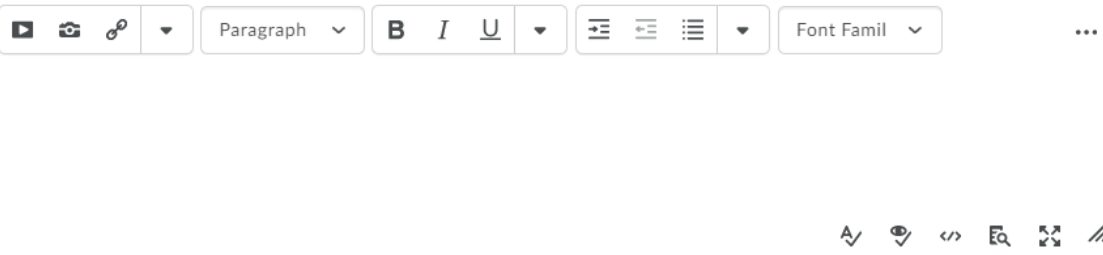
4. Enter a **title** and description. Pick whichever options you prefer below the description box.

New Forum Details

Title *





Create a new topic in this forum with the same title 

Description



The rich text editor toolbar includes icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, and font family. The main text area is empty. The bottom right corner contains icons for undo, redo, source code, search, and fullscreen.

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

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

Edit Forum - Test Forum

Properties Restrictions

- 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**.

Create a Discussion Topic

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

Discussions

[Discussions List](#)

[Subscriptions](#)

[Group](#)

New ▾

More Actions ▾

New Forum

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**.

[Properties](#)

[Restrictions](#)

[Assessment](#)

[Objectives](#)

New Topic Details

Forum *

Test Forum ▾

[\[New Forum\]](#) ⓘ

Title *

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.

Properties Restrictions Assessment Objectives

New Topic Details

Forum *
Test Forum [New Forum]

Title *
Test Topic

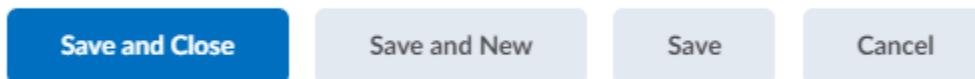
Description

Paragraph **B** *I* U [List Icons] Font Famil ...

Welcome {firstname} to the test topic!

[Rich Text Editor Icons]

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!