

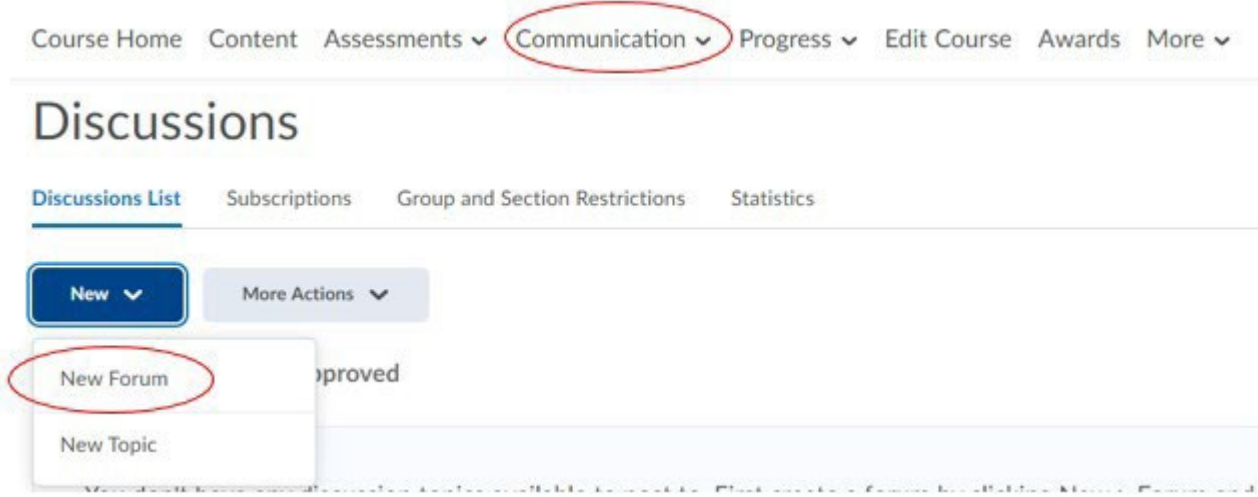


# Discussion Tool

First, we will cover how to create a Forum.

## Create a Forum

1. Navigate to the Discussion Tool using the nav bar. Click Communication and select Discussions.
2. Click on New and select New Forum.



3. Restrictions: you can restrict who can view the forum and when the forum can be viewed:
  - Availability – selecting a start and/or end date, as well as the behavior on each end of the date range.
  - Display in Calendar
  - Release conditions – hiding the forum until students complete certain tasks.
  - Group restrictions – limit viewing of the forum to specific groups of students.

Hide from Users

**Availability**

Has Start Date

Visible with access restricted before start ?

Visible with submission restricted before start ?

Hidden before start ?

Has End Date

Visible with access restricted after end ?

Visible with submission restricted after end ?

Hidden after end ?

Display In Calendar ←

**Release Conditions**

There are no conditions attached to this item.

**Group and Section Restrictions**

Restrict this forum to the following groups and sections ? ←

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

4. Optional: you can add a description and choose from the following settings:

- Allow Anonymous Settings - Students can post anonymously. This is not recommended unless it is part of a learning process that it would be necessary for the student to remain anonymous.
- Moderator Approval - When a student posts it will not go public until you or an assigned moderator has read the post and approved it.
- Thread required before reading and replying - The student must create their original thread with their reply to the topic prior before they can read and reply to others.

- Display Forum Description - if you have given a description for the forum, this setting will display it with the topic description as well.

**New Forum Details**

Title

Create a new topic in this forum with the same title ?

Description

Paragraph **B** *I* U [List Icons] Font Family Font Size [Color Picker] ...

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 ? ←

To see this process in action, watch the video [here](#)

**Note:** If you set any of the optional settings in the Forum, they will apply to all topics in the Forum. If you anticipate running topics differently, skip the optional settings here. There will be the option to apply those settings in individual Topics.

