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.
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 ready 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.

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.