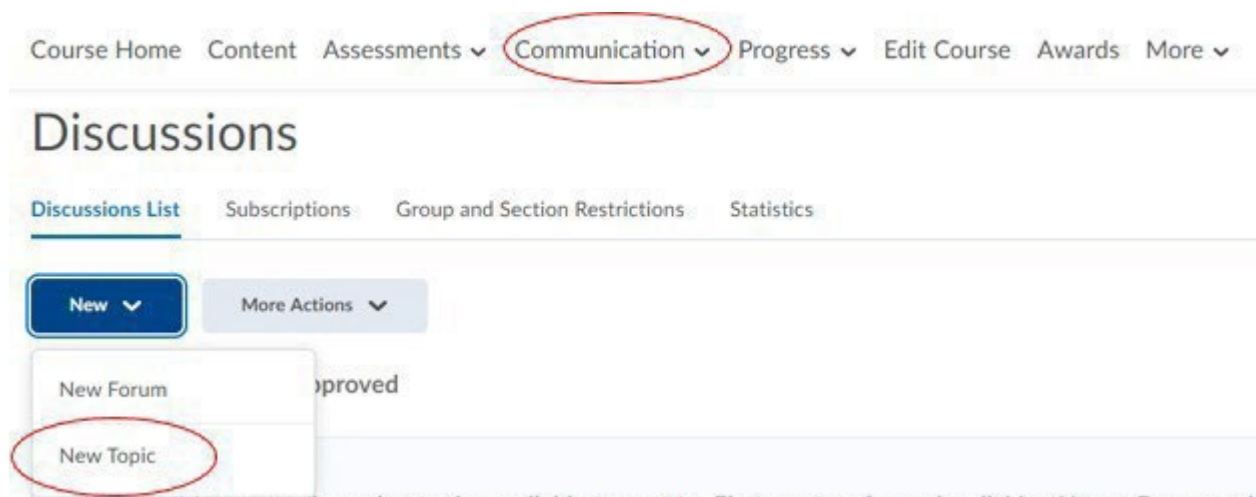


Discussion Tool

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. Here you can **select the forum** you created by selecting change forum. If you need a new forum, you can select the option to create one. Give it a **title**, **description**, and choose your **Post & Completion 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.

Topic Title *

Untitled

Forum: Creating a forum for this topic [Change Forum](#)

Grade Out Of

Ungraded

Description

Paragraph **B** *I* U ~~A~~

Lato (Recom... 19px ...

Availability Dates & Conditions

Always available

Post & Completion

- Default participation
- Allow learners to hide their name from other learners
- Learners must start a thread before they can view or reply to other threads
- Posts must be approved before they display in the topic

Evaluation & Feedback

4. Select the **Availability Dates & Conditions** 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.

Topic Title *

Untitled

Forum: Creating a forum for this topic [Change Forum](#)

Grade Out Of

Ungraded

Description

Paragraph **B** *I* U ~~A~~

Lato (Recom... 19px ...

Availability Dates & Conditions

Start Date

7/5/2023 12:01 AM

Before start: [Visible with access restricted](#)

End Date

M/D/YYYY

Release Conditions

Users are not able to access or view the discussion topic unless they meet the release conditions.

[Add Release Condition](#)

Group and Section Restrictions

Restrict this topic by group or section

[Manage Restrictions](#)

Post & Completion

5. Just as in Quizzes and Assignments, Discussions can be assessed for grading purposes. You will click on **Evaluation & Feedback** in the settings. To add a grade item click **Not In Grade Book**, then **Edit or Link to Existing**, from here you can attach an already existing grade item or create a new grade item. You can **add an existing rubric** or **create one** if there is not an existing rubric. Click

Save and Close.

Topic Title *







Untitled








Forum: Creating a forum for this topic [Change Forum](#)

Grade Out Of

Ungraded

Description

Paragraph **B** *I* U ~~A~~      + ... 

Lato (Recom... 19px ...       

Post & Completion

- Default participation
- Allow learners to hide their name from other learners
- Learners must start a thread before they can view or reply to other threads
- Posts must be approved before they display in the topic

Evaluation & Feedback

Rubrics

[Add Rubric](#)

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

Evaluate Posts

- Allow evaluation of individual posts
- Allow learners to rate posts

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.

