



Building a Discussion Forum and Topic with Replace Strings

Why Do I Need This Workflow?

Discussions enhance communication and collaboration within a course. Forums and topics can be created at the start of a course or added as it develops. This workflow guides you through creating a discussion forum and topics. To personalize the experience, you can add a replace string to topic text.

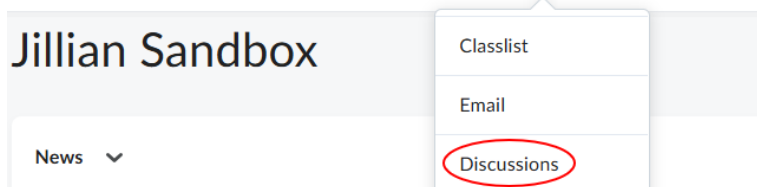
Note: Create a forum first, then a topic.

Workflow Steps:

Step one:

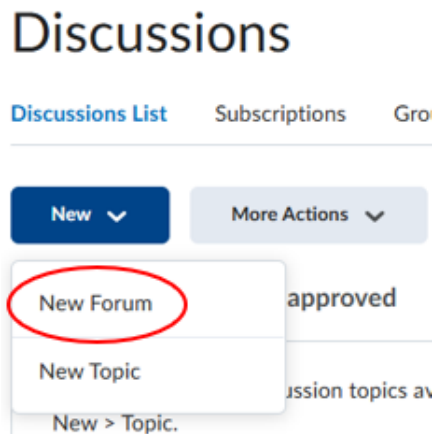
Select **Communication** in the navbar, then select **Discussions**.

Course Home Content Assessments **Communication** Progress



Step two:

Under the **Discussions List** tab, click **New**, then select **New Forum**.




Step three:












Enter a **Title**, add a **Description**, and select whichever **options** you prefer below the description box.

New Forum Details





Title *

Create a new topic in this forum with the same title 

Description

Paragraph  **B** *I* U           La'

Options

- Allow anonymous posts 
- Users must start a thread before they can read and reply to other threads in each topic 
- A moderator must approve individual posts before they display in the forum 
- Display forum description in topics 

Step four:

Now navigate to the **Restrictions** tab.

Properties

Restrictions

Step five:

Apply **Availability** settings to your forum. Choose whether to **Hide from Users** and whether to **Display in Calendar** by selecting or leaving each option unchecked.

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

Step six:

Select **Attach Existing**, then click the down arrow to view the drop-down menu under **View Conditions for**. Select the correct tool to apply the Release Conditions to, then select **Attach**.

Release Conditions **Attach Existing Conditions**

View Conditions for:

There are no Release Conditio



Step seven:

If you need to create a release condition, select **Create and Attach**, then click the down arrow to view the drop-down menu under **Condition Type**. Select the correct option to apply the Release Conditions to, then select **Create**.

Create and Attach

Create a New Release Condition

Release this item when the following condition is met:

Condition Type
-- Select Condition Type --

Condition Details

-- Select Condition Type --

Create Cancel

Step eight:

To set restrictions, select **Group and Section Restrictions**, then choose a category from the dropdown and click **Add**. **Release conditions:** Hide the forum until students complete specific tasks. **Group restrictions:** Limit forum access to selected groups.

Group and Section Restrictions

Restrict this forum to the following groups and sections

Add Groups and Sections

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

Add Groups and Sections

Group or Section Category
-- No Category --

No items found.

Add Cancel

Step nine:

Select **Save and Close** if you are finished, **Save and Add Topic**, or **Save** to keep working later.

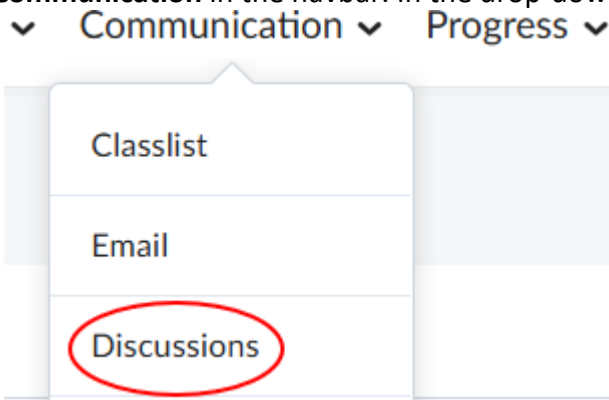
Save and Close Save and Add Topic Save Cancel



Create a Discussion Topic:

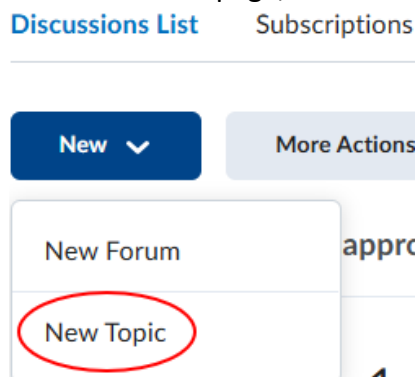
Step one:

Select **Communication** in the navbar. In the drop-down menu, select **Discussions**.



Step two:

On the Discussions List page, click **New**, then select **New Topic**.



Step three:

From here you will enter the **Topic Title**, **Grade Out Of**, **Due Date**, and **Description**.

Topic Title *

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

Grade Out Of

Due Date

Description

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

Step four:

To create or choose a forum for this topic, select **Change Forum**. Then either select **Create a Forum** and enter a title, or choose an existing forum. Finally, select **Apply Changes**.

The screenshot shows a user interface for creating a forum. On the left, there is a 'Topic Title' field with 'Untitled' entered. Below it, a 'Forum: Creating a forum for this topic' section contains a 'Change Forum' button circled in red. Further down are 'Grade Out Of' (Ungraded) and 'Due Date' (M/D/YYYY) fields. On the right, a 'Change forum' dialog box is open. It has a close button (X) in the top right. Below the title, there is a text box with 'Untitled'. The dialog contains two radio buttons: 'Create a forum' (selected and circled in red) and 'Choose an existing forum'. At the bottom of the dialog, there are two buttons: 'Apply Changes' (circled in red) and 'Cancel'.

Step five:

Click the eye icon to make the discussion topic visible when you're ready. Select **Save** to keep working later, or **Save and Close** if you're finished.

A row of controls including a blue 'Save and Close' button, a light grey 'Save' button, a light grey 'Cancel' button, and a 'Visible' toggle switch that is currently turned on.

Check for Success:

If your forum and topic are listed in the Discussions tool, you have completed this workflow successfully!