

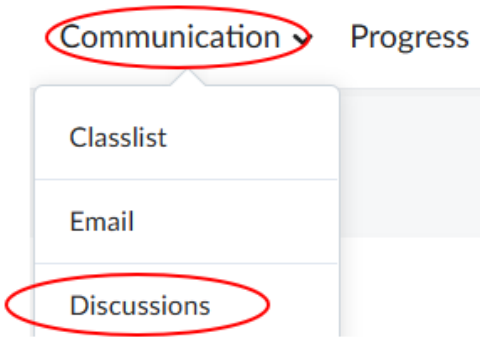


Create a Topic – Discussion Tool

Workflow Steps:

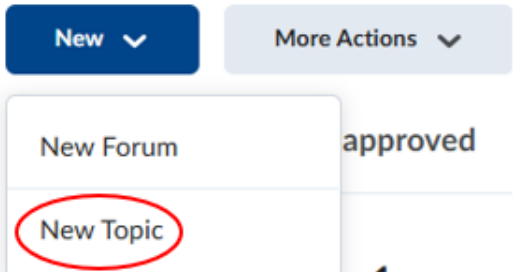
Step one:

Once you have created a forum, navigate to the **Communication** tab in the navbar and select **Discussions** in the drop-down menu.



Step two:

Select **New** and then select **New Topic**.



Step three:

To create or choose a forum for this topic, select **Change Forum**. Then, either select **Create a forum** or **Choose an existing forum**. Select **Apply Changes**.

Topic Title *

Untitled

Forum: Untitled [Change Forum](#)

Grade Out Of Ungraded Due Date M/D/

Change forum

A forum is a way to categorize topics. Use to organize this topic.

Create a forum

Forum Title *

Untitled

Choose an existing forum

Apply Changes Cancel

Step four:

Add a **Topic Title** and apply points to **Grade out Of**. To add a grade item, click **In Grade Book**, then select **Edit or Link to Existing**. From there, you can attach an existing grade item or create a new one. Apply a **Due Date** and add a **Description** in the HTML Editor.

Topic Title *

Untitled

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

Grade Out Of 10 points In Grade Book

Due Date M/D/YYYY

Description Paragraph

Edit or Link to Existing

Not in Grade Book

Reset to Ungraded

Step five:

Navigate to and open the **Availability Dates & Conditions** tab to manage access. Set start and end dates to control when students can view and post in the discussion. You can also **Add Release Conditions** and **Group or Section Restrictions** on this tab.

Availability Dates & Conditions ▼

Start Date
 ←

End Date
 ←

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 ←

Step six:

Now open the **Post & Completion** tab. Choose your Post & Completion settings. If these are already set at the forum level, you don't need to set them here. If managing them by topic, select the options you want to enable.

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

Step seven:

Finally, open the **Evaluation & Feedback** tab. You can add or create a **Rubric**, **Manage Learning Objectives**, and select options on how to **Evaluate Posts**.

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

Step eight:

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.

Save and Close Save Cancel Visible