

## **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**.

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Discussions List	Subscriptions Group and Section Restrictions Statistics
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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 *	Availability Dates & Conditions
Untitled Forum: Creating a forum for this topic Change Forum	Always available
Grade Out Of Ungraded	Post & Completion
Description         Paragraph $\sim$ B       I       U $\wedge_{I}$ $\equiv$ $\sim$ $\circlearrowright$ $\circlearrowright$ $\blacksquare$ $e^{\rho}$ $\blacksquare$ $+ \times$ $\cdots$ $\circlearrowright$ Lato (Recom $\sim$ 19px $\vee$ $\blacksquare$ $\heartsuit$ $\boxdot$ $\circlearrowright$ <td><ul> <li>Default participation</li> <li>Allow learners to hide their name from other learners</li> <li>Learners must start a thread before they can view or reply to other threads</li> <li>Posts must be approved before they display in the topic</li> </ul></td>	<ul> <li>Default participation</li> <li>Allow learners to hide their name from other learners</li> <li>Learners must start a thread before they can view or reply to other threads</li> <li>Posts must be approved before they display in the topic</li> </ul>
	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	Availability Dates & Conditions
Forum: Creating a forum for this topic Change Forum Grade Out Of Ungraded	T/5/2023       12:01 AM         Before start: Visible with access restricted
Description         Paragraph $\checkmark$ B       I $\sqcup$ $\checkmark$ $\checkmark$ $\blacksquare$ $\checkmark$ $\blacksquare$ $\checkmark$ $\blacksquare$ $\bullet$ $\blacksquare$ $+$ $\checkmark$ $\cdots$ $\checkmark$ Lato (Recom $\checkmark$ 19px $\checkmark$ $\blacksquare$ $\bullet$ $\blacksquare$ $\bullet$ $\boxdot$ $\bullet$ $\blacksquare$ $\bullet$	End Date
	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 *	Post & Completion
Topic Title * Untitled Forum: Creating a forum for this topic Change Forum Grade Out Of Ungraded Description $\begin{array}{ c c c c c c c c c c c c c c c c c c c$	<ul> <li>Post &amp; Completion</li> <li>Default participation</li> <li>Allow learners to hide their name from other learners</li> <li>Learners must start a thread before they can view or reply to other threads</li> <li>Posts must be approved before they display in the topic</li> </ul> Evaluation & Feedback           Rubrics           Add Rubric           Learning Objectives           Manage Learning Objectives
	Evaluate Posts         Allow evaluation of individual posts         Omega 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.

