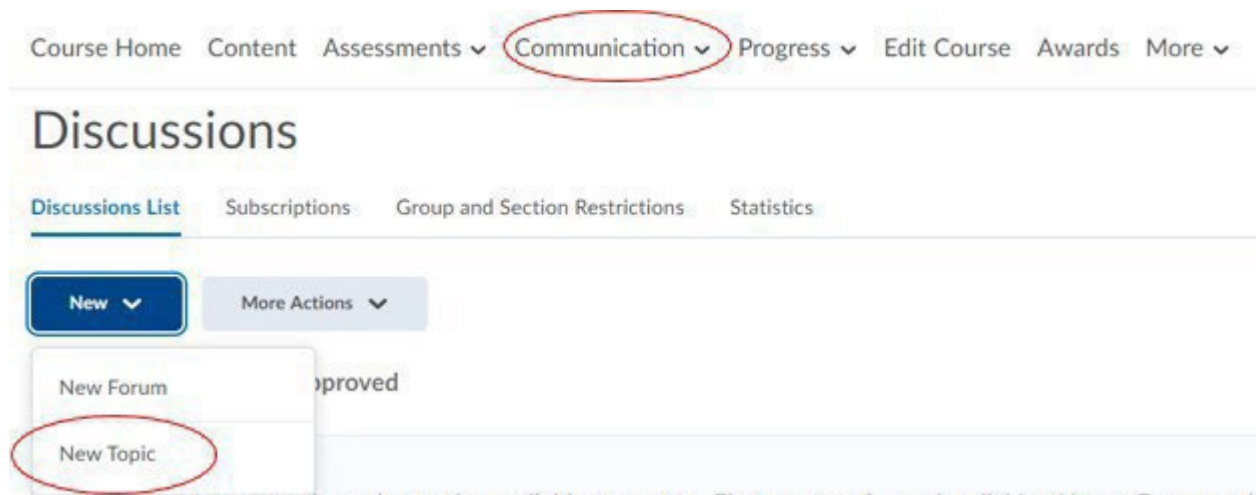


## Discussion Tool

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.



## 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 ... ▾T🔍≡E&lt;>↺↻

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.

