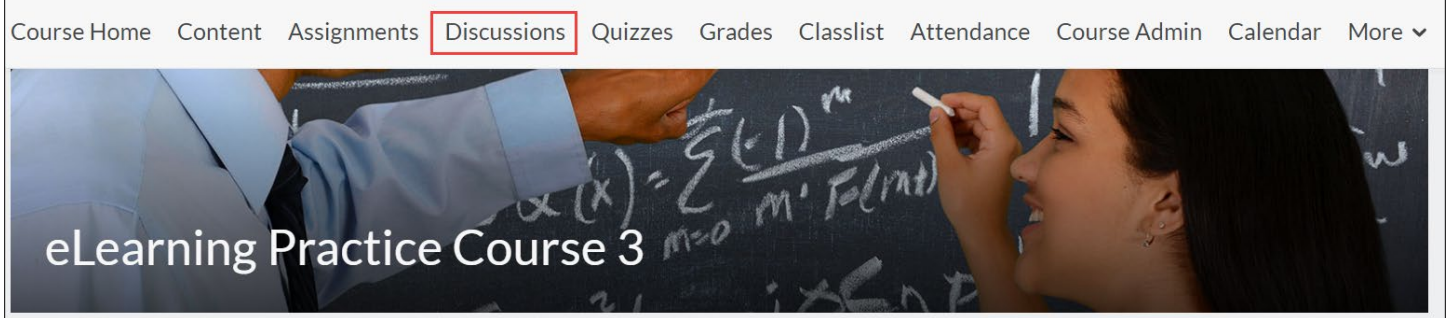



# Creating Discussions

**Step 1:** From the course homepage, select **Discussions** on the navigation bar.



**Step 2:** The **Discussions List** page will appear where you will see a list of your existing discussions (if you have created any previously). If not, you will need to start by creating a new forum first. To do this, select the **New** dropdown menu and select **New Forum**.

The image shows the 'Discussions' page. The 'Discussions List' tab is highlighted in a red box. The 'New' dropdown menu is also highlighted in a red box, and the 'New Forum' option is selected and highlighted in a red box. Below the menu, there is a table with columns for Topic, Threads, Posts, and Last Post. The first row shows 'Week 1 Discussions' with 3 threads and 4 posts.

Topic	Threads	Posts	Last Post
<b>Week 1 Discussions</b> Available on Thursday, February 27, 2020 3:38 PM MST until Saturday, February 29, 2020	3	4 (2)	 Soma Ghosh Aug 10, 2018 11:13 AM

**Step 3:** A **New Forum** window appears where you will need to provide a **Title** for your new forum and can also provide an optional **Description**.

**New Forum**

Properties Restrictions

**New Forum Details**

Title \*

Unit 1 Forum

Create a new topic in this forum with the same title ?

Description

Paragraph Paragraph **B** *I* U [List Icons] Font Family Size [Color Icon] [Grid Icon] [More Icon]

Optional

[Checkmark] [Eye] [Code] [Search] [Fullscreen] [Slash]

You can add additional options such as **Allow anonymous posts**, **A moderator must approve individual posts before they display in the forum**, **Users must start a thread before they can read and reply to other threads in each topic** and the option to **Display forum description in topics**.

**Step 4:** Select **Save and Close** when done.

Options

Allow anonymous posts ?

A moderator must approve individual posts before they display in the forum ?

Users must start a thread before they can read and reply to other threads in each topic ?

Display forum description in topics ?

Save and Close Save and Add Topic Save Cancel

When you have completed the steps above, you can move onto the **Restrictions Tab**.

## Restrictions Tab

**Availability** – Availability sets visibility restrictions on the forum. This means that the forum (category) and all the topics (individual discussion boards) created under that forum inherit the visibility dates that you specify.

**Best Practice:** Select **Forum is always visible** and the **Unlock forum** settings.


**Locking Options** – Locking keeps the forum and its topics visible, but unlocks them for participation on the dates that you specify. Choose your options and enter dates if needed.

The screenshot shows the 'Restrictions' tab in a forum management interface. The 'Restrictions' tab is selected and highlighted with a red box. Below it, the 'Availability' section is highlighted with a red box, showing options for 'Has Start Date' and 'Has End Date' with date and time pickers. The 'Locking Options' section is also highlighted with a red box, showing radio buttons for 'Unlock forum', 'Lock forum', and 'Unlock forum for a specific date range', with corresponding date and time pickers for the latter option. The location 'United States - Denver' is displayed below the date pickers.

**Release Conditions** – Release Conditions can be added to a Discussion Forum. These conditions must be met before a learner can access the Discussion Forum. If multiple Release Conditions are attached, users must meet them all before they can access the Forum.


**Group and Section Restrictions** – If you would like for students to discuss in smaller groups, instead of as a whole class, enable group restrictions (you'll have to set these groups up separately beforehand, but you can set the number of groups or number of learners in groups).

**Release Conditions**

Attach Existing    Create and Attach     Remove All Conditions

There are no conditions attached to this item.

**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.



Save and Close    **Save and Add Topic**    Save    Cancel

**Step 5:** When done, select the **Save and Add Topic** option to save your created forum and start adding a topic (the discussion board).

**Step 6:** The **New Topic** window appears where you provide a topic **Title** followed by your discussion instructions in the **Description** box. Notice that the forum under which this discussion board will be created is listed as the **Unit 1 Forum** that we just created.

**New Topic Details**

Forum \*

Unit 1 Forum  [\[New Forum\]](#) 

Topic Type
















Open topic, everyone can access this topic and its contents







Group or section topic, everyone can access this topic but students only see threads from their own group or section

Title \*

Week 1 Discussions

**Description**

    Paragraph  **B** *I* U      Font Family  Size    

**Step 7:** Other options that you can set for this discussion board include **Allow anonymous posts**, **A moderator must approve individual posts before they display in the topic**, and **Users must start a thread before they can read and reply to other threads**.

Options

Allow anonymous posts ?

A moderator must approve individual posts before they display in the topic ?

Users must start a thread before they can read and reply to other threads ?

Rate Posts

No Ratings ?

Save and Close
Save and New
Save
Cancel

**Step 8:** After setting your options, you can now set your **Availability** and/or **Locking Options**.

Availability

Has Start Date

2/27/2020

4:29 PM

Now

*United States - Denver*

Has End Date

3/5/2020

11:29 PM

Now

*United States - Denver*

Display In Calendar

---

Locking Options

Unlock topic

Lock topic

Unlock topic for a specific date range

Has Start Date

2/27/2020

4:29 PM

Now

*United States - Denver*

Has End Date

3/5/2020

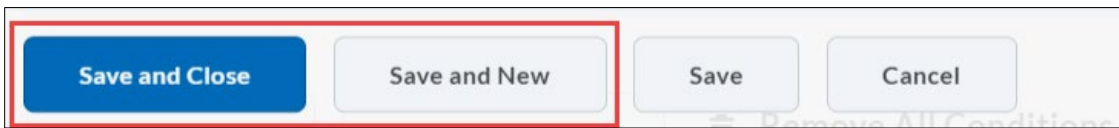
11:29 PM

Now

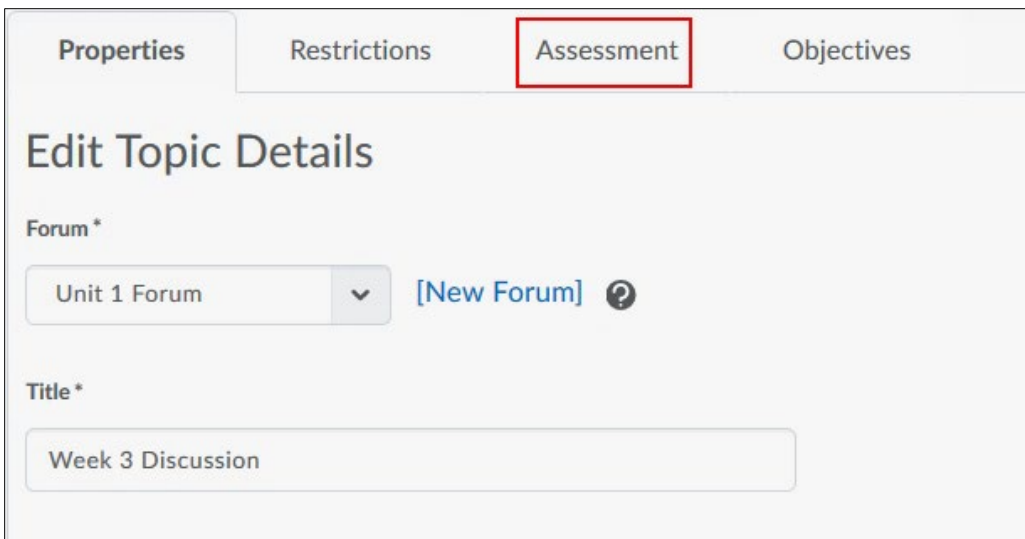
*United States - Denver*

Display in Calendar

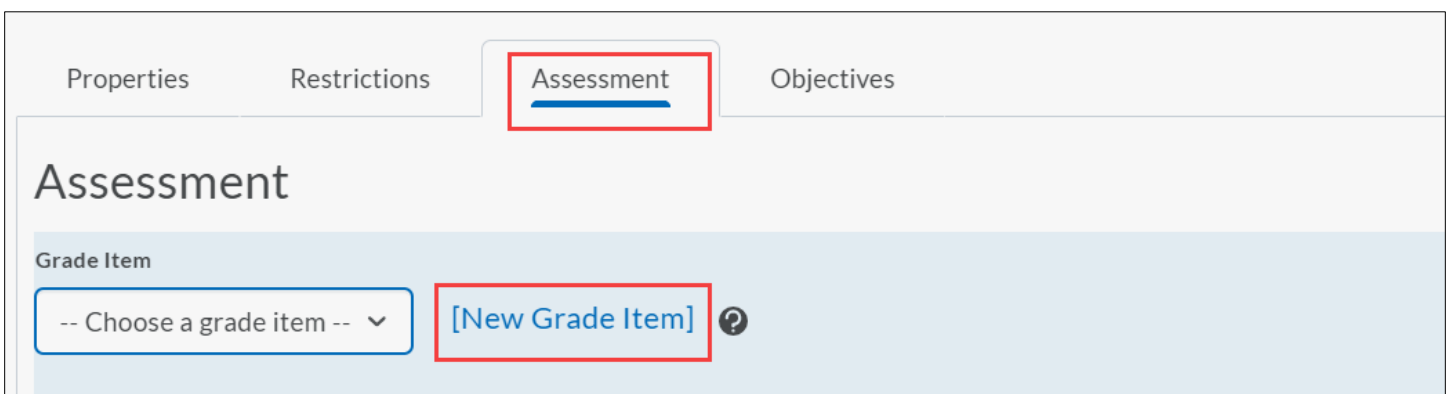
When done, you can either select **Save and Close** to save your topic and return to the **Discussions List** page or you can select the **Save and New** option to save your topic and create another topic under the **Unit 1 Forum**.



**Step 9:** To make your discussions gradable and associate them with the grade book, select the **Assessment** tab.

The 'Edit Topic Details' form has four tabs: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Assessment' tab is selected and highlighted with a red border. Below the tabs, the 'Forum \*' dropdown menu is set to 'Unit 1 Forum' with a '[New Forum]' link and a help icon. The 'Title \*' text box contains 'Week 3 Discussion'.

**Step 10:** In the Assessment window, select the **New Grade Item** link, the New Grade Item window appears.

The 'Assessment' window has four tabs: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Assessment' tab is selected and highlighted with a red border. Below the tabs, the 'Grade Item' dropdown menu is set to '-- Choose a grade item --' with a '[New Grade Item]' link and a help icon. The 'Assessment' title is displayed above the dropdown menu.

**Step 11:** Type in the **Name** of the grade item. Enter the point value of the discussion in the **Maximum Points** box (10 points is the default; you can change this value). Select **Save**.

The screenshot shows a 'New Grade Item' dialog box with the following fields and options:

- General**
  - Type: Numeric
  - Name \*: Week 3 Discussion
  - Short Name: (empty)
  - Category: None
  - Show Description: (toggle)
- Grading**
  - Maximum Points \*: 20
- Buttons: Save, Cancel

**Step 12:** Enter the **Score Out of** value for the discussion topic. **Add Rubric**, if desired. When done, select **Save and Close**.

The screenshot shows the 'Score Out of' and 'Rubrics' sections of the dialog box with the following details:

- Score Out of:** 100
- Rubrics:**
  - Add Rubric button
  - No rubrics selected.
  - [Create Rubric in New Window]
- Posts:**
  - Allow assessment of individual posts: (unchecked)
- Calculation:** (partially visible)
- Buttons: Save and Close, Save and New, Save, Cancel