How to Create A New Discussion Topic

• From the course Navbar, click on the “Communication” button, then select “Discussions”.

• Select the “New” Action button and select “New Topic”.

• Select a “Forum” for the topic to go in by pressing the “Choose a Forum” dropdown, or, click the “[New Forum]” option to create a new forum for the topic to go in.
• Put in a “**Title**” for the Topic.

• **Optional** : You can include a “**description**” of the Topic if you wish.

• **Optional** : Select the “**Allow anonymous posts**” box ONLY if you want users to post anonymously to the topic. Anonymous posts display with the author “Anonymous” in the thread.

• **Optional** : Select the “**A moderator must approve individual posts before they display in the topic**” box ONLY if you will require a moderator (Instructor) to approve the posts in this topic before they are displayed to the students.

• **Optional** : Select the “**Users must start a thread before they can read and reply to other threads**” box ONLY if you want the
students to post their thread before they can see or reply to what the other students have written.

- **Optional:** If you’d like your students to be able to rate the posts, choose one of the three rating options from the drop down menu under the “Rate Posts” heading:
  1. Five Star Rating Scheme
  2. Up Vote/Down Vote Rating Scheme
  3. Up Vote Only Rating Scheme

- **Optional:** Under the “Availability” dates you can choose from 3 options under the “Visibility” heading
  1. “**Topic is Always Visible**” (default) meaning the students can always see the posts within this topic.
2. “Hide this topic” meaning that the students won’t see any of the posts within this topic.
3. “Topic is visible for a specific date range” meaning students will only be able to view the items within the topic during the dates you put into the “Start Date” and “End Date” area.

• Optional: Under the “Locking Options” section you can choose from 3 options:
  1. “Unlock Topic” (default) meaning that the students are free to post in the topic at their convenience.
  2. “Lock Topic” meaning that the students can not post or reply within this discussion topic
  3. “Unlock topic for a specific date range” meaning the students can only post and reply within this topic between a specific date range set by the instructor. The instructor can also select the “Display in Calendar” option if they want the students to see the dates they can post within their course calendar.

• Press the “Save and Close” button.