Create a Discussion in Content

Objectives

By following the guide, you will be able to Create a Discussion in the Content section.
Note: Individual discussions can also be created using the Discussions tool accessed through Course Admin. The Assignments tool may include more setting options.

Create a Discussion in Content

1. Click Content in the black navigation bar.
2. From Content, identify the module in which you want to add content.
3. On the left panel, click the module. (Ex: Week 1)
4. Click the Upload/Create button.
5. In the dropdown menu, select New Discussion.
6. Click in the ‘Enter a Title’ field and type a title. (Ex: Discussion 1)
7. Click the New Forum button.

8. In the ‘Create Discussion Forum’ field, type a title for the Discussion Forum. (Ex: Discussions)
   - Note: Discussion Forums are required. They act like containers to hold discussions. Think of a ‘Forum’ as a high level ‘folder.’ You may decide to make only one generic forum to house all your discussion topics; or you may decide to make multiple forums to contain and organize various different discussions.
9. (Optional) Click in the ‘Description’ field text editor to enter an optional description.
   - Note: This is a general description; Do NOT type your questions here.
10. Click Create.
11. Click in the ‘Instructions field (below the editing icons) and type instructions.
   - The Discussion Instructions/Description is where you place your question(s) for students to respond to in their posts.

12. Click Save.

13. Click the toggle switch from Hidden to Visible.
   - Note: If you are not ready for students to view the Discussion, you will need to return to the Discussion section to change this setting when ready for students.
14. Below the visible setting, leave the completion tracking to ‘Required: Automatic’. This means that when a student makes a post, they will automatically be marked as completing this activity.

15. (Optional) Under the Activity Details tab (below the discussion question & thread section), add date and restrictions.
   15.1. Click **Add dates and restrictions…**

   15.2. Click **Add start date** to control when a student first can click and view the discussion. (Note: The link to the discussion is inactive UNTIL the start date. Students can still see the title in the Table of Contents.)

   15.3. Click **Add due date** to give students a deadline for the discussion assignment. (Note: Students will still be able to view and post after the due date.)

   15.4. Click **Add end date** to control when a student can no longer click and view the discussion. Students will NOT be able to post in the discussion. (Note: The link to the discussion is inactive AFTER the end date. Students can still see the title in the Table of Contents.)
16. Mouse-over anywhere on the ‘Options’ and Click.

![Screenshot of Activity Details with Options highlighted]

17. Under Options, leave the first checkbox clear, unless you want to allow anonymous posts.
18. Under Options, leave the second checkbox clear, unless you want to approve all posts before they display.
19. Under Options, leave the third checkbox clear, unless you want students to start a thread before seeing any other students’ threads.
20. Under Rate Posts, leave as ‘No Ratings’, unless you want students to rate student posts. (Rating schemes include: Five-Star Rating, Up vote/Down Vote, or Up Vote Only Rating)
21. Click Update.

![Screenshot of Options with checkboxes and 'Update' button]

22. (Optional) To add a column in the gradebook, locate the Assessment section and click Add a grade item…

![Screenshot of Activity Details with 'Add a grade item' highlighted]
22.1. To enter a point value for the assignment, click in the ‘Out’ box.
22.2. Enter the maximum points for the assignment.
22.3. Hit the Enter key on the keyboard or click outside of the box to save it.

![Image showing the 'Out' box and the 'Save' and 'Cancel' buttons]

22.4. To create a grade item in the gradebook, click the ‘New Grade Item’ button.

![Image showing the pop-up window for creating a grade item with the 'Name' field]

22.5. In the pop-up window, click in the ‘Name’ field and type a name. (Ex: Discussion 1)
22.6. Click Create.
22.7. Click **Save**.