

## Create a Discussion in Content

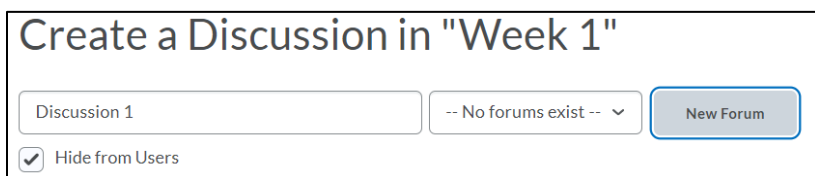
### Objectives

By following the guide, you will be able to Create a Discussion in the Content section.

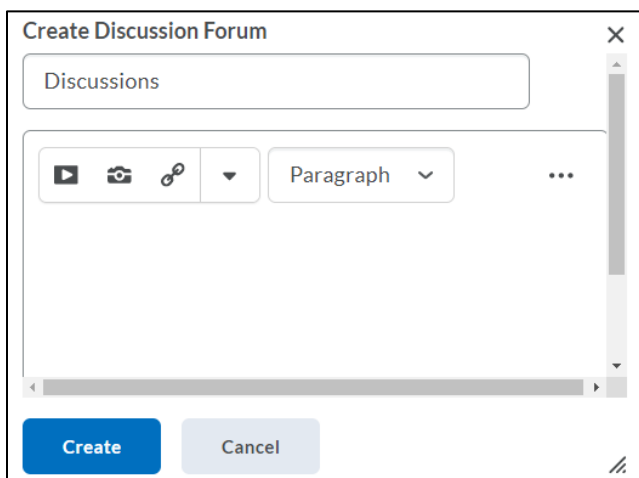
Note: Individual discussions can also be created using the Discussions tool accessed through Course Admin. The Discussions tool may include more setting options.

### 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, scroll to select **New Discussion**.
6. Click in the 'Enter a Title' field and type a title. (Ex: Discussion 1)
7. Click the **New Forum** button.

A screenshot of a web form titled "Create a Discussion in 'Week 1'". The form has a text input field containing "Discussion 1", a dropdown menu showing "-- No forums exist --", and a blue "New Forum" button. Below these is a checkbox labeled "Hide from Users" which is checked.

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 text editor field to enter an optional description.
  - Note: This is a general description; Do NOT type your questions here.
10. Click **Create**.

A screenshot of a "Create Discussion Forum" dialog box. It features a text input field with "Discussions" entered. Below is a rich text editor with icons for video, image, link, and text formatting, and a dropdown menu set to "Paragraph". At the bottom are "Create" and "Cancel" buttons.

11. Click in the 'Instructions field (below the editing icons) and type instructions.
  - The Discussion Instructions is where you place your question(s) for students to respond to in their posts.
12. Click **Save**.

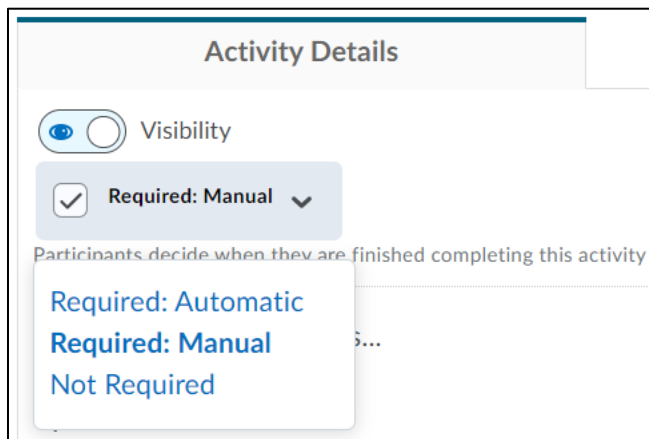
The screenshot shows a form titled "Create a Discussion in 'Week 1'". At the top, there is a text input field containing "Discussion 1", a dropdown menu set to "Discussions", and a "New Forum" button. Below this is a checkbox labeled "Hide from Users" which is checked. The main section is titled "Instructions" and contains a rich text editor. The editor's toolbar includes options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color (A), Bulleted List, Numbered List, Link, Unlink, Image, Sum, Table, and other icons. The text area of the editor contains the instruction: "Question 1: This is the location where the instructor types the question(s). Students will respond by starting a thread, typing an answer, and clicking the 'Post' button." At the bottom of the form are "Save" and "Cancel" buttons.

13. Located at the bottom of your page, click the toggle switch to make the discussion 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.

This screenshot shows the "Activity Details" section. A red rectangle highlights the "Visibility" toggle switch, which is currently turned off (the circle is on the left). Below the toggle is a checked checkbox labeled "Required: Manual" with a dropdown arrow.

This screenshot shows the "Activity Details" section. A green rectangle highlights the "Visibility" toggle switch, which is now turned on (the circle is on the right). Below the toggle is a checked checkbox labeled "Required: Manual" with a dropdown arrow.

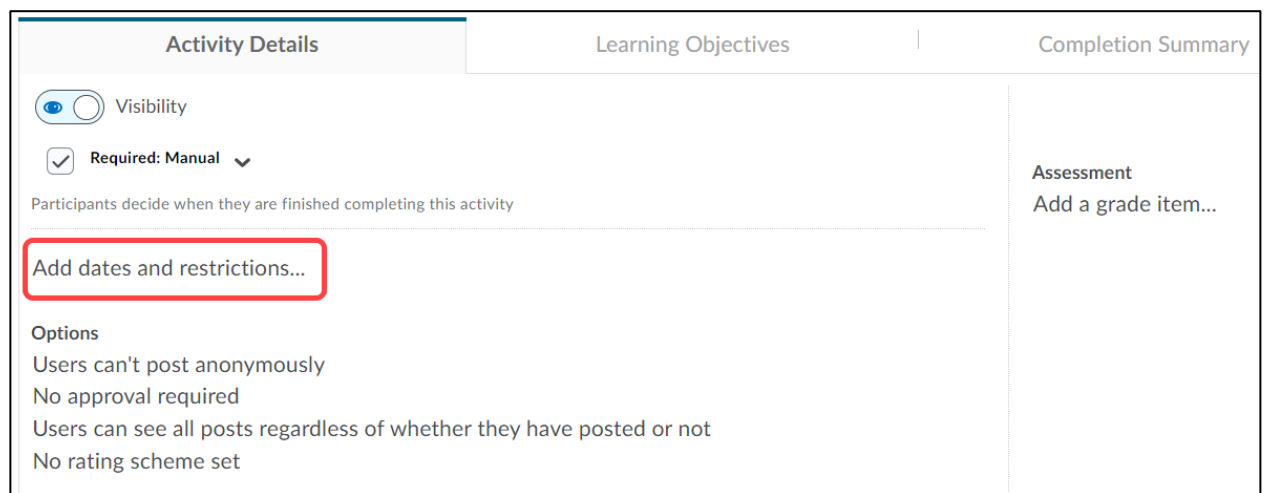
14. Below the visible setting, leave the completion tracking to 'Required: Automatic'. This means that when a student makes a post, they will automatically be marked as completing this activity.



The screenshot shows the 'Activity Details' tab. Under the 'Visibility' section, there is a 'Required' dropdown menu. The dropdown is open, showing three options: 'Required: Automatic', 'Required: Manual', and 'Not Required'. The 'Required: Manual' option is currently selected.

15. (Optional) Under the Activity Details tab (below the discussion question & thread section), add date and restrictions.

15.1. Click **Add dates and restrictions...**



The screenshot shows the 'Activity Details' tab. The 'Add dates and restrictions...' button is highlighted with a red rectangle. Below this button, there are several options listed: 'Options', 'Users can't post anonymously', 'No approval required', 'Users can see all posts regardless of whether they have posted or not', and 'No rating scheme set'. To the right of the main content area, there is a section titled 'Assessment' with the text 'Add a grade item...'.

- 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. (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.)

Start Date

Add start date...

Due Date

Add due date...

End Date

Add end date...

16. Mouse-over anywhere on the 'Options' and Click.

Activity Details	Learning Objectives	Completion Summary
<div> <div><input checked="" type="checkbox"/></div> <div>Visibility</div> </div> <div> <div><input checked="" type="checkbox"/></div> <div>Required: Manual</div> </div> <div>Participants decide when they are finished completing this activity</div> <div>Add dates and restrictions...</div> <div> <div>Options</div> <div>Users can't post anonymously</div> <div>No approval required</div> <div>Users can see all posts regardless of whether they have posted or not</div> <div>No rating scheme set</div> </div>		<div>Assessment</div> <div>Add a grade item...</div>

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, check the third checkbox, IF you want students to start a thread before seeing any other students' threads. (Note: This setting is commonly used.)
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**.

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

Rate Posts

No Ratings

▼

Update

Cancel

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

The screenshot shows the 'Activity Details' tab of a gradebook interface. On the right side, under the 'Assessment' section, there is a button labeled 'Add a grade item...' which is highlighted with a red border. Other visible elements include a 'Visibility' toggle, a 'Required: Manual' checkbox, and various options for activity settings.

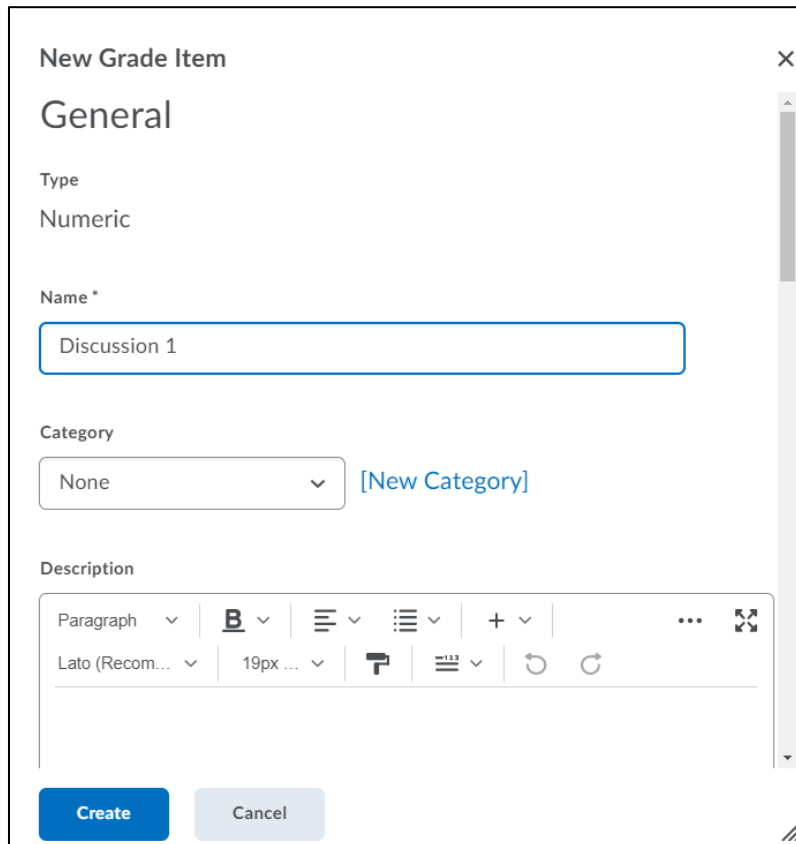
- 22.1. To enter a point value for the discussion, click in the 'Out' box.
- 22.2. Enter the maximum points for the discussion.
- 22.3. Hit the Enter key on the keyboard or click outside of the box to save it.

This screenshot shows the 'Assessment Points' dialog box. It features a text input field containing the word 'Out', a dropdown menu set to '-- No Grade --', and a '+' button. At the bottom are 'Save' and 'Cancel' buttons. A red arrow points to the 'Out' text input field.

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

This screenshot shows the 'Assessment Points' dialog box with the text input field now containing the number '20'. A red arrow points to the '+' button next to the '-- No Grade --' dropdown menu. The 'Save' and 'Cancel' buttons remain at the bottom.

- 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**.

