

## Create a Discussion in Content

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### Objectives

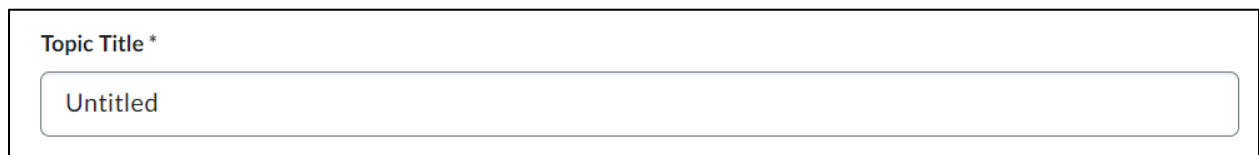
By following the guide, you will be able to Create a Discussion in the Content section.

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

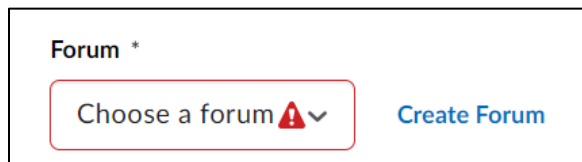
### Create a Discussion in Content

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**.

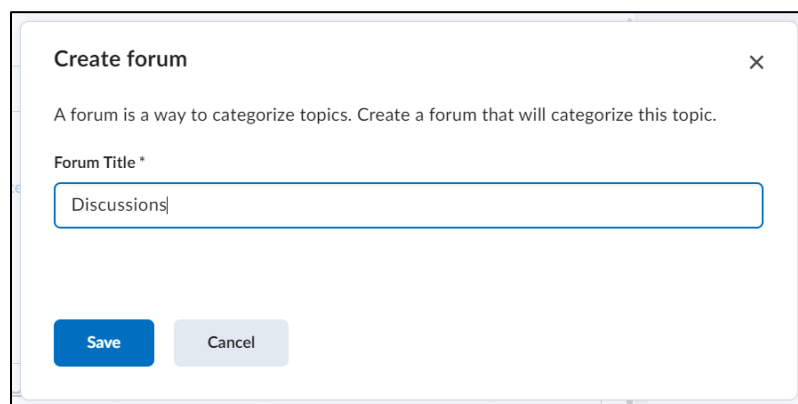
6. Click in the 'Enter a Title' field and type a title. (Ex: Discussion 1)

A screenshot of a form field labeled 'Topic Title \*'. Below the label is a text input box containing the word 'Untitled'.

7. Select the Create Forum link.

A screenshot of a form field labeled 'Forum \*'. Below the label is a dropdown menu with the text 'Choose a forum' and a red warning triangle icon. To the right of the dropdown is a blue button labeled 'Create Forum'.


8. In the 'Create Discussion Forum' field, type a title for the **Discussion Forum**. (Ex: Discussions), select **Save**.
  - 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.

A screenshot of a 'Create forum' dialog box. The dialog has a title bar with a close button (X). Below the title bar is a text area with the text 'A forum is a way to categorize topics. Create a forum that will categorize this topic.' Below the text area is a form field labeled 'Forum Title \*' containing the text 'Discussions'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

9. If there is a grade associated with the forum, add the point value in the Grade Out Of box

**Grade Out Of**  










1










 point |  In Grade Book ▼


10. (Optional) Click in the text editor field to enter an optional description.

- Note: This is a general description; Do NOT type your questions here.

**Description**  

Paragraph ▼ **B** *I* U ▼  ▼  ▼  ▼  ▼     + ▼ ... 

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11. Select **Save and Close**.

12. Click in the Title field and the Instructions field to update with appropriate information.

- The Discussion Instructions is where you place your question(s) for students to respond to in their posts.

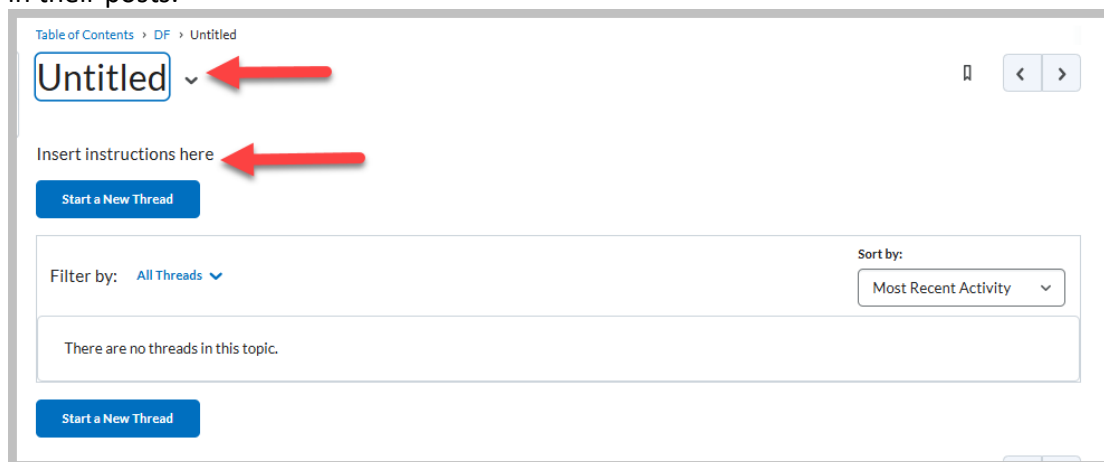


Table of Contents > DF > Untitled

Untitled

Insert instructions here

Start a New Thread

Filter by: All Threads

Sort by: Most Recent Activity

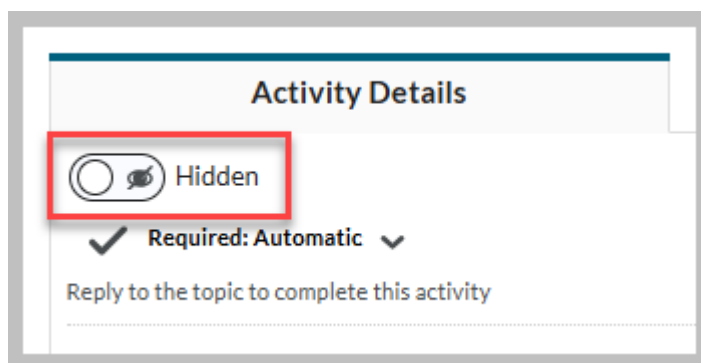
There are no threads in this topic.

Start a New Thread

13. Click outside of the title field to update the field. Click **Save** to update the instructions field.

14. 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.

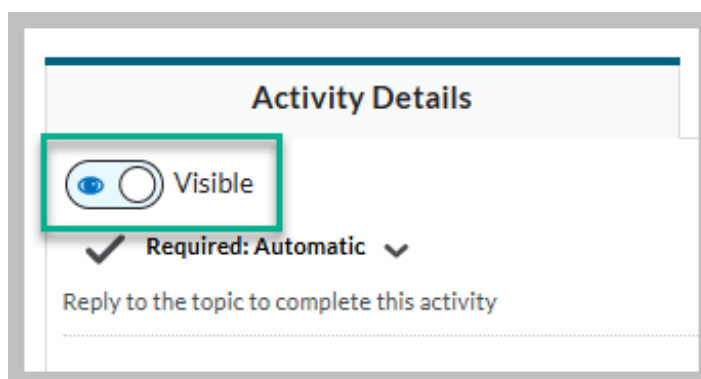


Activity Details

☐ Hidden

✓ Required: Automatic

Reply to the topic to complete this activity



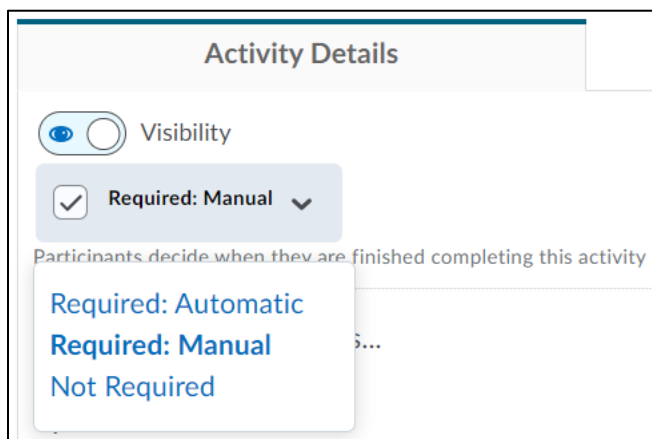
Activity Details

☒ Visible

✓ Required: Automatic

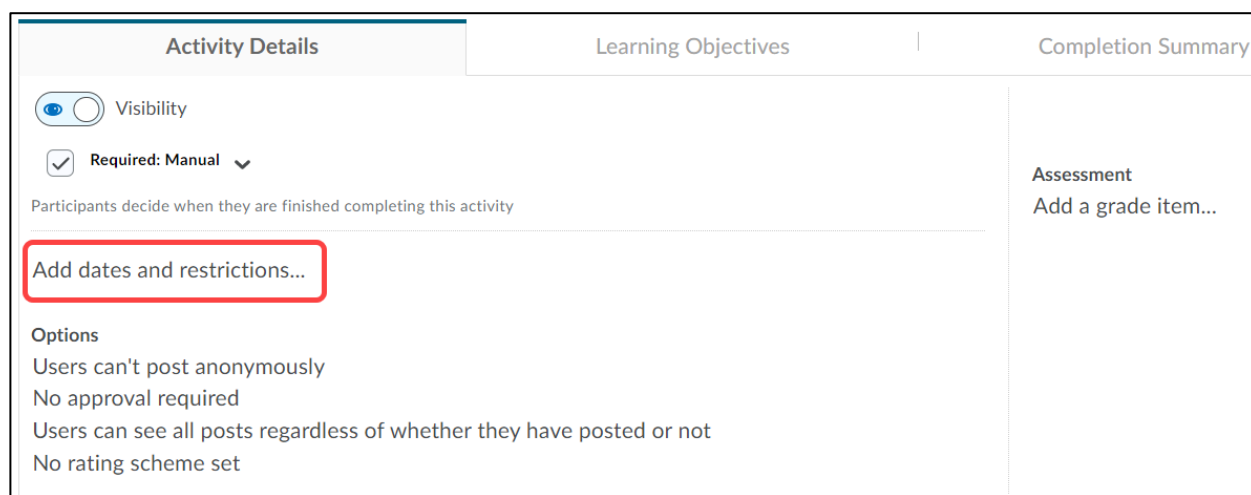
Reply to the topic to complete this activity

15. 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.



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

16.1. Click **Add dates and restrictions...**



- 16.2. 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.)
- 16.3. 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.)
- 16.4. 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...

17. 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>

18. Under Options, leave the first checkbox clear, unless you want to allow anonymous posts.

19. Under Options, leave the second checkbox clear, unless you want to approve all posts before they display.

20. 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.)

21. 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)

22. 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

23. (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.

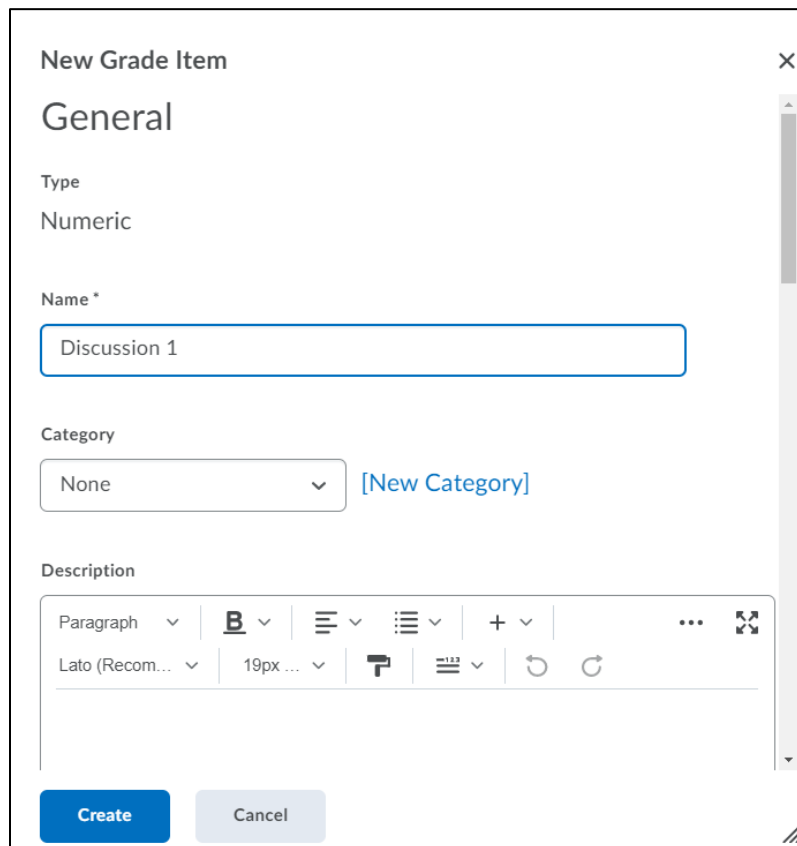
- 23.1. To enter a point value for the discussion, click in the 'Out' box.
- 23.2. Enter the maximum points for the discussion.
- 23.3. Hit the Enter key on the keyboard or click outside of the box to save it.

This dialog box is titled 'Assessment Points'. 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 field.

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

This dialog box is titled 'Assessment Points'. It features a text input field containing the number '20', a dropdown menu set to '-- No Grade --', and a '+' button. At the bottom are 'Save' and 'Cancel' buttons. A red arrow points to the '+' button.

- 23.5. In the pop-up window, click in the 'Name' field and type a name. (Ex: Discussion 1)
- 23.6. Click **Create**.



The screenshot shows a 'New Grade Item' dialog box with a 'General' tab. The 'Type' is set to 'Numeric'. The 'Name' field contains 'Discussion 1'. The 'Category' is set to 'None' with a '[New Category]' link. The 'Description' field has a rich text editor with a toolbar. At the bottom are 'Create' and 'Cancel' buttons.

**New Grade Item**

**General**

Type  
Numeric

Name \*

Discussion 1

Category  
None [New Category]

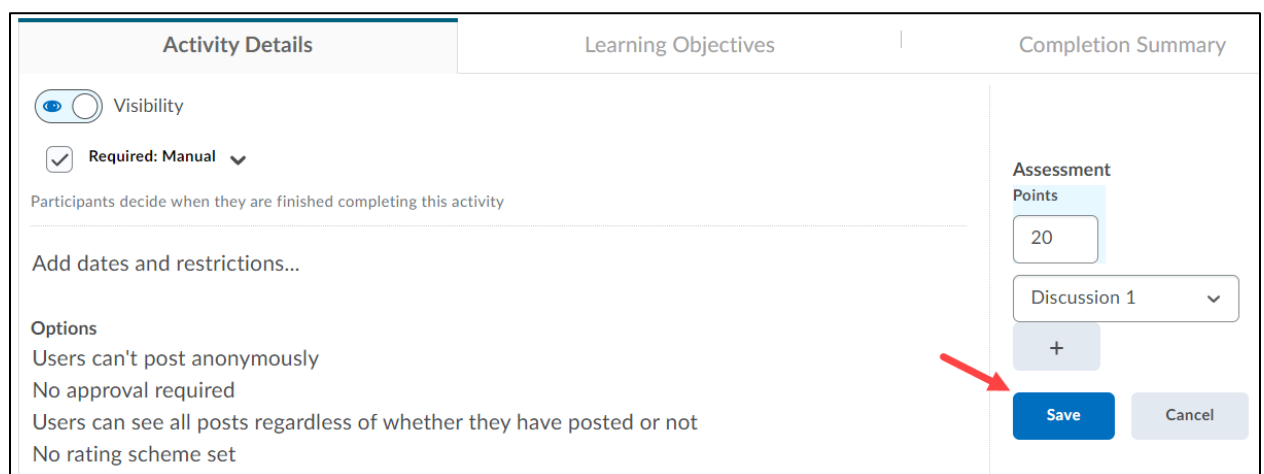
Description

Paragraph B Bulleted List Numbered List + ...

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Create Cancel

- 23.7. Click **Save**.



The screenshot shows the 'Activity Details' tab of the 'New Grade Item' dialog box. It includes a 'Visibility' toggle, a 'Required: Manual' checkbox, and a section for 'Add dates and restrictions...'. The 'Options' section lists settings like 'Users can't post anonymously' and 'No approval required'. On the right, the 'Assessment' section shows 'Points' set to 20 and 'Discussion 1' as the category. A red arrow points to the 'Save' button.

**Activity Details** Learning Objectives Completion Summary

Visibility

☒ Required: Manual

Participants decide when they are finished completing this activity

Add dates and restrictions...

**Options**

Users can't post anonymously

No approval required

Users can see all posts regardless of whether they have posted or not

No rating scheme set

**Assessment**

Points

20

Discussion 1

+

Save Cancel