
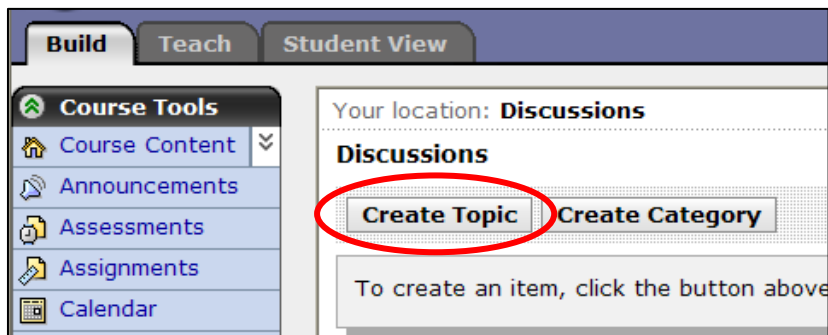


Creating Discussion Topics

1. Go to the *Discussions* screen by either clicking the **Discussions** link from the **Course Tools** menu or clicking the **ActionLinks** () menu and selecting the **Discussions** link and then clicking **Create Discussion Topic**
2. From the *Discussions* screen, do one of the following:
 - o To create a new topic:
 - a. Click the **Create Topic** button.



Note: To edit an existing topic, click its **ActionLinks** menu and click **Edit Properties**.

3. Enter a title.

The screenshot shows the 'Create Threaded Topic' form. The breadcrumb trail is 'Your location: Discussions > Create Discussion Topic > Create Threaded Topic'. The form has the following elements:

- *Title:** A text input field, circled in red.
- Description:** A large text area with an 'Enable HTML Creator' button to its right.
- Use HTML
- Item Visibility:** Two radio buttons: 'Show Item' (selected and circled in red) and 'Hide Item'.
- Category:** A dropdown menu with the text 'Topics can be organized into categories.' and 'Select Category: - Select -'.

4. Enter a description (optional):
 - o To enter a description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.

- To enter formatting (example: underlined, bold, or italicized text; bullets and numbering, etc.), click **Enable HTML Creator**, otherwise you will have to hand code the HTML. If you use the HTML Creator or hand code the HTML, select *Use HTML*.
5. Next to *Item Visibility*, select whether to show or hide the item for Students.
6. Under **Category**, if you want to add the topic to a category, do one of the following from the *Select Category* drop-down list:
- To add the topic to an existing category, select the category.
 - To create a category:
 - Select *Create New Category*.
 - Enter a name and description.

Category: Topics can be organized into categories.

Select Category: - Select -
 - Select -
 Create New Category

Grading

Topic is not gradable

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:


A column is automatically created for this topic in Grade Book

Grade Book column title:


Release grade to Students in My Grades

Topic Behavior Options (Expand this area to see more options.)

7. Under **Grading**, select if you want Students to receive a grade based on their participation in the topic:
- If you do not want the topic to be gradable, select *Topic is not gradable*.
 - If you want the topic to be gradable, under *Allow the topic to be graded*:
 - Select a grading scheme:
- Note:** You can only change your original grading selection from alphanumeric to numeric, from numeric to alphanumeric, and from one grading form to a different grading form.
- To assign a numeric grade, select *Numeric grade* and, in the *Out of* text box enter the maximum grade that can be attained.
 - To assign a letter grade, select *Alphanumeric grade*.
 - a. If you want the **Grade Book** column for this topic to have a name other than the topic title, enter the name in the *Grade Book column title* text box.
 - b. If you want Students to see their grades for this topic, select *Release grade to Students in My Grades*.

 **Topic Behavior Options** (Expand this area to see more options.)

8. Next to **Topic Behavior Options**, click the **Expand/Collapse** icon to set *Student Posting Rules* for the topic: **Note:** These options do not apply to journal (private) topics

 **Topic Behavior Options** (Expand this area to see more options.)

Student Posting Rules

- Students can post messages and reply to messages
- Students can post messages but cannot reply to messages
- Students can reply to messages but cannot post messages
- Students can edit their messages after posting them
- Lock this topic for Students (Section Instructors can post in a locked topic)

Author Identification

- Authors are identified by user names
- Authors are anonymous to Students

Save Cancel

- o If you want to allow Students to contribute to a topic:
 - . Select one of the following:
 - *Students can post messages and reply to messages.*
 - *Students can post messages but cannot reply to messages.*
 - *Students can reply to messages but cannot post messages.*
 - a. To allow Students to edit their messages, select *Students can edit their messages after posting them.*
- o If you want to allow Students to read messages but prevent them from contributing to a topic, select *Lock this topic for Students*. Section Instructors and Teaching Assistants can post messages to a locked topic.

Tip: If you want to make a topic available to one student, a group of students, or on specific dates, apply selective release criteria to the topic. For more information, see *Adding Date Criteria to Items* or *Adding Group Criteria to Items*.

9. Under *Author Identification*, specify whether Students' names should display with their messages:
- o For user names to display, select *Authors are identified by user names*.
 - o For postings to remain anonymous, select *Authors are anonymous to Students*.

10. Click **Save**.