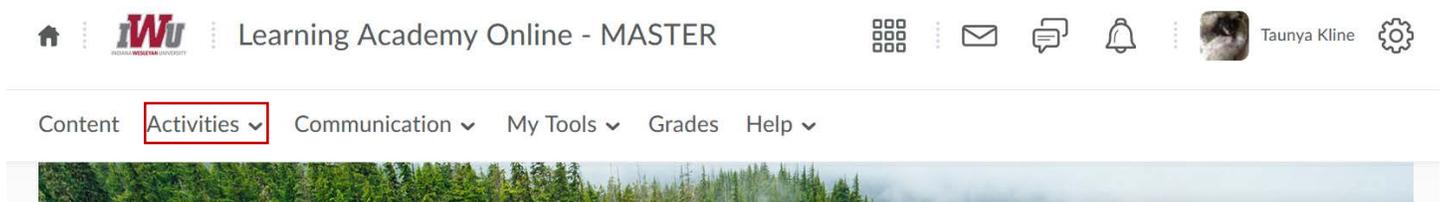


Discussions

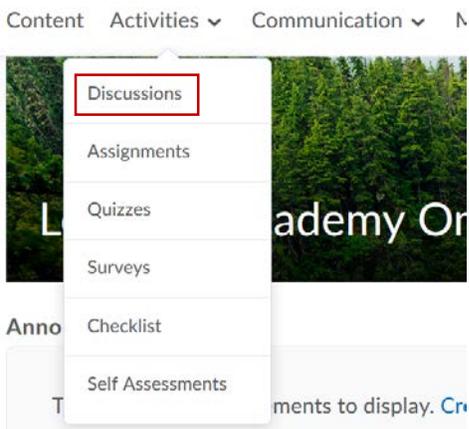
Discussion forums organize discussion topics into categories. You can have multiple forums and topics, but you must create a forum before you can create a topic.

- ⇒ **Forums:** House discussion topics that are similar. For example, you might have several discussions in the first week of your course, so you would create a forum titled "Week One Discussions" for them. You would also create a forum for group discussions, with each group having its own discussion topic. You must create a discussion forum before you can create a discussion topic.
- ⇒ **Topics:** Discussion actually takes place in the topic area. This is where you and your students can post threads in response to a discussion prompt.
- ⇒ **Threads:** Initial comments added to a discussion topic.
- ⇒ **Replies:** Responses posted to a specific discussion thread.

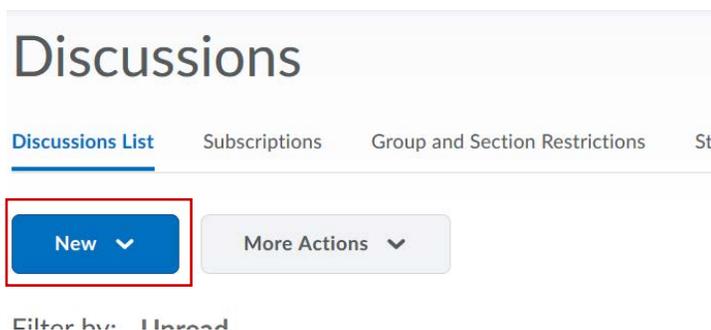
1. Click on "Activities" on the Navbar.



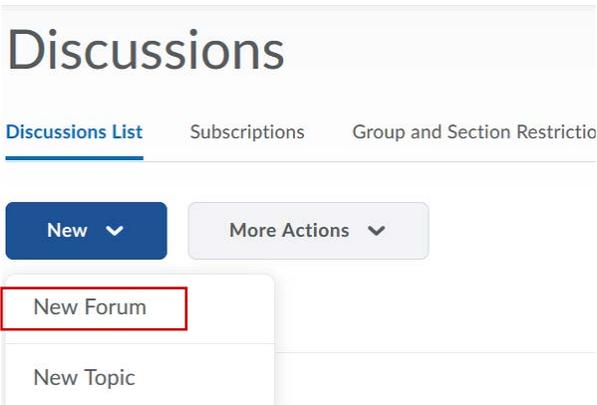
2. Select "Discussions".



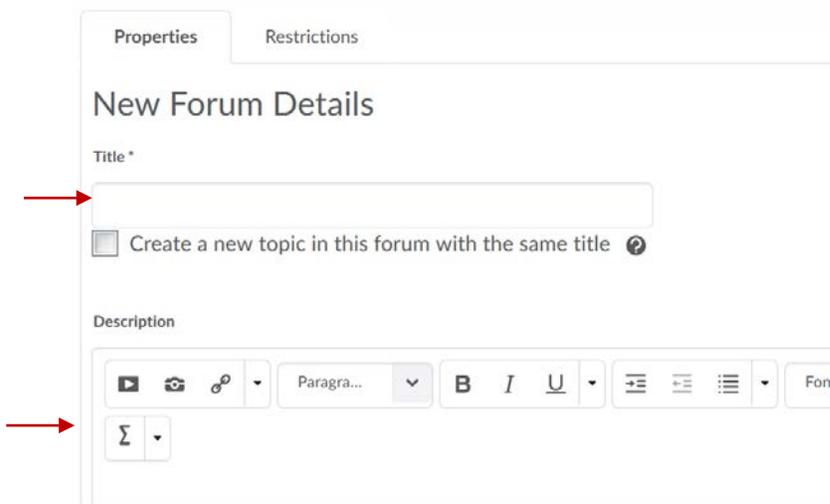
3. Click the "New" button.



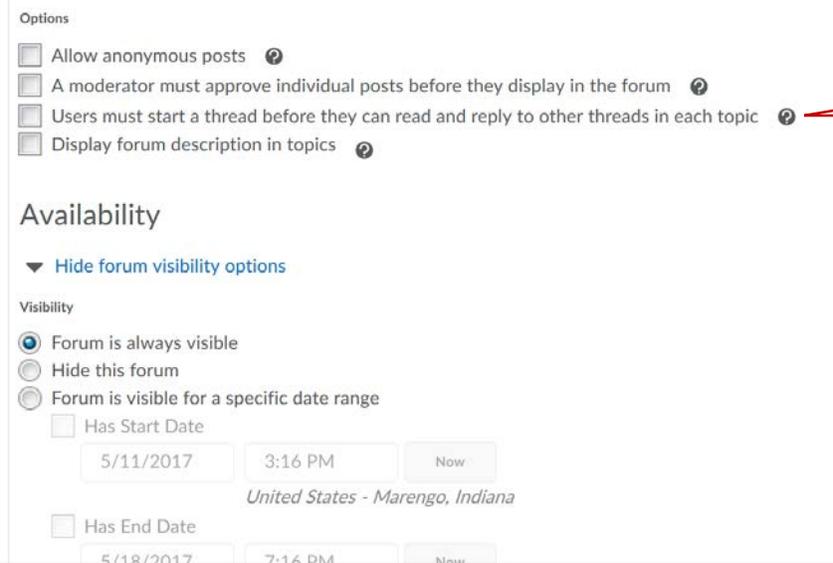
4. Select "New Forum"



- 5. Enter a title.
- 6. Enter a description (optional).



7. Additional options.



This option is the Post First option in LearningStudio.

8. Locking Options

Locking Options

▼ Hide locking options

Locking
Options

Unlock forum
 Lock forum
 Unlock forum for a specific date range

Has Start Date

5/11/2017 3:16 PM Now
United States - Marengo, Indiana

Has End Date

5/18/2017 7:16 PM Now
United States - Marengo, Indiana

Save and Close

Save and Add Topic

Save

Cancel

9. Click "Save and Close", "Save", "Save and Add Topic" or move to the Restrictions tab.
 - If you choose "Save and Close", you will return to the Discussions List page and your new forum will be added to the list.
 - If you choose "Save and Add Topic", you will moved to the New Topic page.
 - If you choose "Save", you will remain on the same page.

Note: Once you've created a discussion, you can add restrictions to it, like making it available during specific dates or restricting it to groups of students within your class. To keep track of new activity, you can also subscribe to a discussion and receive updates by email or text message. Notifications are set by clicking on your name on the Minibar and selecting "Notifications".

Create a Discussion Topic

1. Click the "New" button.

The screenshot shows the 'Discussions' page with a navigation bar containing 'Discussions List', 'Subscriptions', 'Group and Section Restrictions', and 'St'. Below the navigation bar, there are two buttons: 'New' and 'More Actions'. The 'New' button is highlighted with a red rectangular box. Below the buttons, there is a 'Filter by:' label followed by the text 'Unread'.

2. Select "New Topic"

Discussions

[Discussions List](#) Subscriptions Group and Section Restrictio

New ▾ **More Actions** ▾

New Forum

New Topic

3. Select a forum from the Forum dropdown menu or click "New Forum" link if you need to create a new one.
4. Enter Title.
5. Enter Description (optional).
6. Select options (optional).

Options

- Allow anonymous posts ?
- A moderator must approve individual posts before they display in the topic ?
- Users must start a thread before they can read and reply to other threads ?

7. Rate Posts – you can allow ratings on postings.
8. Availability

Availability

▼ [Hide topic visibility options](#)

Visibility

- Topic is always visible
- Hide this topic
- Topic is visible for a specific date range
 - Has Start Date
 - 5/11/2017 3:56 PM Now
 - United States - Marengo, Indiana*
 - Has End Date
 - 5/18/2017 7:56 PM Now
 - United States - Marengo, Indiana*

9. Locking Options – This option prevents users from creating new posts or modifying existing posts.

Locking Options

▼ [Hide locking options](#)

Locking
Options

Unlock topic

Lock topic

Unlock topic for a specific date range

Has Start Date

5/11/2017

3:56 PM

Now

United States - Marengo, Indiana

Has End Date

5/18/2017

7:56 PM

Now

United States - Marengo, Indiana

Note: Once you've created a discussion, you can add restrictions to it, like making it available during specific dates or restricting it to groups of students within your class. To keep track of new activity, you can also subscribe to a discussion and receive updates by email or text message. Notifications are set by clicking on your name on the Minibar and selecting "Notifications".