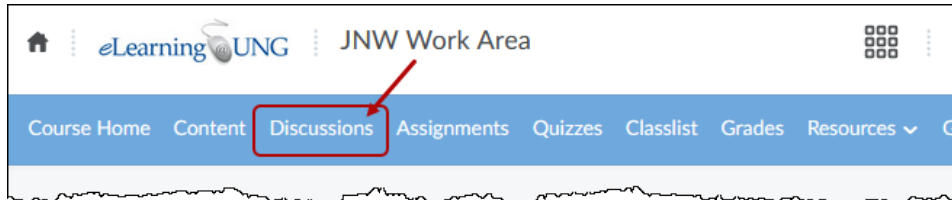


Discussions – Adding or Creating a Topic

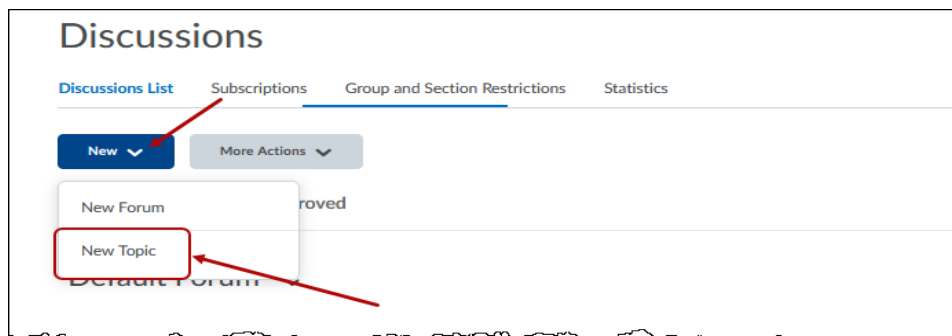
Discussions are made up of Forums and Topics in eLearning (D2L). Topics are where discussions are held. They are added or created in Forums.

Creating/Adding a Topic

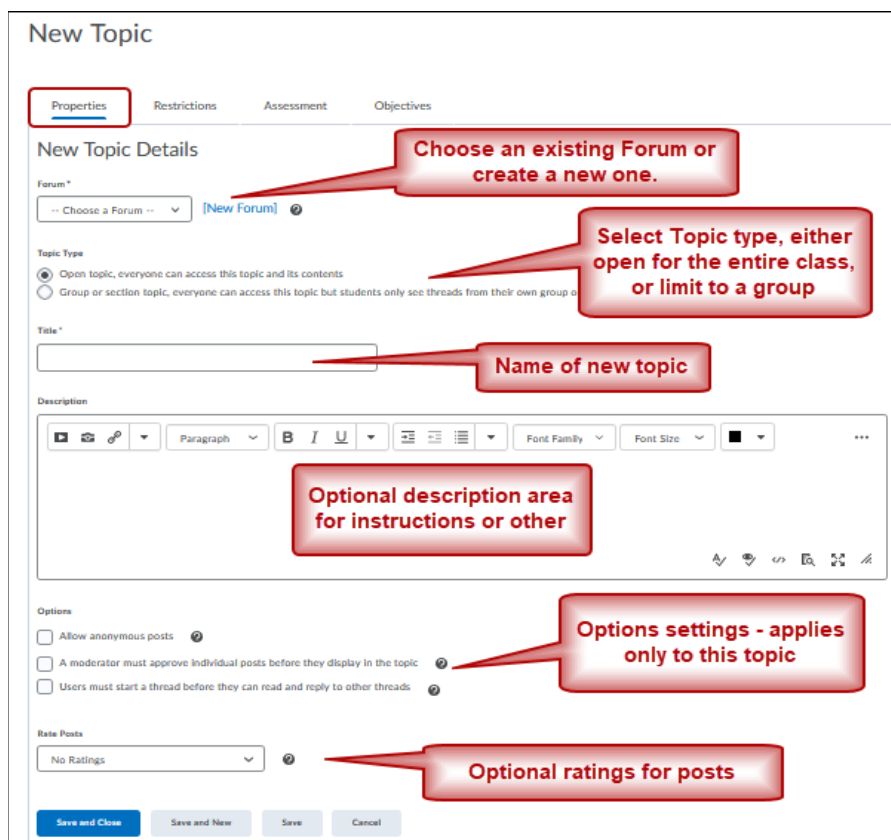
1. Access the Discussion Tool:



2. Click on the **New** button and select **New Topic**:



3. Fill in Properties, Restrictions, and Assessment for the new Topic:

A screenshot of the 'New Topic' form. The page title is 'New Topic'. There are four tabs: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Properties' tab is active. The form is titled 'New Topic Details'. It has several fields and options:

- 'Forum*': A dropdown menu with '-- Choose a Forum --' and a '+ New Forum' button. A red callout box says 'Choose an existing Forum or create a new one.'
- 'Topic Type': Two radio buttons. The first is 'Open topic, everyone can access this topic and its contents'. The second is 'Group or section topic, everyone can access this topic but students only see threads from their own group or section'. A red callout box says 'Select Topic type, either open for the entire class, or limit to a group'.
- 'Title*': A text input field. A red callout box says 'Name of new topic'.
- 'Description': A rich text editor with a toolbar. A red callout box says 'Optional description area for instructions or other'.
- 'Options': Three checkboxes. The first is 'Allow anonymous posts'. The second is 'A moderator must approve individual posts before they display in the topic'. The third is 'Users must start a thread before they can read and reply to other threads'. A red callout box says 'Options settings - applies only to this topic'.
- 'Rate Posts': A dropdown menu with 'No Ratings'. A red callout box says 'Optional ratings for posts'.

At the bottom, there are four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

Edit Topic - new 1

Properties **Restrictions** Assessment Objectives

Hide from Users

Availability

Has Start Date
 3/22/2021 5:19 PM Now
United States - New York

Has End Date
 3/29/2021 9:19 PM Now
United States - New York

Display in Calendar

Locking Options

Unlock topic
 Lock topic
 Unlock topic for a specific date range

Has Start Date
 3/22/2021 5:19 PM Now
United States - New York

Has End Date
 3/29/2021 9:19 PM Now
United States - New York

Display in Calendar

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Group and Section Restrictions

Save and Close Save and New Save Cancel

Creates time window for viewability

Limits the time for posting to topics that are in the forum - Unlock means can post

Add Release Conditions

Set Group Restrictions

Edit Topic - new 1

Properties Restrictions **Assessment** Objectives

Assessment

Grade Item
 -- Choose a grade item -- [New Grade Item]

Score Out Of

Rubrics
 Add Rubric
 No rubrics selected.
[\[Create Rubric in New Window\]](#)

Posts
 Allow assessment of individual posts

Calculation
 -- Select a calculation method -- Include unassessed posts in the calculated topic score as zero

Save and Close Save and New Save Cancel

Either select an existing grade item or create a new one

Enter max score

Add a D2L Rubric or create one

Optional: for assessing individual posts - need to select a way to determine an aggregate score

Alternative for creating new topic in existing Forum:

Click on Forum menu and select **Add Topic** to navigate to the above **New/Edit Topic** screens.

