

Create a Discussion in Content

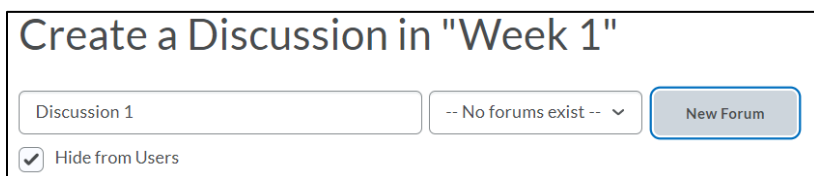
Objectives

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.

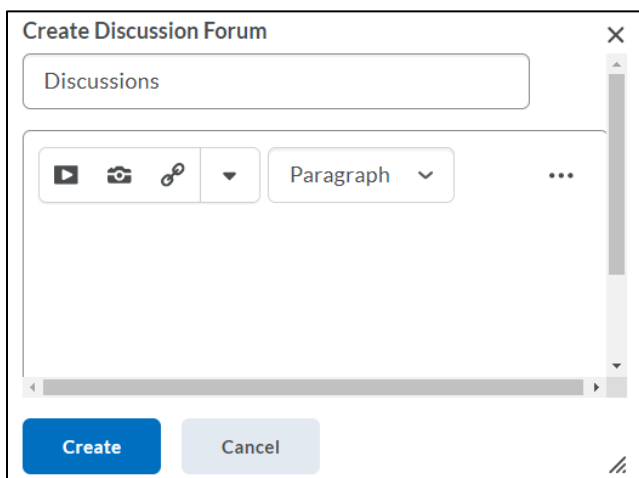
Create a Discussion in Content

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.



The screenshot shows a form titled "Create a Discussion in 'Week 1'". It features a text input field containing "Discussion 1", a dropdown menu with "-- No forums exist --", and a "New Forum" button. Below the input field is a checkbox labeled "Hide from Users" which is checked.

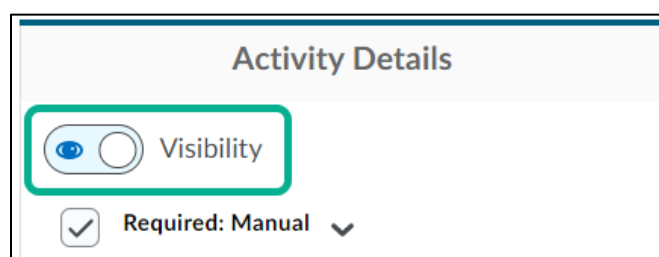
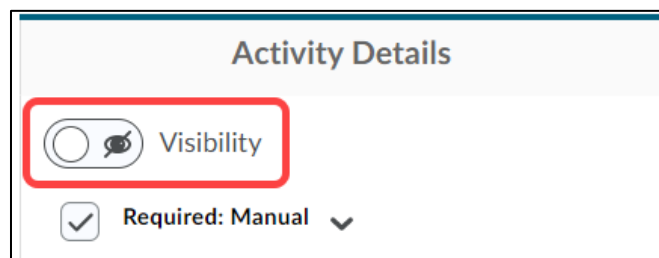
8. In the 'Create Discussion Forum' field, type a title for the **Discussion Forum**. (Ex: Discussions)
 - Note: Discussion Forums are required. They act like containers to hold discussions. Think of a 'Forum' as a high level 'folder.' You may decide to make only one generic forum to house all your discussion 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**.



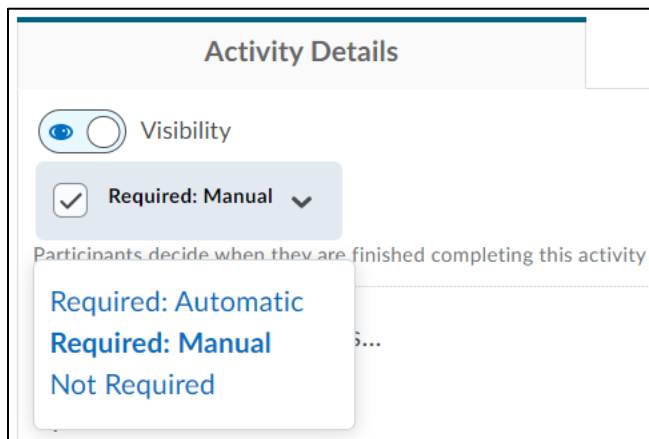
The screenshot shows a dialog box titled "Create Discussion Forum". It has a text input field with "Discussions" entered. Below the input field is a rich text editor toolbar with icons for video, image, link, and a dropdown menu set to "Paragraph". At the bottom of the dialog are "Create" and "Cancel" 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**.

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.

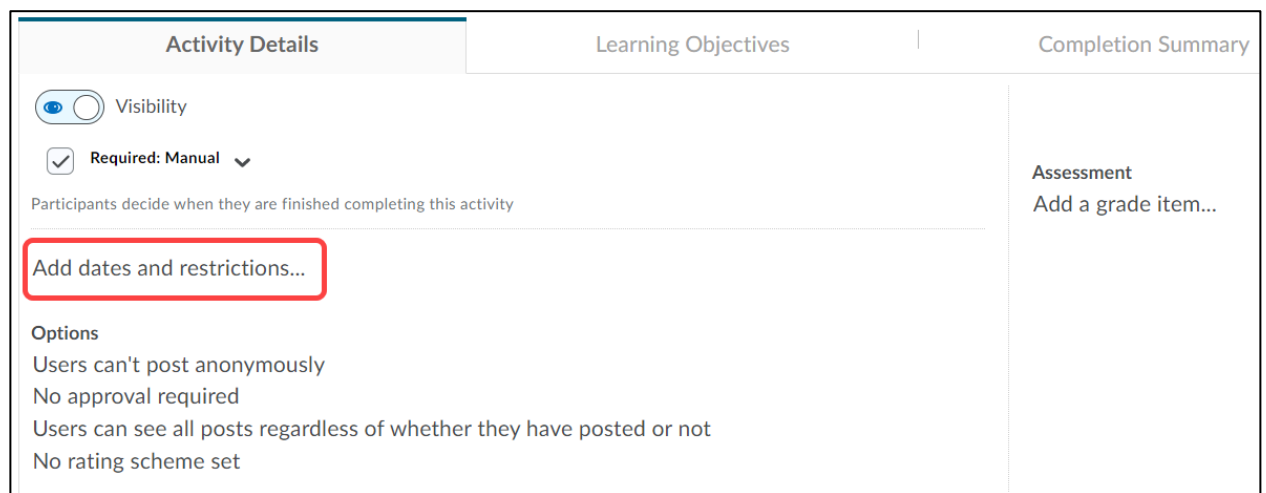


14. Below the visible setting, leave the completion tracking to 'Required: Automatic'. This means that when a student makes a post, they will automatically be marked as completing this activity.



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

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



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

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

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 rectangular box. Other visible elements include a 'Visibility' toggle, a 'Required: Manual' dropdown, and a list of options such as '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'.

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

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

This screenshot shows the same 'Assessment Points' dialog box, but the input field now contains the number '20'. A red arrow points to the '+' button next to the dropdown menu.

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

New Grade Item

General

Type
Numeric

Name *
Discussion 1

Category
None [New Category]

Description
Paragraph | B | | | + | ... |
Lato (Recom... | 19px ... | | | | | | |

Create Cancel

- 22.7. Click **Save**.

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