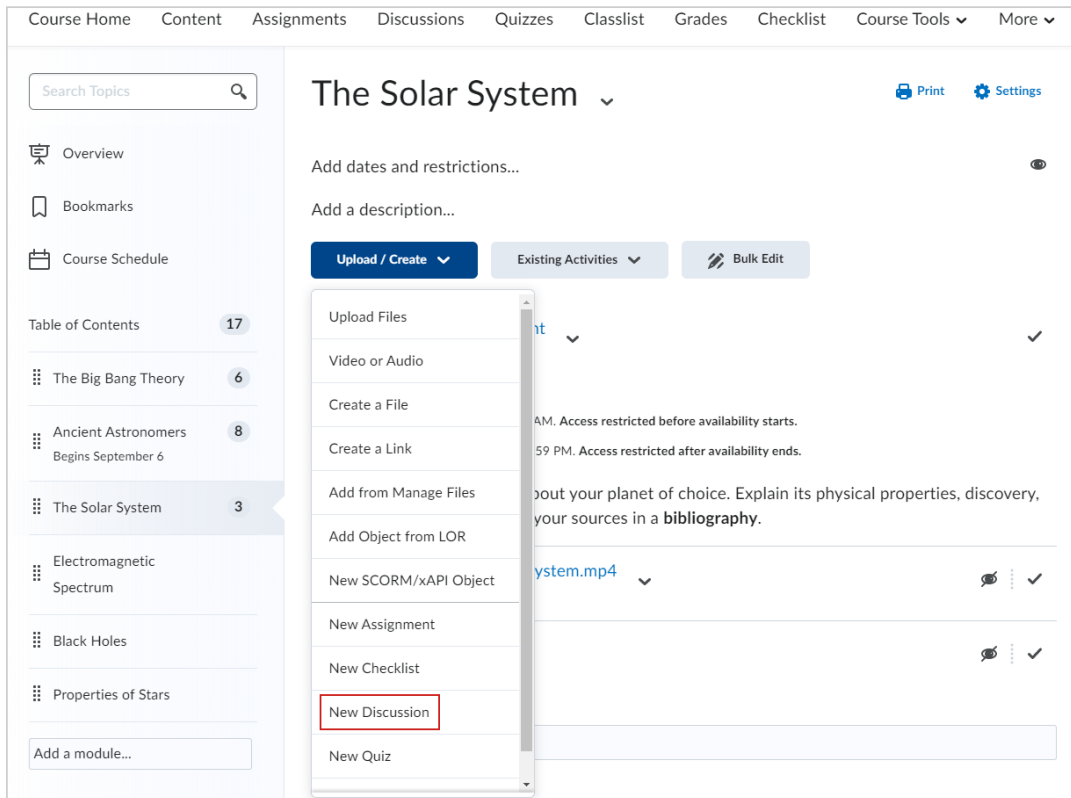


Create a Discussion Forum and Topic

Discussion forums organize course discussions topics into categories such as weekly discussions, open discussions, and group discussions.

To create a Discussion

1. From your course homepage navbar, navigate to **Content**.
2. Click **Upload/Create**.
3. Click **New Discussion**.



4. Click select a **Forum** from the drop-down, or click **Create Forum**.

The screenshot shows a 'New Topic' form with the following elements:

- Navigation:** A header bar with a left arrow and 'Back to Content' on the left, and 'New Topic' on the right.
- Topic Title:** A text input field labeled 'Topic Title *' containing the text 'Untitled'.
- Forum Selection:** A dropdown menu labeled 'Forum *' with the text 'Choose a forum' and a downward arrow. To its right is a red-outlined button labeled 'Create Forum'.
- Standards:** A section header labeled 'Standards'.
- Grade Out Of:** A text input field labeled 'Grade Out Of' containing the text 'Ungraded'.
- Description:** A section header labeled 'Description' with a blue link 'Generate Discussion Ideas' to its right. Below the header is a rich text editor with a toolbar containing icons for paragraph, bold, italic, underline, link, unlink, list, and other formatting options. The editor area is currently empty.

5. From the **Create forum** dialog, enter a **Forum Title**.
6. Click **Save**.

A new forum is created using the Classic Content Experience. You can now create a topic associated with that forum.

To edit a discussion topic

1. Navigate to **Content**.

2. Locate the module where your discussion topic is posted and click the topic. The topic opens for editing.

The screenshot shows the 'Fun facts about the solar system' discussion topic editing page. At the top, there's a breadcrumb trail: 'Table of Contents > The Solar System > Fun facts about the solar system'. Below this is a search bar containing the title 'Fun facts about the solar system'. To the right of the search bar are navigation arrows. The main editing area features a rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and a plus sign for more options. Below the toolbar is a large text area for the description. At the bottom of the editor are 'Update' and 'Cancel' buttons, and a 'Start a New Thread' button. Below the editor is a section for threads, with a 'Filter by:' dropdown set to 'All Threads' and a 'Sort by:' dropdown set to 'Most Recent Activity'. A message states 'There are no threads in this topic.' Below this is a 'Reflect in ePortfolio' button. At the bottom, there are three tabs: 'Activity Details' (selected), 'Learning Objectives', and 'Completion Summary'. The 'Activity Details' tab shows a 'Hidden' toggle, a 'Required: Automatic' dropdown, a 'Reply to the topic to complete this activity' instruction, a field for 'Add dates and restrictions...', and an 'Options' section with a note 'Users can't post anonymously'. The 'Completion Summary' tab shows an 'Assessment' section with a link 'Add a grade item...'.

3. Do one or more of the following:
 - Click the **Title** field to edit the title.
 - Click **Add a description...** to edit any instructions.
 - In the **Activity Details** tab, click the properties you want to edit and click **Update**.
 - In the **Learning Objectives** tab, click **Add Learning Objectives** to add learning objectives for your topic.
4. Click **Update** to save.

You have edited a discussion topic in the Classic Content Experience.

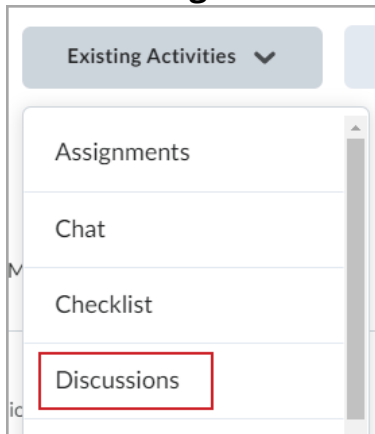
Add an existing discussion

You can also add an existing discussion to a module from the Classic Content Experience.

To add a discussion to a content module

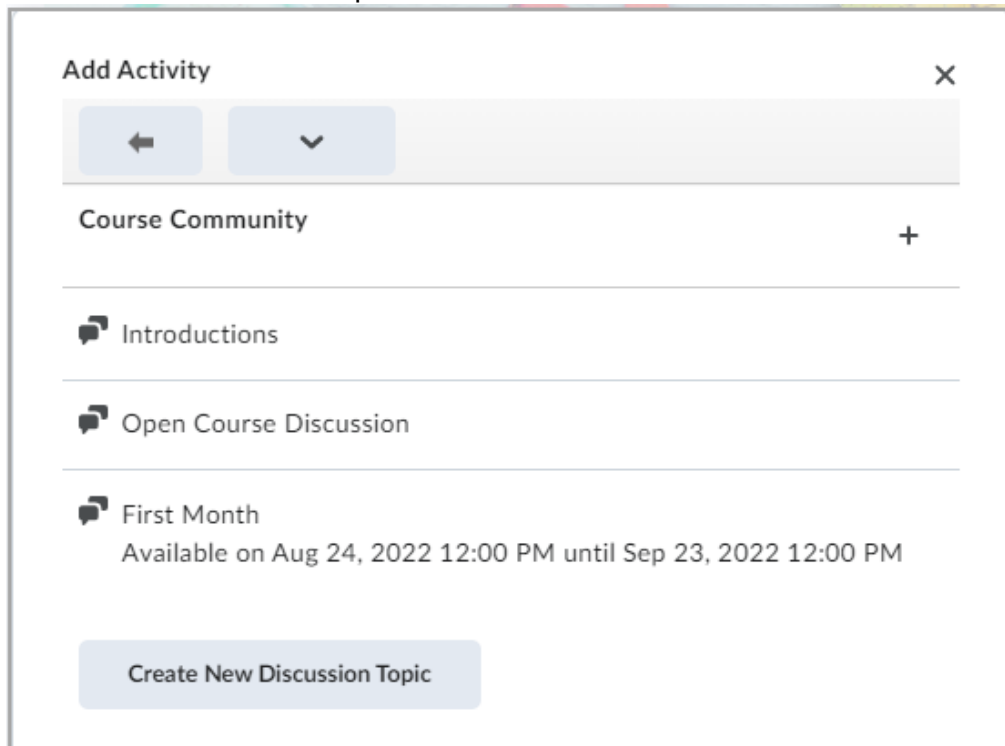
1. On your course-level homepage, navigate to **Content**.
2. Select the module where you want to add the discussion.

3. Click **Existing Activities** > **Discussions**.

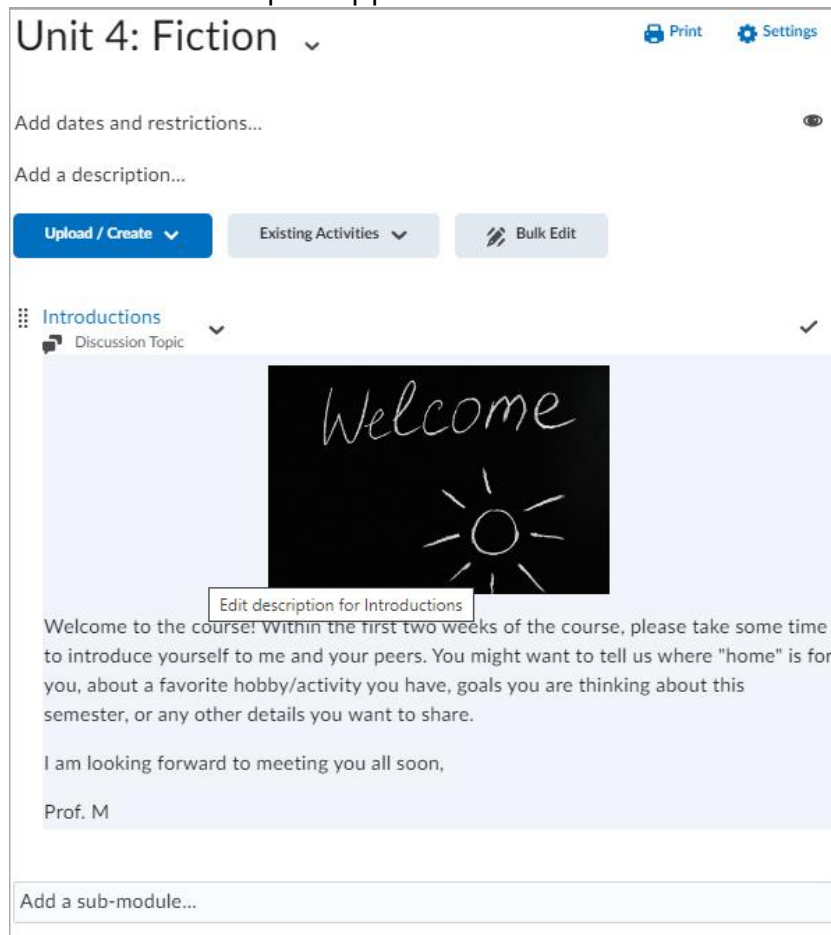


4. Click the discussion forum that contains the discussion topic you want to add to the module.

5. Select the discussion topic.



The discussion topics appear in the module.

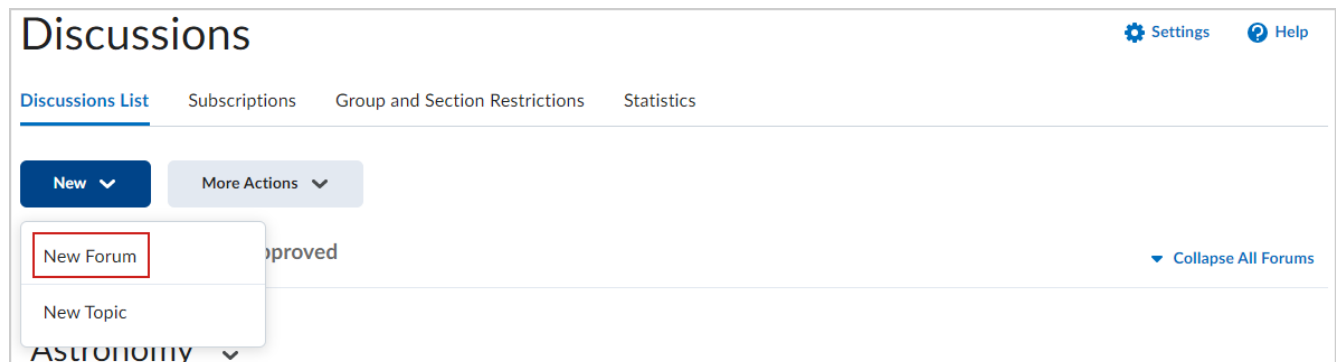


Create a discussion forum in the Discussions tool

You can also create a discussion forum in the **Discussions** tool. You must create a discussion forum first, which will contain associated discussion topics. Discussion forums organize course discussions topics into categories such as weekly discussions, open discussions, and group discussions.

To create a discussion forum from the Discussions tool

1. From your course navbar, navigate to **Discussions**.
2. Click **New > New Forum**.



3. Navigate to the **Properties** tab of the **New Forum** page and set the following:
 - Enter a **Title** for your new discussion forum (1).

- Use Brightspace Editor to add a **Description** (2).
- Click to select additional forum options, including **Allow anonymous posts**, participation requirements, and **Display forum description in topics** (3).

The screenshot shows the 'New Forum Details' form. The 'Properties' tab is active. The 'Title*' field is highlighted with a red circle 1. Below it is a checkbox 'Create a new topic in this forum with the same title' with a help icon. The 'Description' section is highlighted with a red circle 2 and contains a rich text editor with various formatting options. The 'Options' section is highlighted with a red circle 3 and contains four checkboxes: 'Allow anonymous posts', 'Users must start a thread before they can read and reply to other threads in each topic', 'A moderator must approve individual posts before they display in the forum', and 'Display forum description in topics'.

- **Allow anonymous posts:** Enables users to post anonymously.
 - **A moderator must approve individual posts before they display in the forum:** Ensures that posts are approved by a moderator before they display in the forum.
 - **Users must start a thread before they can read and reply to other threads in each topic:** Ensures user participation by making thread creation mandatory.
 - **Display forum descriptions in topics:** Provides instructors the option to display a discussion forum description within a discussion topic description.
4. Click the **Restrictions** tab and do one or more of the following:
- Under **Availability**, define the date range when the discussion will be available to users. (1). **Availability** options specify when learners can access (or view) a forum based on a specific date set by you. For example, you can set a date to make a discussion forum available to learners after the end date for finishing a course module.
 - **Locking Options** specify if learners can post or reply to a forum based on a specific date set by you. For example, you can set a date to lock a discussion forum after making it available, giving learners time to read and understand the discussion forum, but not

post replies. You can also set a date to unlock the forum several days later, allowing learners to post their well thought out replies.

- **Visible with access restricted before start/end.** The forum is visible to learners before or after the start or end date, but they cannot access it.
- **Visible with submission restricted before start/end.** The forum is visible to learners before or after the start or end date and they can access it, but they cannot post new threads or replies. This effectively makes a discussion read-only.
- **Hidden before start/end.** The forum is hidden from learners until the start or end date. Calendar events for **Availability Start** and **Availability End** are hidden until the start or end date. Notifications are also not sent until the start or end date.

5. Add automated conditions for access using **Release Conditions**. (2)

6. Apply restrictions to groups or sections. (3)

Properties **Restrictions**

☐ Hide from Users

1 Availability

☒ Has Start Date

☒ Visible with access restricted before start ?

☐ Visible with submission restricted before start ?

☐ Hidden before start ?

☐ Has End Date

☒ Visible with access restricted after end ?

☐ Visible with submission restricted after end ?

☐ Hidden after end ?

☐ Display In Calendar

2 Release Conditions

There are no conditions attached to this item.

3 Group and Section Restrictions

☐ Restrict this forum to the following groups and sections ?

7. Click **Save and Close** to create the forum; or **Save and Add Topic** to create a discussion topic within your new forum.

You have created a discussion forum using the **Discussions** tool.