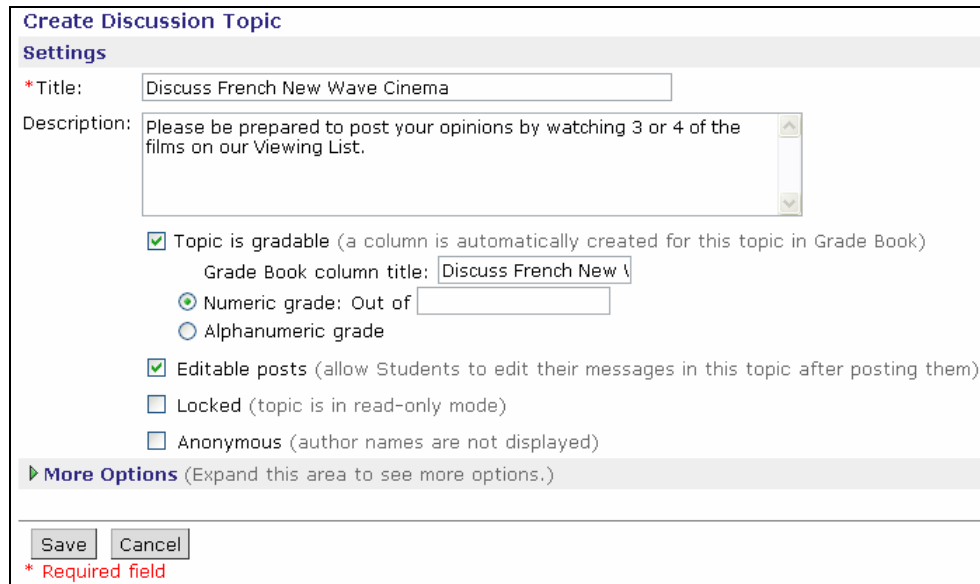


## Creating and Adding Discussion Topics

⇒ Creating and adding a discussion topic:

1. Under *Add to Home Page* (if you want it directly on the Home Page) or under *Add to Learning Module* (if you want it in a Learning Module folder) click **Discussions**. The Discussions section expands.
2. Click **Create Discussion Topic**. The Create Discussion Topic screen appears.



The screenshot shows the 'Create Discussion Topic' form. At the top, the title 'Create Discussion Topic' is displayed in blue. Below it, the 'Settings' section is highlighted in light gray. The form contains the following fields and options:

- \*Title:** A text box containing 'Discuss French New Wave Cinema'.
- Description:** A text area containing 'Please be prepared to post your opinions by watching 3 or 4 of the films on our Viewing List.'
- Topic is gradable** (a column is automatically created for this topic in Grade Book)
  - Grade Book column title:
  - Numeric grade:** Out of
  - Alphanumeric grade**
- Editable posts** (allow Students to edit their messages in this topic after posting them)
- Locked** (topic is in read-only mode)
- Anonymous** (author names are not displayed)

Below the settings is a section for **More Options** (Expand this area to see more options.) which is currently collapsed. At the bottom of the form are 'Save' and 'Cancel' buttons. A red asterisk and the text '\* Required field' are located at the bottom left of the form.

3. In the Title text box, enter a name for the topic.
4. If desired, complete the Description text box. The description appears beneath the topic title, allowing you to provide students with further details or instructions about the topic.
5. Click **Save**. The discussions topic is created and added to the Home Page.