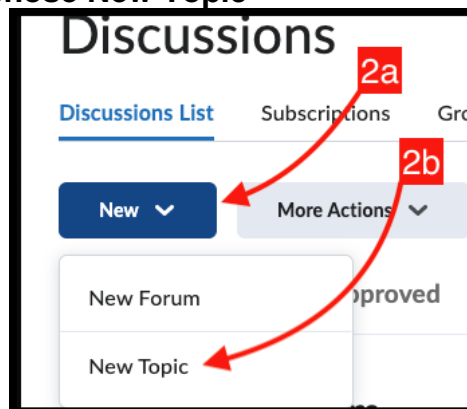


## CREATING A DISCUSSION TOPIC

To create a topic for your discussion, follow this order. While your navbar may or may include a direct link to discussions, it will be available there. If you do not see it look for **course activities**, **course admin**, or **course tools**. For this document, we will work directly from the navbar.

Working from your navbar:

1. Click on **Discussions** to access your discussions list
2. **Click New** and **chose New Topic**



3. In the resulting view you will see four tabs:
  - a. Properties
  - b. Restrictions
  - c. Assessment
  - d. Objectives (we will not discuss objectives in this document)
4. Click on **Properties tab** first
5. In the forum box, **choose an existing forum** to house your topic (see image below)
  - a. **Optional:** if you have not created a forum for this topic, you can do so by clicking new forum and entering a title and description (this method is NOT recommended. Refer to the document entitled Creating a Forum to build the forum first)
6. **Choose a topic type:**

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- a. Open topic if you would like the entire class to have access
  - b. Group or section topic if you wish to restrict this topic to a specific subset of your roster
7. **Enter title** in the box
  8. **Add your description** in the text box

The screenshot shows the 'New Topic Details' form. It has the following elements:

- Forum:** A dropdown menu with the text '-- Choose a Forum --' and a '[New Forum]' button. Red arrows labeled '5' and '5a' point to the dropdown and the button respectively.
- Topic Type:** Two radio button options. The first is 'Open topic, everyone can access this topic and its contents' (selected). The second is 'Group or section topic, everyone can access this topic but students c...'. A red arrow labeled '6' points to the radio buttons.
- Title:** A text input field. A red arrow labeled '7' points to it.
- Description:** A rich text editor with a toolbar. A red arrow labeled '8' points to the text area.

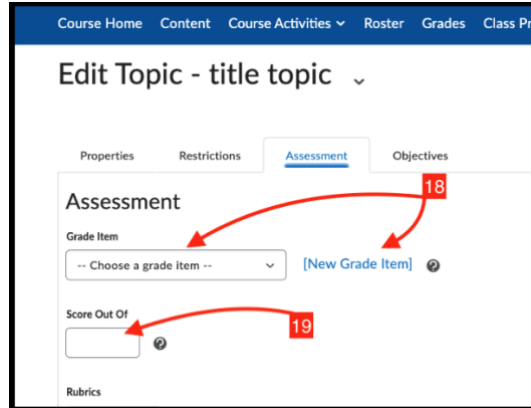
9. Beneath the description area, under **options**, you have the following choices:
  - a. Allow anonymous posts
  - b. Require users to start a thread before seeing or replying to others
  - c. Require moderator approval before post becomes visible to others
  - d. Click the box to set your rate post preference. You can choose between:
    - i. No ratings
    - ii. Five-star rating system
    - iii. Upvote/ downvote rating scheme
    - iv. Upvote only rating scheme
10. **Click on restrictions tab**
11. To **hide the forum** from students, check the box
12. **Set start date** and options:
  - a. Check the has start date box
  - b. Click the calendar to add a date
  - c. Click the clock and scroll through to set a time
  - d. Visibility option 1: **check visible with access restricted before start** if you want to student to see the forum exists, but not be able to enter it or do anything with it
  - e. Visibility option 2: **check visible with submission restricted** If you want students to be able to read descriptions or instructions before start, but not be able to submit

- f. Visibility option 3: **check hidden before start** to keep the forum invisible to students before the start date
13. **Set end dates** and options
- a. Check the has end date box
  - b. Click the calendar to add a date
  - c. Click the clock and scroll through to set a time
  - d. Visibility option 1: **check visible with access restricted after end** if you want to student to see the forum exists, but not be able to enter it or do anything with it
  - e. Visibility option 2: **check visible with submission restricted after end** after end if you want students to be able to read descriptions or instructions after end, but not be able to submit
  - f. Visibility option 3: **check hidden after end** to make the forum invisible to students after the end date
14. **Click display in calendar** if you want this forum added to course calendar
- a. NOTE: To add to the calendar from here you need to have added either a start date or an end date

The screenshot shows the 'Restrictions' tab in Brightspace. It features four main sections: 'Hide from Users', 'Availability', 'Has End Date', and 'Display In Calendar'. Red arrows and boxes highlight specific elements: arrow 11 points to the 'Hide from Users' checkbox; arrows 12-14 point to the 'Has Start Date' section, specifically the date '8/22/2022', the time '5:12 PM', and the 'Visible with submission restricted before start' radio button; and an arrow points to the 'Has End Date' section, specifically the date '8/29/2022' and the time '9:12 PM'. The 'Display In Calendar' checkbox is at the bottom.

15. Optionally, add or create release conditions (see Illuminations documentation for details for this advanced topic)
16. Optionally, set group or section restrictions (see Illuminations documentation for details for this advanced topic)
17. **Click on assessment tab**
18. **Click choose a grade** item if you want to link this topic to a gradebook item you have previously created or **create a gradebook item** (see the gradebook documentation if choosing to create a new grade item)

19. Enter in the **score out of box**.



20. Add or create a **rubric** (see rubric documentation)

21. Choose how you **grade student work**

- a. Check the box if you want to grade individual posts, then select how grade will be calculated (average, sum, etc.)

22. When you are done creating your topic, **click Save and Close** to leave the page, OR click **Save and New** to create another topic

