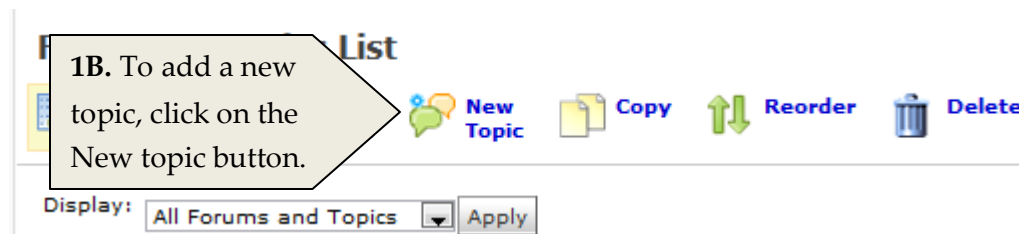
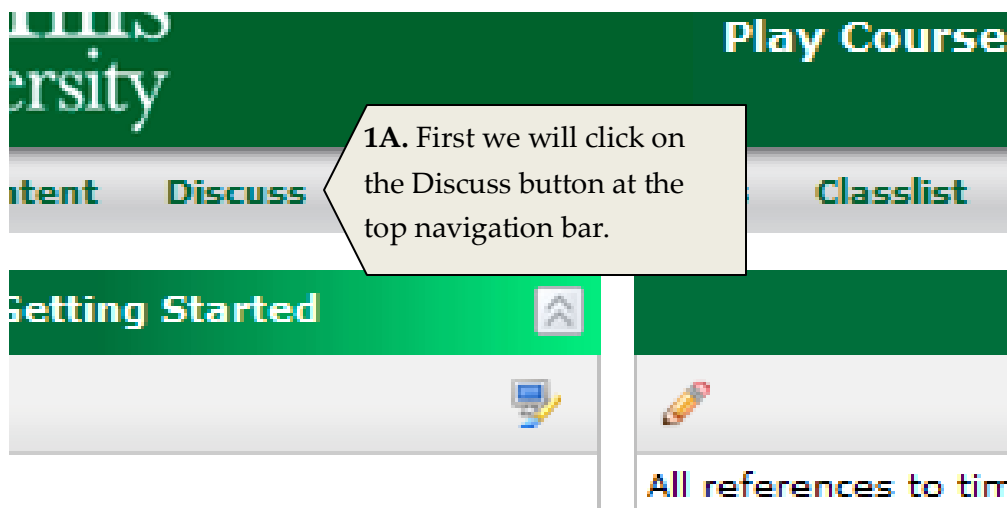




Creating a New Discussion Topic

In this tutorial you will learn how to create a new topic for your D2L course. Creating topics allows for a focused discussion under a broader topic created by the forum. If you desire, you can also create multiple topics in the same forum.

Step 1. Setting up a New Discussion Topic



New Topic Details

• Forum: -- Choose a Forum --
• Title: -- Choose a Forum --
History of Revolutions

1C. We will be asked to choose a forum we would like the topic to be shown under

Description:



New Topic Details

• Forum: History of Revolutions [New Forum] Ⓞ
• Title: 19th century dictators

1D. and enter a title for our topic.

Description:



Basic Advanced



In this topic we will discuss how two dictators rose to power in the 19th century,

1E. We can then give a brief description of the topic if we so desire.

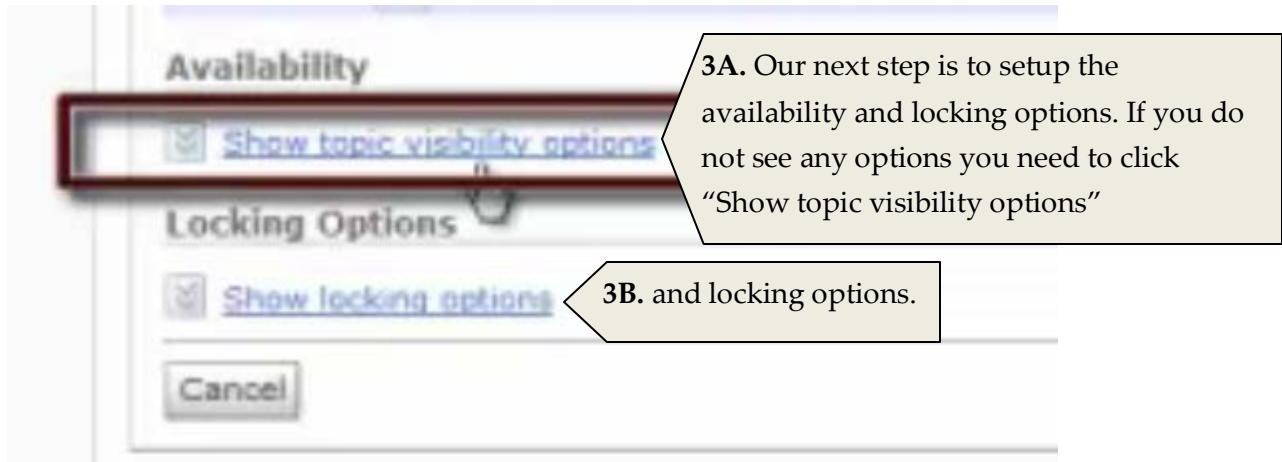
Options: Allow anonymous messages Ⓞ
 Messages must be approved before being displayed Ⓞ

Step 2 Setting up Options for the Topic

The options that follow the description box enable us to allow anonymous messages and the ability to read the message before it is displayed to the entire class. For instance, if you are planning to create a discussion topic that could be controversial you may prefer to make the messages anonymous, or if you believe that your students may post inappropriate messages you may choose to read them before the entire class does.

The screenshot shows a software interface for setting up a discussion topic. It is divided into two main sections: 'Options' and 'Availability'.
In the 'Options' section, there is a checkbox labeled 'Allow anonymous messages' which is checked. A callout box labeled '2A' points to this checkbox with the text: '2A. Check allow anonymous messages to allow anonymous messages'. Below this checkbox, the text 'Messages must be approved before' is partially visible.
The 'Availability' section contains a 'Description' box with a rich text editor. The text in the description reads: 'In this topic we will discuss how two dictators rose to power in the 19th century,'. Below the description, there are two more options: 'Allow anonymous messages' (unchecked) and 'Messages must be approved before being displayed' (checked). A callout box labeled '2B' points to the second checkbox with the text: '2B. Check Messages must be approved before being displayed if you want to read the messages before the class does.'

Step 3. Availability and Locking Options



Availability

[Hide topic visibility options](#)

Visibility: Visible for all

Hide this topic

3C. Depending on the selection, you may make the topic invisible and locked permanently,

Has Start Date

October 6 2010 3 09 PM

United States - Chicago

Has End Date

October 13 2010 4 09 PM

United States - Chicago

Display in Schedule

Locking Options

[Hide locking options](#)

Locking Options: Unlock topic

Lock topic

If you have topics which you are planning to add more information to or are unfinished you may prefer to hide or lock it.

Unlock topic for a specific date range

Has Start Date

October 6 2010 3 09 PM

United States - Chicago

Has End Date

October 13 2010 4 09 PM

United States - Chicago

Display in Schedule

[Hide topic visibility options](#)

Visibility: Topic is always visible
 Hide this topic
 Topic is visible for a specific date range

Has Start Date

October 6 2010 } Now
3 09 PM
United States - Chicago

Has End Date

October 13 2010 } Now
4 09 PM
United States - Chicago

Display in Schedule

3D. or in some cases you may choose to make them visible

Locking Options

[Hide locking options](#)

Locking Options: Unlock topic
 Lock topic
 Unlock topic for a specific date range

Has Start Date

October 6 2010 } Now
3 09 PM
United States - Chicago

Has End Date

October 13 2010 } Now
4 09 PM
United States - Chicago

Display in Schedule

3D. and unlocked all the time.

If you have topics such as questions and comments about the course we recommend you keep them visible and unlocked all the time.

[Hide topic visibility options](#)

Visibility: Topic is always visible

Hide this topic

Topic is visible for a specific date range

October 6 2010 } Now
3 09 PM

United States - Chicago

Has End Date:

October 13 2010 } Now
4 09 PM

United States - Chicago

Display in Schedule

3E. visible and unlocked for a certain period of time

Locking Options

[Hide locking options](#)

Locking Options: Unlock topic

Lock topic

Unlock topic for a specific date range

October 6 2010 } Now
3 09 PM

United States - Chicago

Has End Date:

October 13 2010 } Now
4 09 PM

United States - Chicago

Display in Schedule

You may want to make your topic visible for a certain period of time if you do not want your students to refer to this particular discussion topic during the completion of their assignments.

Availability

[Hide topic visibility options](#)

Visibility: Topic is always visible
 Hide this topic
 Topic is visible for a specific date range

Has Start Date

October 6 2010 3 11 PM
United States - Chicago

Has End Date

October 15 2010 4 09 PM
United States - Chicago

Display in Schedule

3F. After you make the topic visible and unlocked for a certain period of time you can also add the deadlines of this topic by checking the display in schedule box.

Locking Options

[Hide locking options](#)

Locking Options: Unlock topic
 Lock topic
 Unlock topic for a specific date range

Has Start Date

October 6 2010 3 09 PM
United States - Chicago

Has End Date

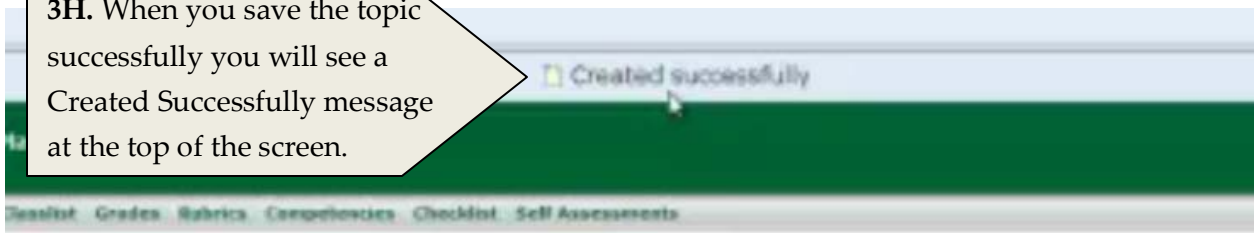
October 14 2010 4 09 PM
United States - Chicago

Display in Schedule

Cancel Save

3G. After we create our topic we can go ahead and click, "save."

3H. When you save the topic successfully you will see a Created Successfully message at the top of the screen.



Century dictators

Content Discuss Dropbox Quiz

Forums & Topics List

31. To view the topic, click on the "Forums and Topic List" button.

Display: All Forums and T

The image shows a portion of a web application interface. At the top, there is a horizontal menu with four items: "Content", "Discuss", "Dropbox", and "Quiz". Below this menu is a sidebar on the left with a green header and a yellow button labeled "Forums List". The main content area has a heading "Forums & Topics List" and a yellow button with a speech bubble icon and the text "Forums & Topics List". A callout box with a black border and a white background points to this button, containing the text "31. To view the topic, click on the 'Forums and Topic List' button." Below the button, there is a "Display:" label followed by a dropdown menu showing "All Forums and T".

If you follow this tutorial, you will be able to successfully create a new topic in your forum.