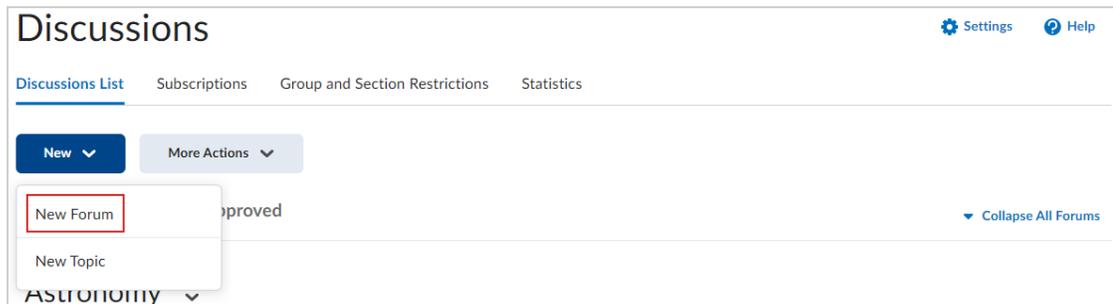


# Create a discussion forum in the Discussions tool

Before creating a discussion topic, you must create a discussion forum first. 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:
  - o Enter a **Title** for your new discussion forum (1).
  - o Use Brightspace Editor to add a **Description** (2).

**Note:** The **Description** field has a character limit of 65,535 characters.

- 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 in the 'Properties' tab. The form is divided into three main sections: 'Title\*', 'Description', and 'Options'. The 'Title\*' section has a text input field and a checkbox labeled 'Create a new topic in this forum with the same title'. The 'Description' section features a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and list creation. The 'Options' section 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'. Red circles with numbers 1, 2, and 3 are overlaid on the form to highlight the title field, the description editor, and the options section, respectively.

- **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 students 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 students after the end date for finishing a course module.

- **Locking Options** specify if students 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 students 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 students to post their well thought out replies.
  - **Visible with access restricted before start/end.** The forum is visible to students 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 students 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 students 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

8/9/2022 8:51 AM

Visible with access restricted before start ?

Visible with submission restricted before start ?

Hidden before start ?

Has End Date

8/16/2022 12:51 PM

Visible with access restricted after end ?

Visible with submission restricted after end ?

Hidden after end ?

Display In Calendar

2 Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

3 Group and Section Restrictions

Restrict this forum to the following groups and sections ?

Add Groups and Sections

Save and Close Save and Add Topic Save Cancel

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

Save and Close Save and Add Topic Save Cancel

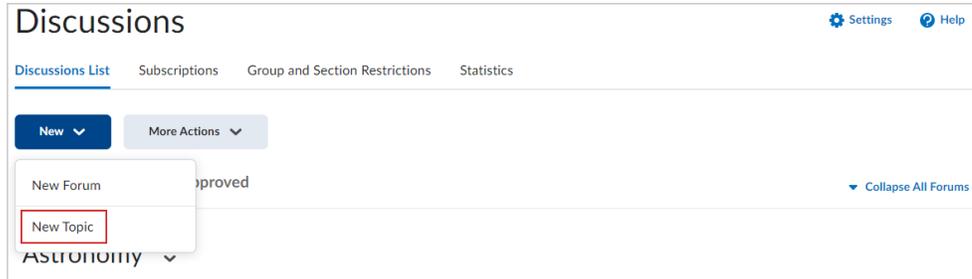
You have created a discussion forum using the **Discussions** tool.

### Create a discussion topic using the Discussions tool

You can also create a discussion forum in the New Content Experience (Lessons). This adopts creation elements from Assignments and Quizzes, making it familiar and easier to create great course content.

## To create a discussion topic using the Discussions tool

1. Navigate to **Discussions**.
2. Click **New > New Topic**.



3. On the **New Topic** page, do the following:

- Enter a **Topic Title**.
- Click **Change Forum** to change the topic's forum.

**Note:** Depending on how your organization has configured your course, you may need to explicitly select the forum from the **Forum** drop-down menu instead.

- To add your topic to your grade book, enter a value in **Grade Out Of**.
- Enter a **Description** for your topic using Brightspace Editor.

**Note:** The **Description** field has a character limit of 65,535 characters.

4. In the **Availability Dates & Conditions** accordion, enter the following:

- Enter a **Start Date** and **End Date**.
- Adjust the **Before end** and **After end** restrictions based on your preferences by clicking each option.

5. Click **Add Release Condition** to create a new release condition or add an existing one.

6. Under **Group and Section Restrictions**, you can set different restrictions if you have Groups or Sections set up in your course.

The screenshot shows the 'New Topic' form in a learning management system. The form is divided into two main sections: the main content area and a right-hand sidebar.

**Main Content Area:**

- Topic Title:** A text input field containing 'Ancient Astronomers'.
- Focus:** A text input field containing 'Creating a forum for this topic' with a 'Change Focus' link.
- Grade/Out of:** A text input field containing '30' points, with a 'Go to Grade Book' link.
- Description:** A rich text editor with a toolbar and a text area containing the instruction: 'Choose an ancient astronomer and write a paragraph about their contributions to astronomy. Relate their work to what we learned in class.'

**Right-hand Sidebar:**

- Availability Dates & Conditions:** A section with a dropdown arrow.
  - Start Date:** A date and time picker set to '3/20/2023 12:01 AM'.
  - Before start:** A dropdown menu set to 'Visible with access restricted'.
  - End Date:** A date and time picker set to '3/24/2023 11:59 PM'.
  - After end:** A dropdown menu set to 'Visible with access restricted'.
  - Release Conditions:** A section with the text 'Users are not able to access or view the discussion topic unless they meet the release conditions.' and a link 'Add Release Condition'.
  - Group and Section Restrictions:** A section with the text 'No groups or sections exist. Create groups in the Groups tool or sections in the Sections tool.'

7. In the **Post & Completion** accordion, select any of the following options to apply them to your discussion topic:
- **Default participation**
  - **Allow students to hide their name from other students**
  - **Students must start a thread before they can view or reply to other threads**

- Posts must be approved before they display in the topic

The screenshot shows the 'New Topic' form with the following details:

- Topic Title:** Ancient Astronomers
- From:** Creating a forum for discussion (Change Person)
- Grade Out Of:** 10 points (to Grade Book)
- Description:** Choose an ancient astronomer and write a paragraph about their contributions to astronomy. Relate their work to what we learned in class.
- Availability (Dates & Conditions):** Availability starts 1/20/2023 and ends 1/24/2023
- Post & Completion:**
  - Default participation
  - Allow learners to hide their name from other learners
  - Learners must start a thread before they can view or reply to other threads
  - Posts must be approved before they display in the topic
- Evaluation & Feedback:** No rubric added

8. In the **Evaluation & Feedback** accordion, do the following:

- Click **Add Rubric** to attach a rubric to your discussion topic.
- Click **Manage Learning Objectives** to associate learning objectives to your discussion topic.
- Select **Allow evaluation of individual posts** to assign scores to posts, and then select your **Calculation Method**. You can also choose to **Include unevaluated posts in the topic score calculation as zero**.

- Select **Allow students to rate posts** to allow students to score each other's posts. Then, select a rating type.

The screenshot shows a configuration page for a discussion topic. On the left, the 'Topic Title' is 'Ancient Astronomers', the forum is 'Creating a forum for this topic', and the grade is '20'. The description is 'Choose an ancient astronomer and write a paragraph about their contributions to astronomy. Relate their work to what we learned in class.' On the right, the 'Evaluation & Feedback' panel is expanded, showing the 'Evaluate Posts' section. The 'Allow evaluation of individual posts' checkbox is checked. The 'Calculation Method' is set to 'Average post score'. The 'Include unevaluated posts in the topic score calculation as zero' checkbox is unchecked. The 'Allow learners to rate posts' checkbox is checked, and the 'Five-star Rating' is selected as the rating type.

9. Toggle the **Visibility** to be either **Visible** or **Hidden**.

10. Click **Save and Close**.

The screenshot shows a software interface for creating a topic. At the top, there are tabs for 'Back to MySpace Discussions' and 'New Topic'. The main area is divided into two columns. The left column contains a 'Name' field with the text 'Discussion', a 'Topic Details' section with a 'Description' text area, and a 'Save and Close' button. The right column contains three sections: 'Availability Details/Conditions', 'Post & Completion', and 'Evaluation & Feedback'. At the bottom of the interface, there are buttons for 'Save and Close', 'Save', 'Cancel', and a 'Visible' toggle switch.

You have created a topic using the Discussions tool.