


How do I add a new topic?

A Discussion must contain a **Topic** in order for users to create a post. (See also [How do I create a new Discussion?](#))

Go to Discussions.

 Resources

 Discussions

 Assignments

Select the Discussions tool from Tool Menu in your site.

Select New Topic.

 DISCUSSIONS

 Link

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Use this area to discuss case studies from each chapter of your textbook.

▾ View Full Description

You need to add at least one topic for the forum above to be active. [Create a topic?](#)

Create a Topic Title.

* Topic Title

Chapter 1 Case Study

Topic titles are required for every topic.

Create a Short Description.

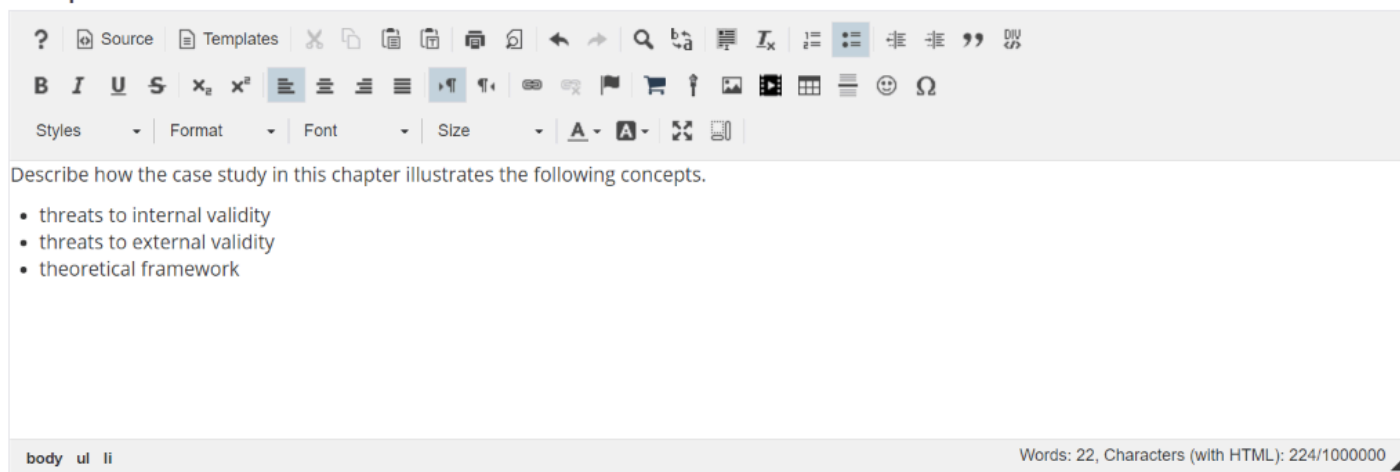
Short Description (255 characters max) 210 chars remain

Please discuss the case study from chapter 1.

Be aware that this short description only allows a maximum of 255 characters.

Create a detailed Description.

Description



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, the text area contains the following content:

Describe how the case study in this chapter illustrates the following concepts.

- threats to internal validity
- threats to external validity
- theoretical framework

At the bottom of the editor, there is a status bar that reads "body ul li" on the left and "Words: 22, Characters (with HTML): 224/1000000" on the right.

This description box allows the use of the [Rich Text Editor](#).

Add Attachments.

Attachments

No attachments yet

[Add attachments](#)

Additionally, you can add file attachments to the discussion. Click the **Add attachments** button to browse for and select a file.

View attachments.

Add Attachment [Close]

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Upload a local file | Link to website | Select from resources

Upload a local file

Choose File | No file chosen

Continue | Cancel

After a file is attached, the file name, file size, and file format will be displayed.

Select Topic Posting options.

Topic Posting

Lock Topic (Disable topic postings)

Moderate Topic

Require users to post before reading

Posts are anonymous, but identities will be revealed to those with the Identify Anonymous Authors permission below. Note: Roles with Owner permissions can view identities by default.

i This setting cannot be changed after topic creation.

There are several topic posting options from which to choose. Any settings selected here will apply to this topic only.

- **Lock topic:** This option locks the topic so users can no longer post messages. However, they can continue to read existing messages.
- **Moderate topic:** This option means all messages posted within the topic must be approved by the instructor before other students can see them.
- **Require users to post before reading:** Selecting this option requires users to post their own response first, before they can view other messages posted previously. This is a good option to select if the Instructor wishes students to respond to a discussion prompt before seeing other student responses.
- **Posts are anonymous:** Select this option if you want site participants to be able to post without displaying the name of the post's author.

Note: The anonymous setting cannot be changed once the topic is created, so be certain that you want anonymous postings before saving!

Select Availability.

Availability

- Show immediately
- Specify dates to open (show) and/or close (hide)

The default option is to **Show Immediately**, or you can choose to **Specify dates to open (show) and/or close (hide)**.

Select Notifications.

Notifications

- Allow email notifications for new messages
- Include contents of messages in email notifications

Select to **Allow email notifications for new messages** whenever a new message is posted. Select to **Include contents of messages in email notifications** when email notifications are enabled.

Select Read options.

Mark All Messages in Conversations Read

- Automatically mark all messages in a conversation as read

The default option is to unchecked, allowing the user to mark each post as read after reading. Selecting this option will mark all messages within a conversation, or thread, as read.

Specify Gradebook item.

Grading

Gradebook item: This will be the default when grading in this topic. [\(More?\)](#)

When grading topic posts, select a specific item for the grades to be included in the Gradebook calculations.

Note: You must first create the Gradebook item in the Gradebook tool before you can select it to be associated with a topic.

Automatically Create Topics for groups.

Automatically Create Topics

Create one topic

Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. Once you save it, you won't be able to edit the group permissions. [\(More?\)](#)

Group 1

Group 2

If you would like to create multiple, private group topic areas, select the radio button for **Automatically create multiple topics for groups** and then check the box next to each group for which a topic should be created. Each group member will be set to "Contributor" in their group's topic and "None" in other automatically created topics. The default Student role will also automatically be set to the permission level of "None."

Permissions

In most cases, the default topic permissions are appropriate. By default, instructors are discussion **Owners**, and all other site participants are **Contributors**. The topic owner may add and delete topics, modify permissions, edit the topic settings and topic descriptions, etc. Contributors may only read, post, and reply to messages.

To modify the default permissions, click **Customize** to expand the permission settings.

Modifying Permissions

▼ Permissions

Role	Permission Level	Customize
Instructor	1 Owner	► Customize
Student	Contributor	► Customize
Teaching Assistant	Contributor	2 Customize

<input type="checkbox"/> New Forum	<input type="checkbox"/> Change Settings	Edit Messages	Delete Messages
<input type="checkbox"/> New Topic	<input checked="" type="checkbox"/> Read	<input checked="" type="radio"/> None	<input checked="" type="radio"/> None
<input checked="" type="checkbox"/> New Conversation	<input checked="" type="checkbox"/> Mark as Read	<input type="radio"/> Own	<input type="radio"/> Own
<input checked="" type="checkbox"/> Reply	<input type="checkbox"/> Moderate Messages	<input type="radio"/> All	<input type="radio"/> All
<input type="checkbox"/> Post to Gradebook	<input type="checkbox"/> Identify Anonymous Authors		

1. Select the drop-down menu next to each role/group to choose one of the pre-configured options (i.e., Author, Contributor, None, Nonediting Author, Owner, Reviewer, or Custom).
2. Discussion permissions may be customized for different user roles, or for groups within the class. Click **Customize** to further expand the options for a particular role and define more granular custom permissions.

Note: Groups must already exist in order for group role permissions to display.

Save and add topic.



Once completed, scroll to the bottom of the page and select the **Save** button. Or if you would like to add more topics to the same discussion, select the **Save Settings & Add Topic** button.

Note: All discussions need at least one topic in order to be active.