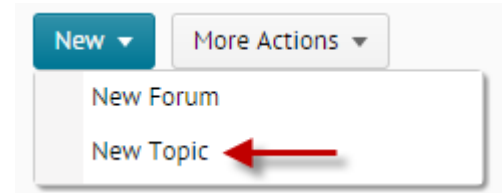


9. Create and configure all discussion topics

- A. On the Discussions List page, click New Topic from the New button.
- B. Select “Course Discussion Forums” as the forum you want to place your topic in from the drop-down list.
- C. Enter a Title and Description for your topic.
- D. In the Options section, if needed:



- a. Select the Allow anonymous posts check box to enable anonymous posting to the topic. NOTE You cannot evaluate anonymous posts.
- b. Select the A moderator must approve individual posts before they display in the forum check box to require moderators approve posts before they appear in the topic.
- c. Select the Users must start a thread before they can read and reply to other threads check box if you want users to start a thread before they can read and respond to other threads in the topic.

A screenshot of the 'New Topic Details' form. The 'Forum' dropdown menu is set to 'Course Discussion Forums', with a red arrow pointing to it. The 'Title' field contains 'Exam 1 Review'. The 'Description' field contains the text 'Post questions here you may have about the Exam and I will get back to you.' Below the description is a rich text editor toolbar with icons for bold, italic, link, and other formatting options. At the bottom, there is an 'Options' section with three checkboxes: 'Allow anonymous posts', 'A moderator must approve individual posts before they display in the topic', and 'Users must start a thread before they can read and reply to other threads'.

- E. Ignore the rating scheme for now.
- F. Select a Visibility option for your topic. NOTE: Most instructors leave the visibility and locking options open to all students for the entire semester. NOTE If you select Topic is visible for a specific date range, select the Has Start Date and Has End Date check boxes to set your availability. You can also have dates Display in Calendar.
- G. Select topic Locking Options:

A screenshot of the 'Availability' section of the form. It features a dropdown arrow and the text 'Hide topic visibility options'. Below this, there is a 'Visibility' section with three radio button options: 'Topic is always visible' (which is selected), 'Hide this topic', and 'Topic is visible for a specific date range'.

- a. Select Lock topic to the lock the forum when it is created. It remains locked until you select Unlock topic.
  - b. Select Unlock topic for a specific date range to open the topic within a date range. Select the Has Start Date and Has End Date check boxes to set your topic availability.
- H. Click Save and Close or Save and New.

### Locking Options

∨ Hide locking options

#### Locking Options

- Unlock topic
- Lock topic
- Unlock topic for a specific date range