

## Adding a Topic to a Discussion Forum

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Once you are in the module of choice, click on Module Admin from the module navigation bar.

Content Communication ▾ Key Items ▾ Tools ▾ Grades **Module Admin**

2

Then click on Discussions.

Communication  
 Announcements Chat **Discussions**  
 Intelligent Agents

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You will then be directed to the discussions page. Here, you can see all the discussion forums that have been created, along with their own topics. To create a topic for a forum, click on the drop down menu to the right of the forums title where you would like to create a topic. Then click on Add Topic.

Test Forum ▾

→ Add Topic

Topic	Threads	Posts	Last Post
<b>Test Topic Link</b> Includes assessment	3	6	Ryandeep Mann 17 January at 9:55 AM
<b>Test For Rubric</b> Includes assessment	0	0	
<b>Test For Existing Rubric</b> ▾ Includes assessment.	0	0	
test 2 ▾	0	0	
test 4 ▾	0	0	
<b>Test 5</b> ▾	1	1	Ryandeep Mann 17 January at 10:01 AM

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You will need to give the topic a title.

The text editor can be used to create a description.

Within Options, you can add additional features to the topic. If you want to use any of the options, make sure they are ticked.

A rating system can then be added. This allows users to rate posts. Choose the system you would like to use from the list.

Within Availability, you are able to make the topic always visible, hide the topic or even make the topic visible from a specific date range. For the final option, you will need to add a start and end date.

Within Locking, you are able to unlock the topic, lock the topic or even unlock the topic from a specific date range. For the final option, you will need to add a start and end date.

The screenshot shows the 'New Topic Details' form in Brightspace. The form is divided into several sections: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Properties' section includes 'Forum' (set to 'Test Forum'), 'Title' (empty), and 'Description' (with a rich text editor). The 'Options' section has 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'. The 'Rate Posts' section has a dropdown set to 'No Ratings'. The 'Availability' section has three radio buttons: 'Topic is always visible' (selected), 'Hide this topic', and 'Topic is visible for a specific date range'. The 'Locking Options' section has three radio buttons: 'Unlock topic' (selected), 'Lock topic', and 'Unlock topic for a specific date range'. Red arrows point from the text on the left to the corresponding fields in the form. A red box highlights the 'Options' section.

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Then go back to the top of the page and click on the Restrictions tab for the topic.

The screenshot shows the navigation tabs at the top of the page: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Restrictions' tab is highlighted with a red box.

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You can then attach Release Conditions to the topic if you only want specific users to be able to see the topic.

If you want to restrict the topic to specific groups or sections. Make sure this option is ticked and then add the groups or section.

Properties Restrictions Assessment Objectives

### Release Conditions

▼ Hide Topic Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

### Group and Section Restrictions

▼ Hide Topic Group and Section Restrictions

Restrict this topic to the following groups and sections ⓘ

Add Groups and Sections

There are no group or section restrictions attached to this item.

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Then go back to the top of the page and click on the Assessment tab for the topic.

Properties Restrictions Assessment Objectives

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Within Assessment, you can attach the topic to a grade item if you wish. The grades system will need to have been set up for the module beforehand.

You can also choose what you want the score out of to be for the topic if it will be assessed.

A rubric can also be attached to the topic. To attach an existing rubric, click on Add Rubric. There is also the option to create a new rubric by clicking on Create Rubric in New Window.

Properties Restrictions Assessment Objectives

### Assessment

Grade Item

-- No grade items exist -- [New Grade Item] ⓘ

Score Out Of

Rubrics

Add Rubric

No rubrics selected.

Create Rubric in New Window

Posts

Allow assessment of individual posts ⓘ

Calculation

-- Select a calculation method --

Include unassessed posts in the calculated topic score as zero ⓘ

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Finally, click on Save and Close at the bottom of the page once you are done.

Save and Close Save and New Save Cancel