

Creating a Thread within a Discussion Topic

1 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

3 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. Click on the topic where you would like to create a thread.

Topic	Threads	Posts	Last Post
Test Topic Link ▾	3	6	Ryandeep Mann 17 January at 9:55 AM
Test For Rubric ▾ Includes assessment.	0	0	
Test For Existing Rubric ▾ Includes assessment.	0	0	

4 To create a new thread within the topic, click on Start a New Thread.

Start a New Thread

5 You will need to give the thread a title.

The text editor can be used to compose the thread.

Pinning the thread means that once the topic is opened, this thread will be at the top. Subscribing to the thread allows you to receive alerts when other users have replied to the thread. If you would like to pin or subscribe to the thread, tick the option you would like.

Enter a subject

Paragraph B I U [List Icons] Font Family Size [Color Icon] [More Icon]

Pin thread Subscribe to this thread

▶ Add attachments

Post to: Test Forum > Test Topic Link
▶ Post to other topics

Post Cancel

Adding an attachment allows you to attach files such as videos, images or even Word documents etc.

6

Once you have edited the thread, click on Post.

Post

Cancel