This document will explain how to organize your discussions from the Communications area and add them into your content area when you are done.

**Step 1 - Communications**

1. Select Communications tab at the top
2. Select "Discussions" from the menu options
Definitions: Forums & Topics & Threads

Forum - Is a discussion area, it groups topics together by theme.

Topic - Topic area is under the umbrella of the forum. This is where the discussion actually takes place.

Thread - A thread is under the umbrella of a topic. This is where a student posts their initial response to the topic.
Step 2 - Create a forum

1. Click on Forum to create a new forum
Step 3 - Forum Settings

1. Type "Title" name - (Example: General Forum area, Module 1 forum...etc.) There are many ways that you can organize discussion forums.

2. Type description and/or add media. (Note: This is a good place to include a rubric for discussions.)

3. Select appropriate "Options"
Step 4 - Forum - Set Availability and Locking

1. **Availability** settings set when the forum is *visible* to students.

2. **Locking** options lock and unlock the forum for contribution at specified dates. (This does NOT set the visibility of the forum.)

*NOTE: Remember, the forum settings will override topic settings.*
Topic Settings

The next few steps will review the following menus: Properties, Restrictions and Assessment
Step 5 - Topic: Properties

1. Select the forum that you would like the topic to appear under.

2. Add a title

3. Add a description of the topic (Note: This is where to type the question(s) and/or instructions for posting to the discussion topic.)

4. Options: Select the settings that you would like to be active for the topic.
Step 6 Topic: Set Availability and Locking

1. **Availability** settings set when the topic is visible to students.

2. **Locking** options lock and unlock the topic for student contribution at specified dates. (This does NOT set the visibility of the forum.)

*NOTE: Remember, the forum settings will override topic settings.*
Step 7 - Topic: Restrictions

1. Click to create or attach release conditions. (Note: Release conditions can be created based on completion of other activities such as quizzes etc.)

2. Click to restrict the topic to specific groups or sections. (Note: This only applies to classes with groups or multiple sections. Please see document for creating group/cross sectioned course discussions.)
Step 8 - Topic: Assessment

1. Attach to a grade item
2. Designate the "Score out of"
3. Add a rubric or create a rubric (recommended)
4. Optional: Posts - Select options for grading posts.
5. Save and close
Step 9 - View Forum and topic in Discussion area

1. In the discussion area you will see your forum and topic.

NOTE: D2L will automatically put the new forum and topic at the bottom of your discussion area. You may need to reorder topics.
Step 10 - Add Discussion topic to Content

1. Go to Content area

2. Select the module to which the new discussion belongs.

3. Click "Add Existing Activities"

4. Select "Discussions"
Step 11 - Add Discussion topic to Content (cont.)

Select the Forum
Step 12 - Add Discussion topic to Content (cont.)

1. Select topic

Select the topic
Step 13 - View topic in Module

Discussion topic is now added into the Module