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 be 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. Choose a grade item to attach it to
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 you would like to add to
3. Click "Add Existing Activities"
4. Select "Discussions"
Step 11 - Add Discussion topic to Content (cont.)
Step 12 - Add Discussion topic to Content (cont.)

1. Select topic
Step 13 - View topic in Module

Module 1

Overview: This week we will be learning about Abraham Lincoln and focusing on his life before becoming president.

Activities
READ: Article about Lincoln’s childhood
WATCH: Video Documentary about Lincoln

Introduction Discussion
Example: The History of Abraham Lincoln - Activity 1
Lesson 1 - Abraham Lincoln
Assignment 1 - Abraham Lincoln

Your instructions for this assignment are as follows:

Topic 1
Question and Instructions here.

Topic is now added into the Module