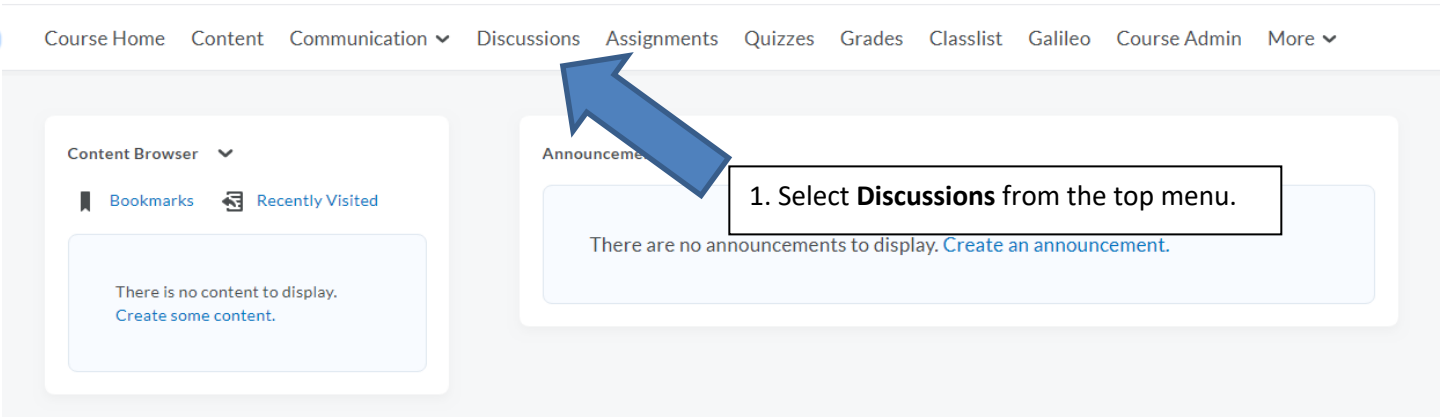


# Creating a Discussion

1.



Course Home Content Communication ▾ **Discussions** Assignments Quizzes Grades Classlist Galileo Course Admin More ▾

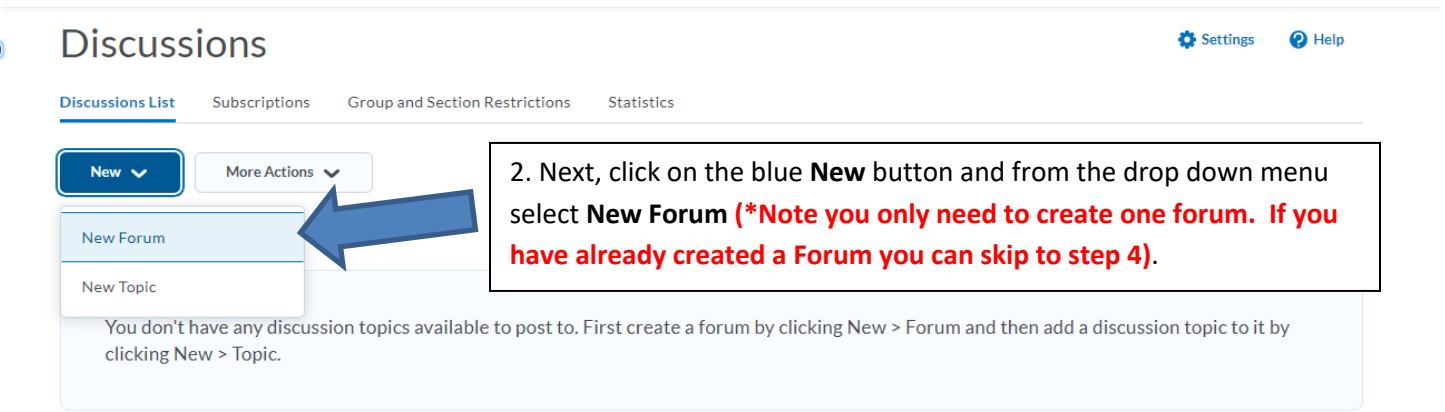
Content Browser ▾  
Bookmarks Recently Visited

There is no content to display.  
[Create some content.](#)

Announcements  
There are no announcements to display. [Create an announcement.](#)

1. Select **Discussions** from the top menu.

2.



Discussions Settings Help

Discussions List Subscriptions Group and Section Restrictions Statistics

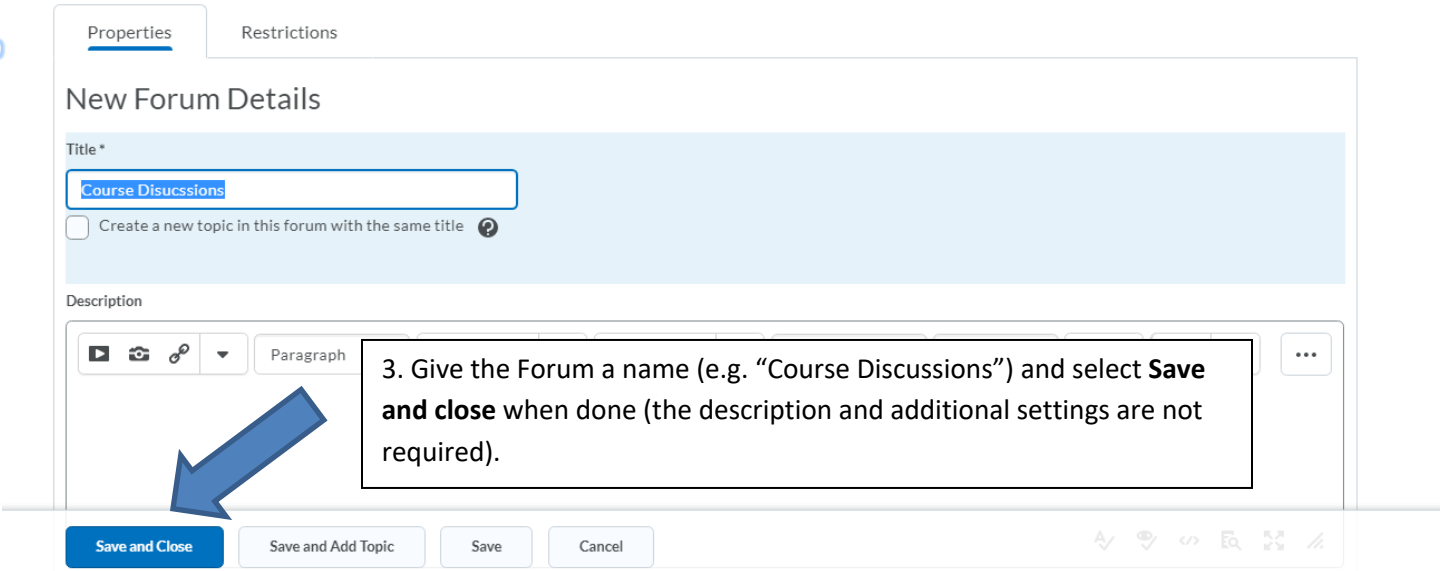
New ▾ More Actions ▾

New Forum  
New Topic

You don't have any discussion topics available to post to. First create a forum by clicking New > Forum and then add a discussion topic to it by clicking New > Topic.

2. Next, click on the blue **New** button and from the drop down menu select **New Forum** (\*Note you only need to create one forum. If you have already created a Forum you can skip to step 4).

3.



Properties Restrictions

### New Forum Details

Title\*

Create a new topic in this forum with the same title ?

Description

Paragraph

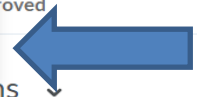
3. Give the Forum a name (e.g. "Course Discussions") and select **Save and close** when done (the description and additional settings are not required).

**Save and Close** Save and Add Topic Save Cancel

# 4. Discussions

New More Actions

New Forum  
New Topic



4. After selecting Save and close you will return to the main discussion page. From here, click on the **New** blue button and this time select **New Topic**.

# 5. New Topic

Properties Restrictions Assessment Objectives

### New Topic Details

Forum \*  
Course Discussions [New Forum]

Title \*

Description

Rich text editor toolbar: Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Font Family, Font Size, Background Color, Table, More options

5. From the **New Topic** page select the forum you previously created, insert a **Discussion title** (e.g. Week 5 Discussion, Lesson 12, etc.) and insert the discussion **description** (instructions for students).

# 6. Edit Topic - Test

Properties Restrictions Assessment Objectives

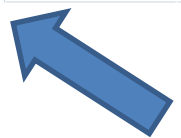
Hide from Users

Availability

Has Start Date  
3/9/2020 3:31 PM Now  
United States - New York

Has End Date  
3/16/2020 7:31 PM Now  
United States - New York

Display In Calendar



6. Next, click on the **Restrictions** tab to set a start and end date for the discussion.

# 7. Edit Topic - Test ▾

Properties   Restrictions   Assessment   Objectives

## Assessment

Grade Item  
-- Choose a grade item -- ▾   [\[New Grade Item\]](#) ⓘ

Score Out Of  
 ⓘ

7. Finally, select the **Assessment** tab and select a **Grade item** and **score** (if you need additional assistance with Grade items, please review our [Grade item guide](#)). Complete this process by selecting the blue **Save and Close** button.