

Quick Start Guide to: Setting up Discussions

Step 1: Discussion Forums are used to house related Discussion Topics. Topics must be created within a Forum so you must create at least one Forum before you can create a Topic. To create a new Discussion Forum click the **New** button and select **New Forum** from the drop down menu.

Step 2: Type a name for your forum in the **Title** field and set any necessary Availability and/or Locking restrictions. For more information about the options available on the **Properties** tab visit our help pages at: <http://help.d2l.arizona.edu/DISCNewForum> .

Step 3: Create a new Discussion Topic by clicking the **New** button and selecting **New Topic** from the drop down menu.

Step 4: From within the **Properties** tab select the Forum your Topic should reside within, type a name for your topic within the **Title** field and set any necessary Availability and/or Locking restrictions. For more information about the options available within the **Properties** tab visit our help pages at: <http://help.d2l.arizona.edu/DISCNewTopic> .

Step 5: Click the **Assessments** tab to link your discussion topic to your gradebook. It is important to note that a single grade item can be attached to only one discussion topic at a time. For more information about attaching a grade item to your Discussion topic visit our help pages at: <http://help.d2l.arizona.edu/DISCAddGrd>