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](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](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](http://help.d2l.arizona.edu/DISCAddGrd).