

# DISCUSSIONS – CREATE A TOPIC

Use discussion forums and topics to increase communication and collaboration in your course. This tutorial shows how to create a discussion topic.

## Step 1.

On your **Discussions tool**, navigate to the **Discussions List** tab.

## Step 2.

Click **New** and select **New Topic**.

## Step 3.

Since all discussion topics are contained within forums, select the Forum that will house your topic from the **Forum dropdown list**.

## Step 4.

Enter a **title** for the topic.

## Step 5.

Enter a **description**, if desired, to provide learners with additional context or guidelines.

## Step 6.

Select the **options** you want to apply to the discussion topic, such as allowing anonymous posts or requiring a moderator to approve posts before they display.

## Step 7.

Click the **Rate Posts** option to allow user to rate posts.. This allows readers to rate using one of three methods: **Five Star, Up Vote/Down or Up Vote Only**.

## Step 8.

If desired, click **Show topic visibility** options to set visibility and availability times for your discussion topic.

## Step 9.

You can also add a **Locking Options** to unlock or lock a topic and set the unlocked availability range. Topics that are locked will still be visible to users.

## Step 10.

When you are ready click **Save and Close**.

If you still require assistance on the matter, CITL offers support for your online course issues.  
Please contact our Support Centre at <https://citl.mun.ca/support/>