

## Discussions - Creating and Editing Topics

1. From the Discussions screen, do one of the following:
  - a) To create a new topic:
    1. Click **Create Topic**.
    2. Select the topic type and click **Next**.
  - b) To edit an existing topic, click its ActionLinks menu and click **Edit Properties**.
2. Enter a title.
3. Enter a description:
  - a) To enter a description in Plain Text format, enter it in the Description text box. The description will appear exactly as you have typed it.
  - b) To enter a description in HTML format, you can use the HTML Creator or hand code the HTML:
  - c) To use the HTML Creator, click **Enable HTML Creator**. For more information, see Using the HTML Creator.
4. Next to Item Visibility, select whether to show or hide the item for Students.
5. Under **Category**, if you want to add the topic to a category, do one of the following from the Select Category drop-down list:
  - a) To add the topic to an existing category, select the category.
  - b) To create a category:
    1. Select Create New Category.
    2. Enter a name and description.
6. Under **Grading**, select whether you want Students to receive a grade based on their participation in the topic:
  - a) If you do not want the topic to be gradable, select Topic is not gradable.
  - b) If you want the topic to be gradable, under Allow the topic to be graded:
    1. Select a grading scheme:
      - a) To assign a numeric grade, select Numeric grade and, in the Out of text box enter the maximum grade that can be attained.
      - b) To assign a letter grade, select Alphanumeric grade.

c) To grade the topic using a grading form:

1. If you need to remove a grading form that is currently selected, click the Remove icon next to its title.
2. Select Grade by grading form and then click Select Grading Form.
3. Select the grading form.
4. Click **Select**.

c) If you want the Grade Book column for this topic to have a name other than the topic title, enter the name in the Grade Book column title text box.

d) If you want Students to see their grades for this topic, select Release grade to Students in My Grades.

7. Click **Save**.