Creating Topics

You can use discussion topics as a way to communicate with the entire class, as a work area for student groups, or as a way to facilitate and organize discussions in your course.

1. Click the **Teach** tab, and then the **Discussions** button or icon.
2. From the main **Discussions** page, click **Create Topic**.
3. Type the name of your new topic. Optionally, you may type a description of the topic to aid students in understanding the nature of the topic and whether or not you want the topic to be hidden (not shown) from students at this time.
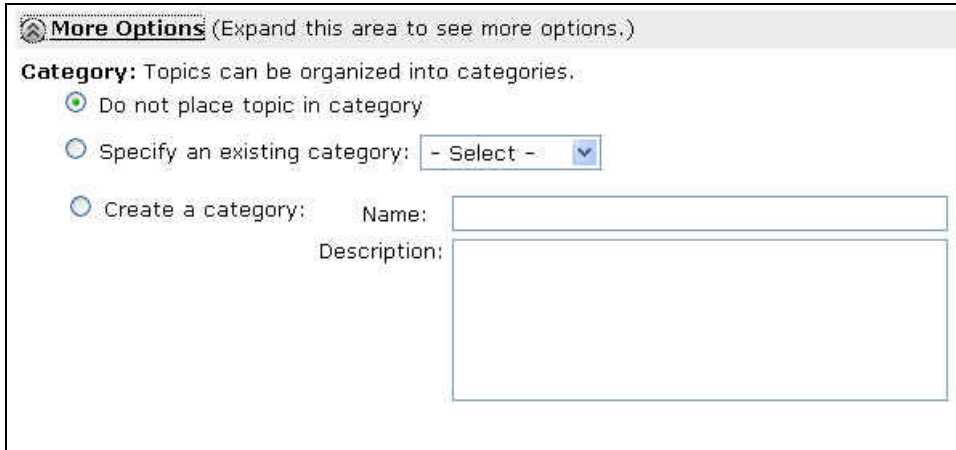

4. In the **Topic Gradability** section, select the check box if you want your new topic to be gradable (a column is automatically added to the **Grade Book**).
   - If checked, the topic name is placed in the **Grade Book column title**.
   - Select either numeric grade (and enter a maximum score value) or alphanumeric grade.

5. In the **Topic Settings** section, select the check boxes according to your preferences for editable posts, locked and anonymous. *Note: You can only set a topic to contain anonymous postings when you create a new topic. However, you can change a topic later to contain editable posts and/or be locked.*

6. In the **More Options** section, select whether or not you want to place your new topic in a category, specify a category for the new topic, or create a new category and place your topic in that new category. *Note: You CANNOT move a topic to a category at a later date–it MUST be done when you create the topic.*

7. Click **Save**. The new topic is now added to your main **Discussions** page.