Create a new Discussion

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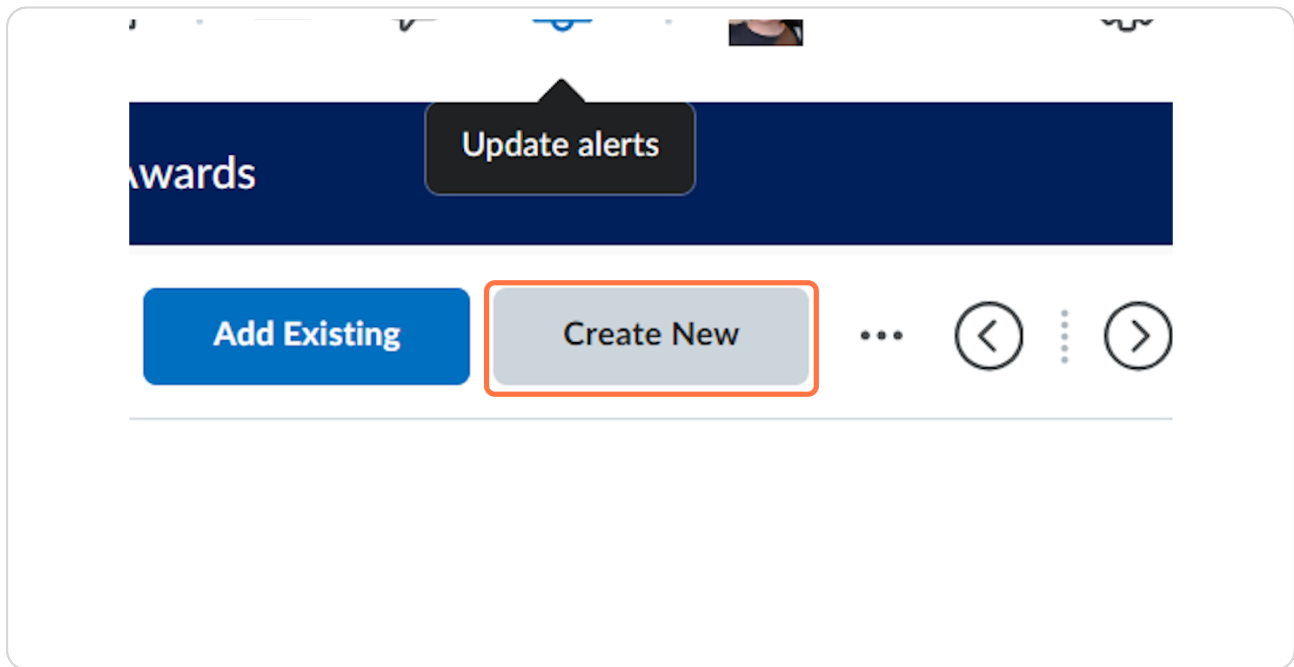| Created by	Creation Date	Last Updated
Patti Brown	Aug 04, 2025	Aug 04, 2025

STEP 1

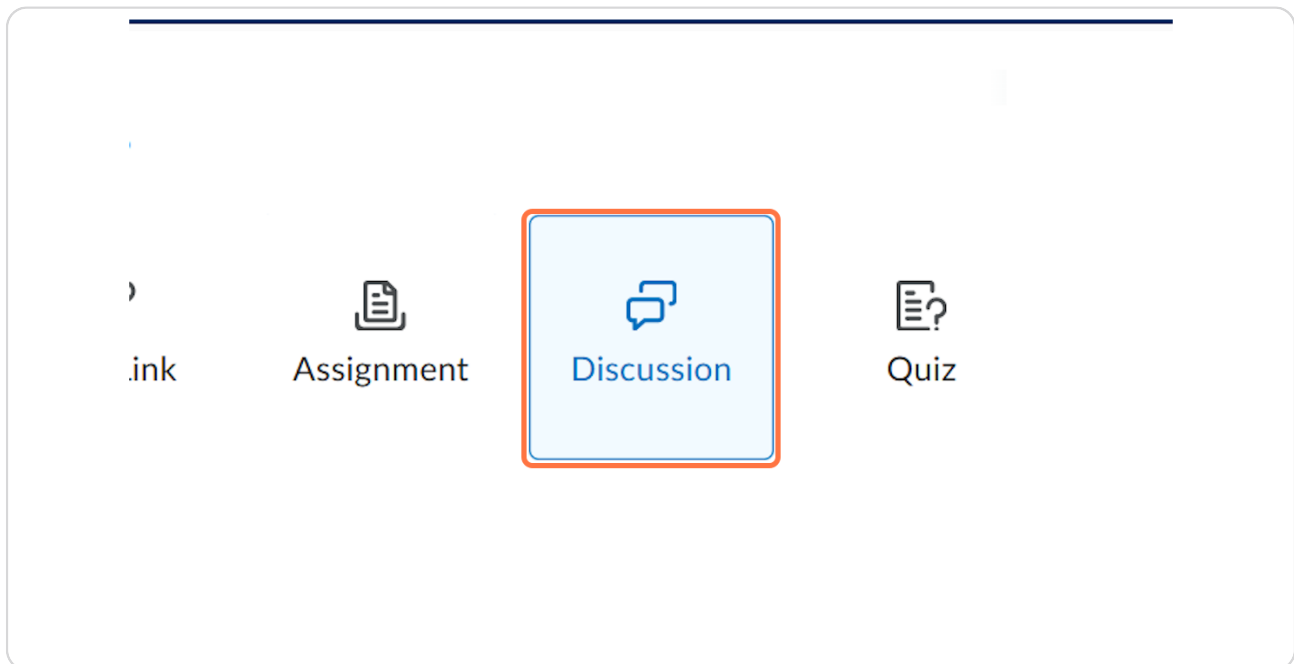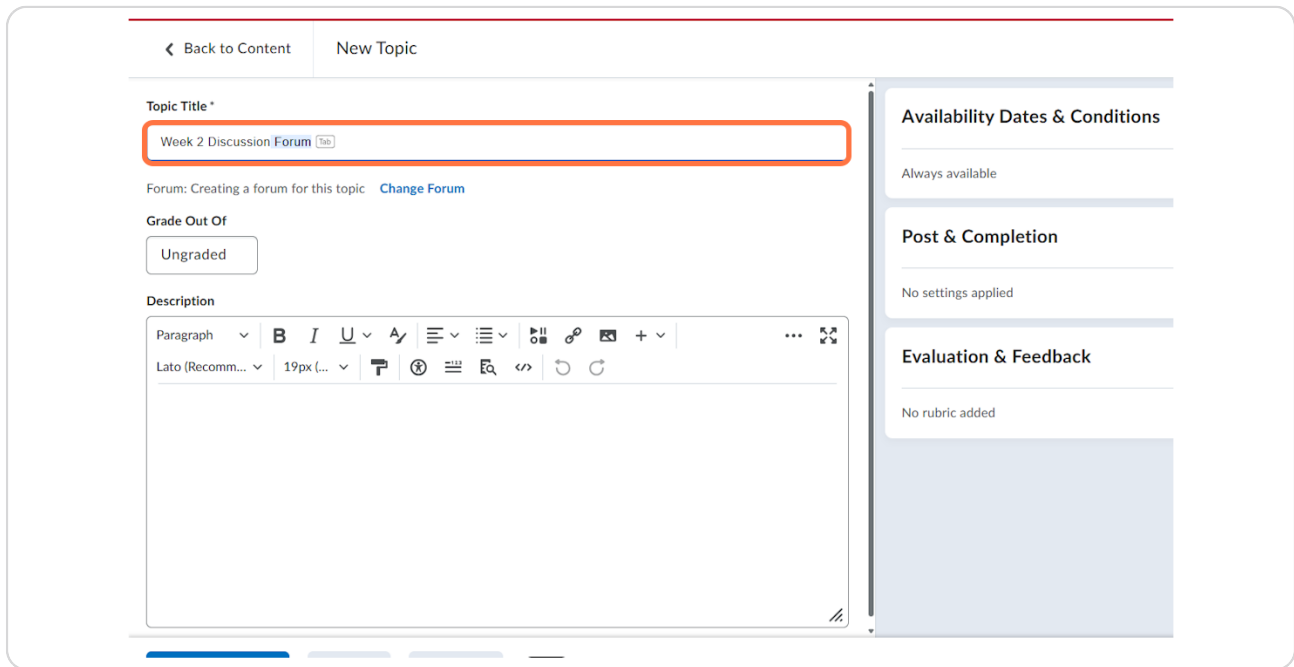## Click on the folder you want to add the discussion. We selected Assignments
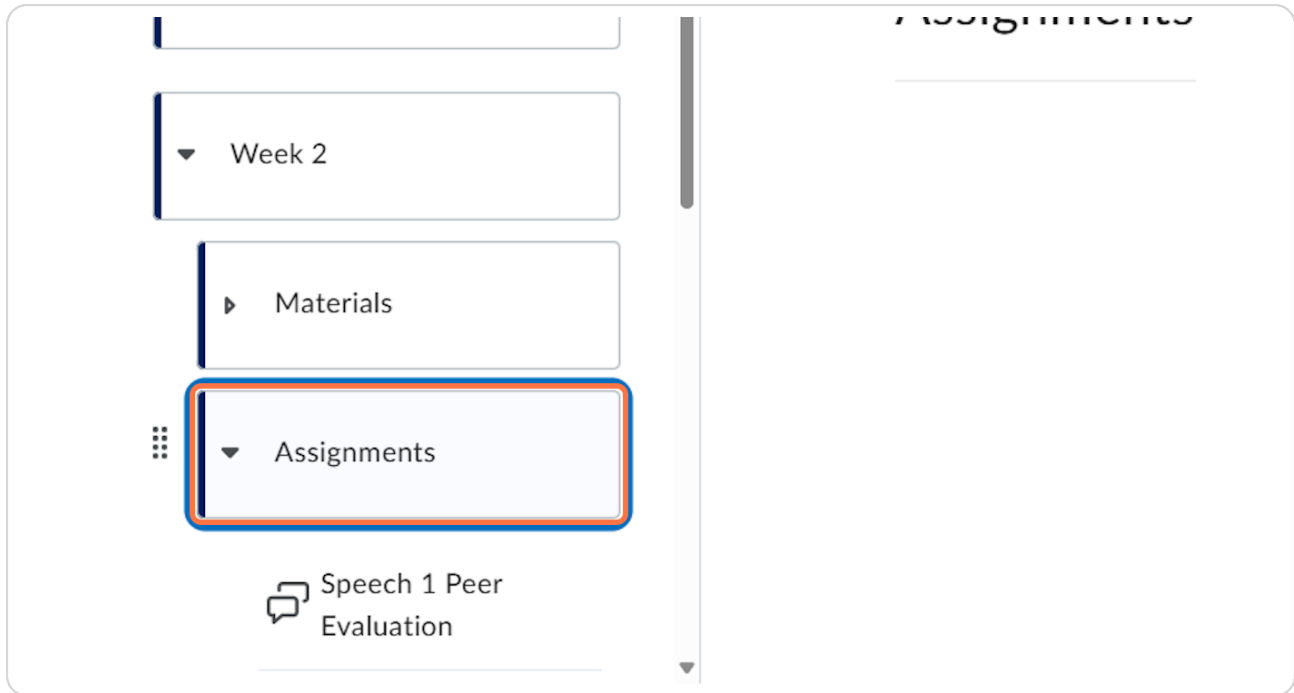
Click on Create New

Click on Discussion

Add the Topic Title

Click on Ungraded

STEP 6

Type "10" to add this to the Grade Book

Week 2 Discussion

Forum: Creating a forum for this topic   **Change Forum**

Grade Out Of

10   points | 🔑 In Grade Book ⌄

Description

Paragraph ⌄   **B**   *I*   U ⌄   A⁄   ☰ ⌄   ☰ ⌄   ▶‖

Lato (Recomm... ⌄   19px (... ⌄   🖌   ⊛   ☰   Ea   </>

STEP 7

Click on Description and type in the information for your discussion

‹ Back to Content   New Topic

Topic Title *

Week 2 Discussion

Forum: Creating a forum for this topic   **Change Forum**

Grade Out Of

10   points   🔑 In Grade Book ⌄

Description

Paragraph ⌄   **B**   *I*   U ⌄   A⁄   ☰ ⌄   ☰ ⌄   ⊞   🔗   🖼   + ⌄   ...   ⤢

Lato (Recomm... ⌄   19px (... ⌄   🖌   ⊛   ☰   Ea   </>   ↺   ↻

Availability Dates & Conditions   ▷

Always available

Post & Completion   ▷
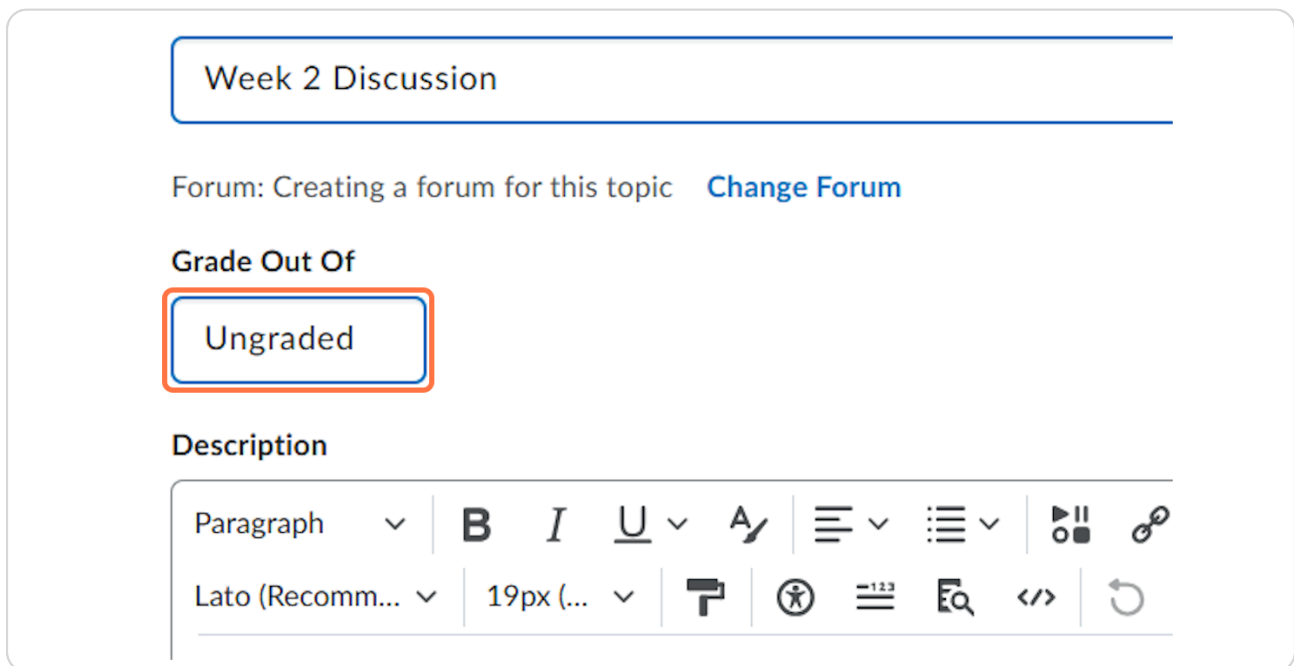
No settings applied
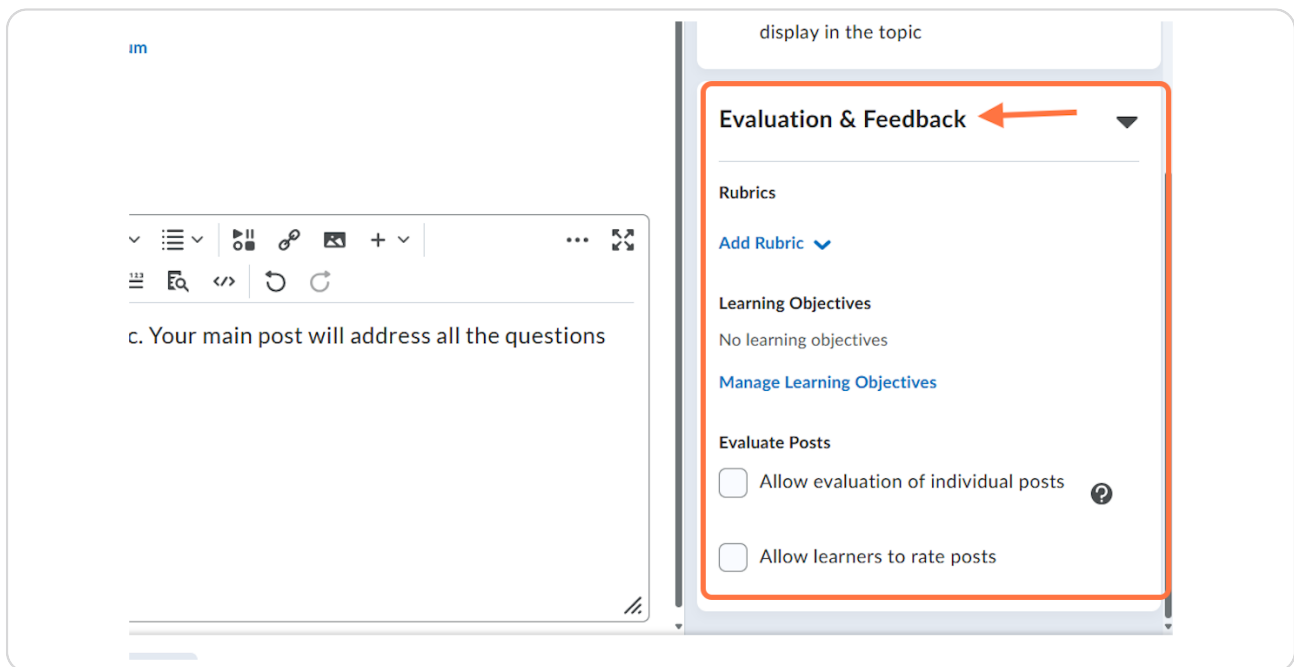
Evaluation & Feedback   ▷

No rubric added

Save and Close   Save   Cancel   ⊙◯ Visible

Click Availability Dates and Conditions

Click on Post & Completion

STEP 10

Click Evaluation and Feedback
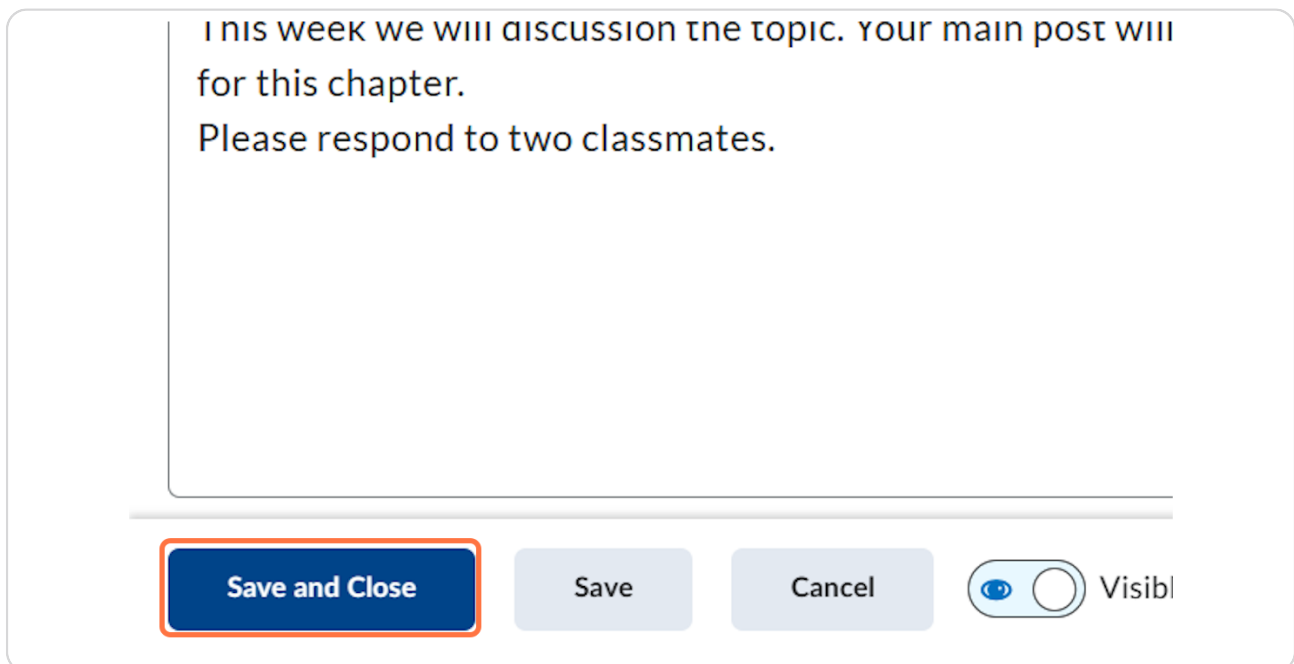
STEP 11

Click Save and Close

This is what your discussion will look like when you are done.
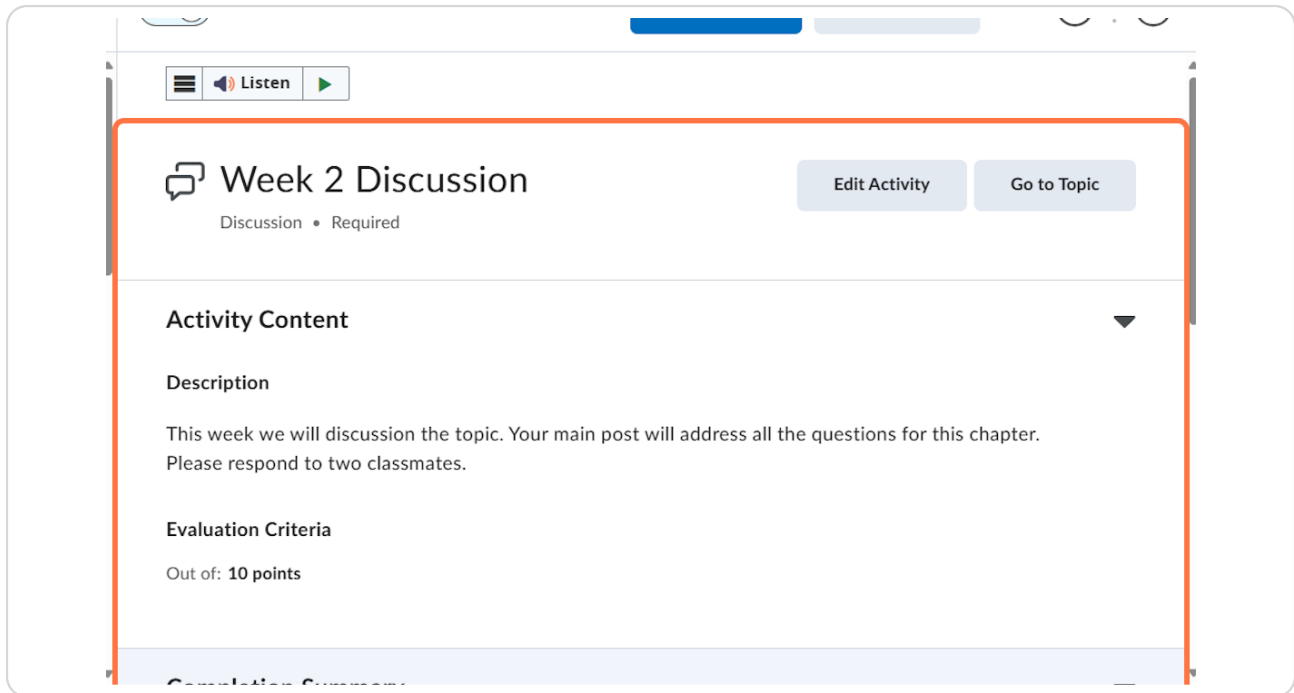
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