

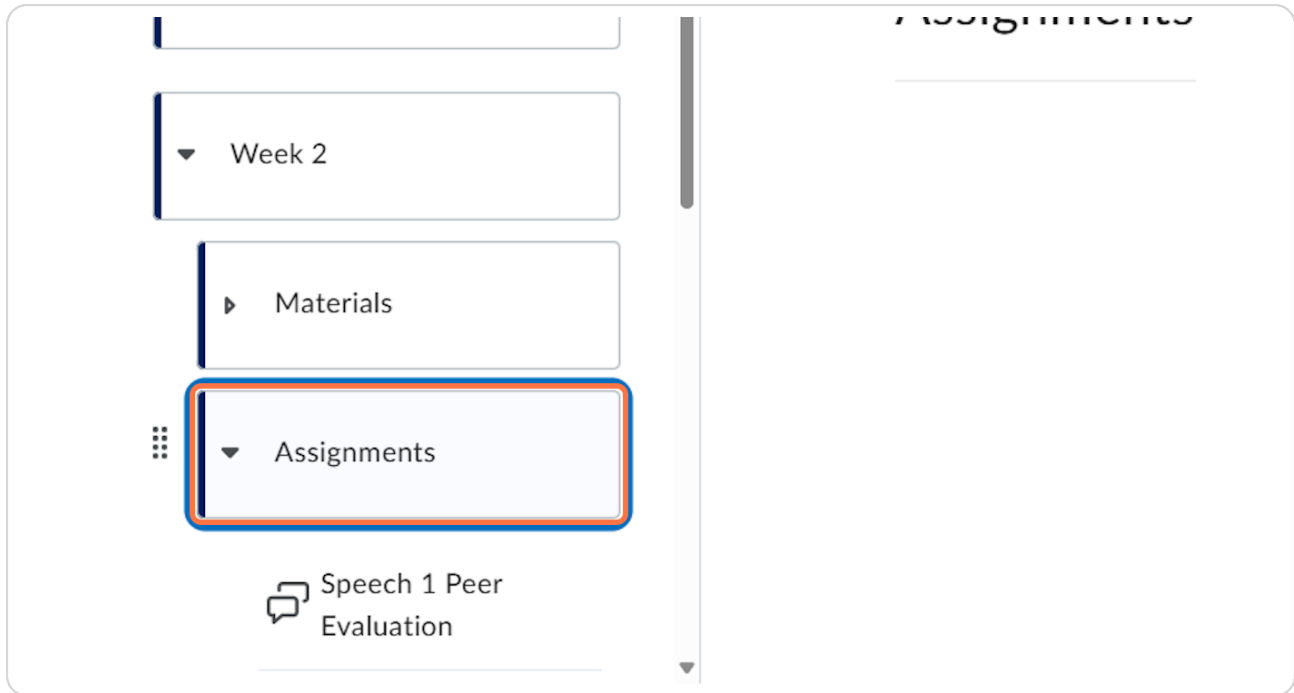
Create a new Discussion

12 Steps [View most recent version on Tango.ai](#) 

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

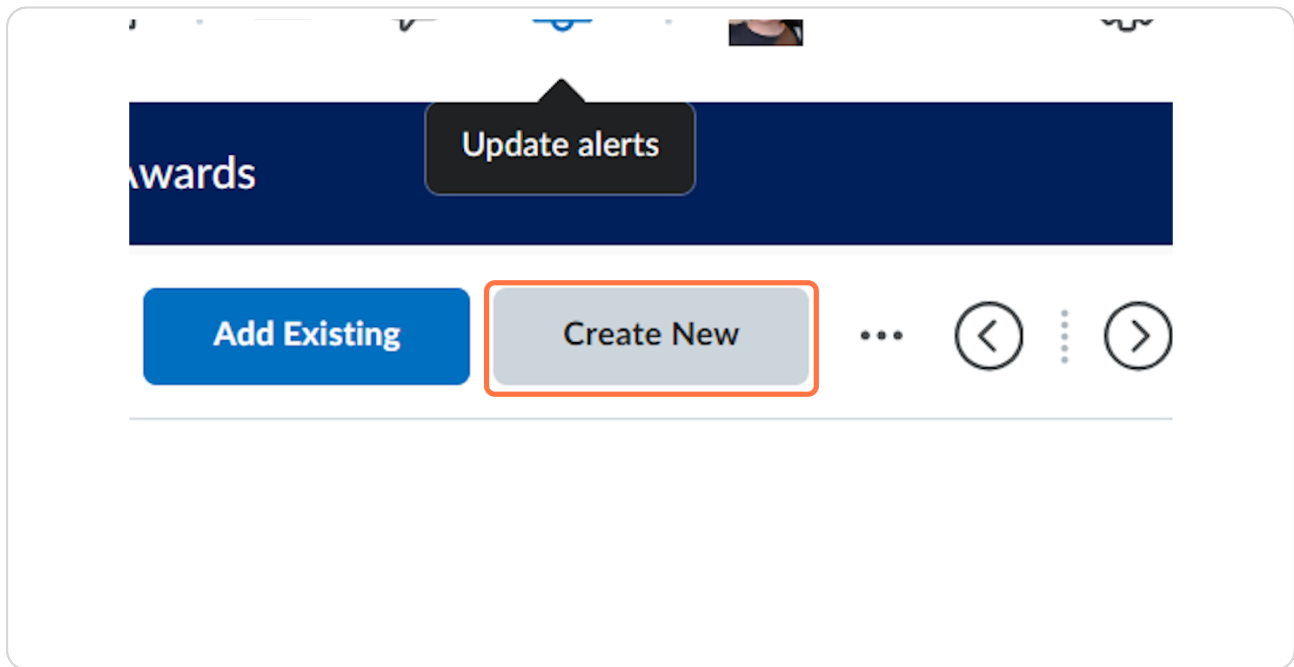
STEP 1

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



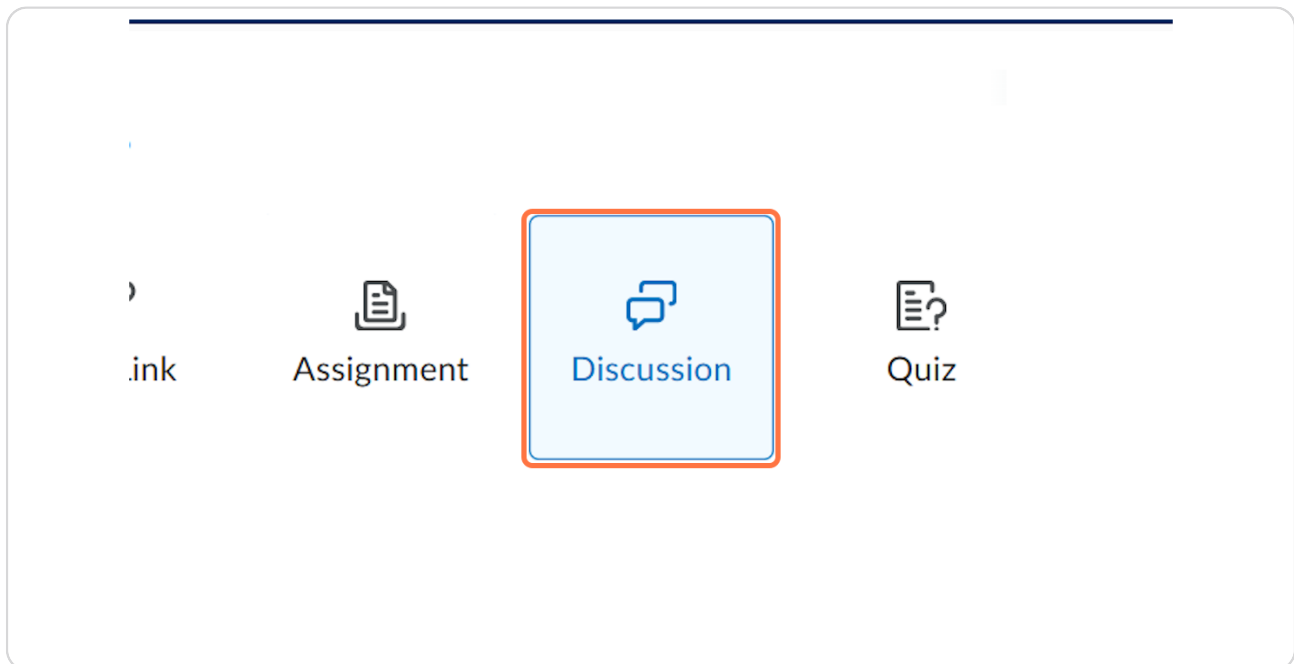
STEP 2

Click on Create New



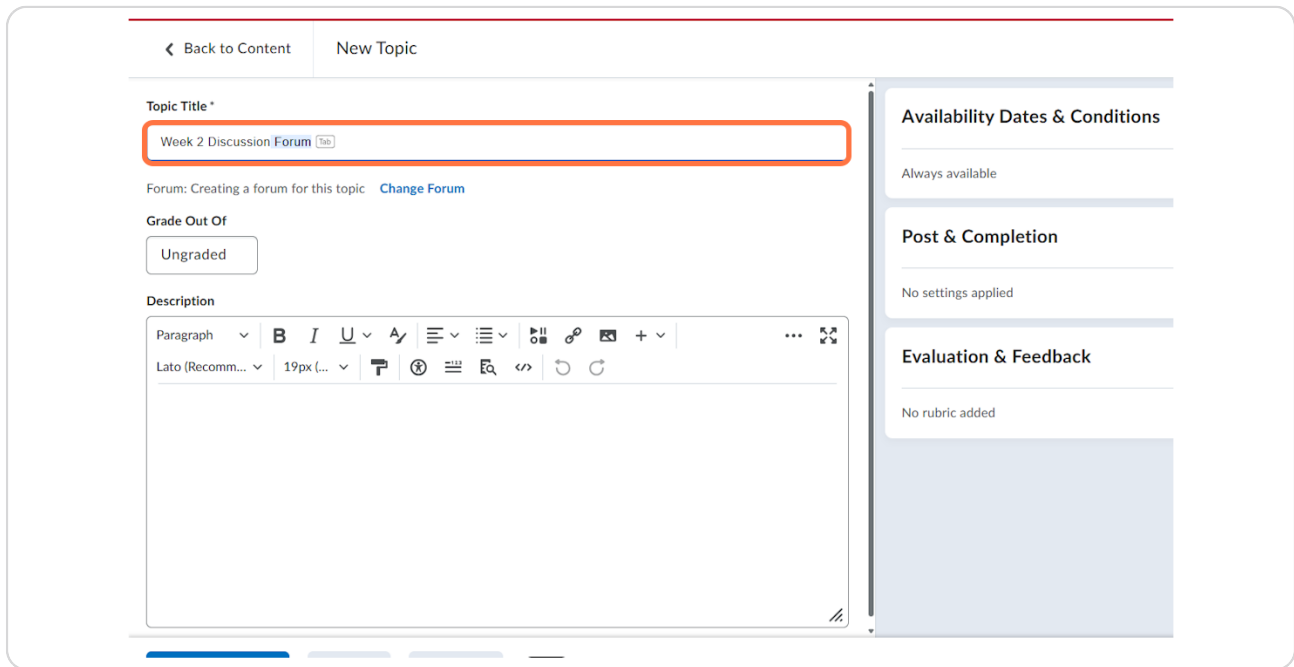
STEP 3

Click on Discussion



STEP 4

Add the Topic Title



← Back to Content New Topic

Topic Title*

Week 2 Discussion Forum

Forum: Creating a forum for this topic [Change Forum](#)

Grade Out Of

Ungraded

Description

Paragraph **B** *I* U ~~A/~~ ...

Lato (Recomm... 19px (...

Availability Dates & Conditions

Always available

Post & Completion

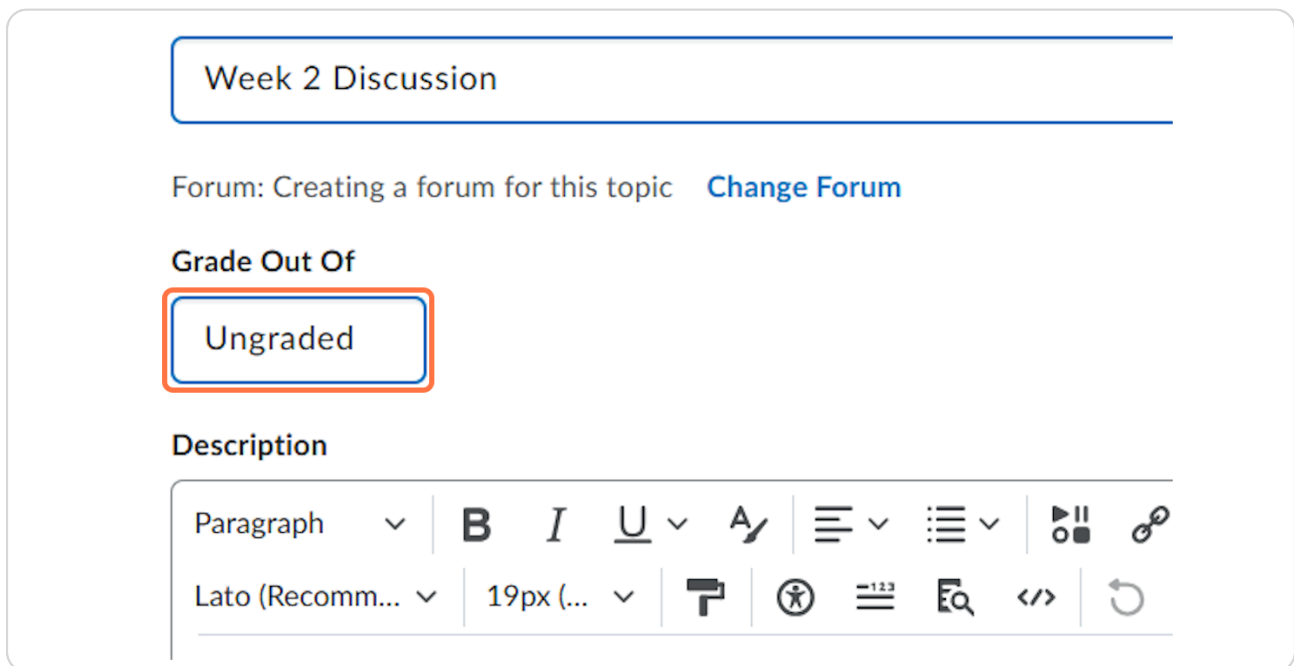
No settings applied

Evaluation & Feedback

No rubric added

STEP 5

Click on Ungraded



Week 2 Discussion

Forum: Creating a forum for this topic [Change Forum](#)

Grade Out Of

Ungraded

Description

Paragraph **B** *I* U ~~A/~~ ...

Lato (Recomm... 19px (...

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 (...) ▼

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 (...) ▼

Availability Dates & Conditions ▶

Always available

Post & Completion ▶

No settings applied

Evaluation & Feedback ▶

No rubric added

Save and Close

Save

Cancel

Visible

STEP 8

Click Availability Dates and Conditions

The screenshot shows the 'New Topic' form. On the left is a text editor with a toolbar and a preview of the topic content. On the right is a sidebar with three sections: 'Availability Dates & Conditions', 'Post & Completion', and 'Evaluation & Feedback'. The 'Availability Dates & Conditions' section is highlighted with an orange border. It contains fields for 'Start Date' and 'End Date' (both with calendar icons and 'M/D/YYYY' format), a 'Release Conditions' section with a description and an 'Add Release Condition' link, and a 'Group and Section Restrictions' section with a description and a 'Manage Restrictions' link. An orange arrow points to the 'Availability Dates & Conditions' title.

Content | New Topic

Discussion

Choose a forum for this topic: [Change Forum](#)

Ints | [In Grade Book](#) ▼

we will discuss the topic. Your main post will address all the questions after.
Respond to two classmates.

Availability Dates & Conditions ▼

Start Date
M/D/YYYY

End Date
M/D/YYYY

Release Conditions
Users are not able to access or view the discussion topic unless they meet the release conditions.
[Add Release Condition](#) ▼

Group and Section Restrictions
Restrict this topic by group or section
[Manage Restrictions](#)

Post & Completion ▶

STEP 9

Click on Post & Completion

The screenshot shows the 'New Topic' form. On the left is a text editor with a toolbar and a preview of the topic content. On the right is a sidebar with three sections: 'Availability Dates & Conditions', 'Post & Completion', and 'Evaluation & Feedback'. The 'Post & Completion' section is highlighted with an orange border. It contains three radio button options: 'Default participation' (selected), 'Allow learners to hide their name from other learners', and 'Learners must start a thread before they can view or reply to other threads'. There is also a checkbox option: 'Posts must be approved before they display in the topic'. An orange arrow points to the 'Post & Completion' title.

Choose a forum for this topic: [Change Forum](#)

we will discuss the topic. Your main post will address all the questions after.
Respond to two classmates.

Availability Dates & Conditions ▶

Always available

Post & Completion ▼

☒ Default participation

☐ Allow learners to hide their name from other learners

☐ Learners must start a thread before they can view or reply to other threads

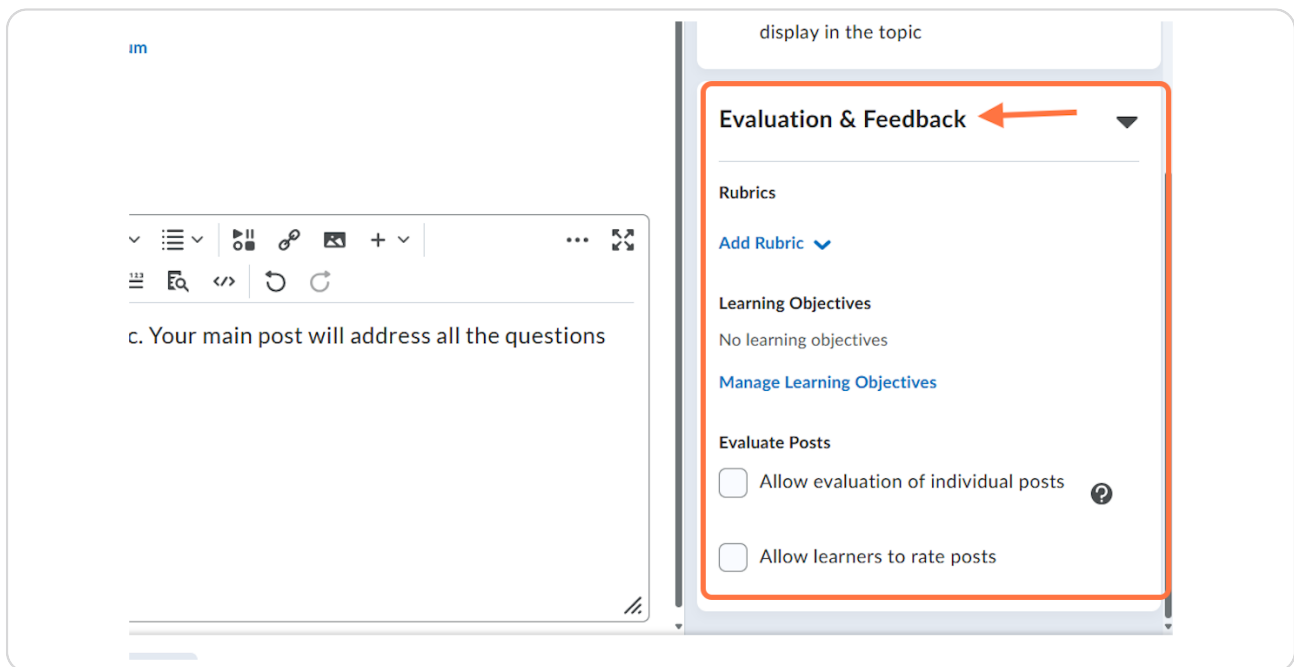
☐ Posts must be approved before they display in the topic

Evaluation & Feedback ▶

No rubric added

STEP 10

Click Evaluation and Feedback

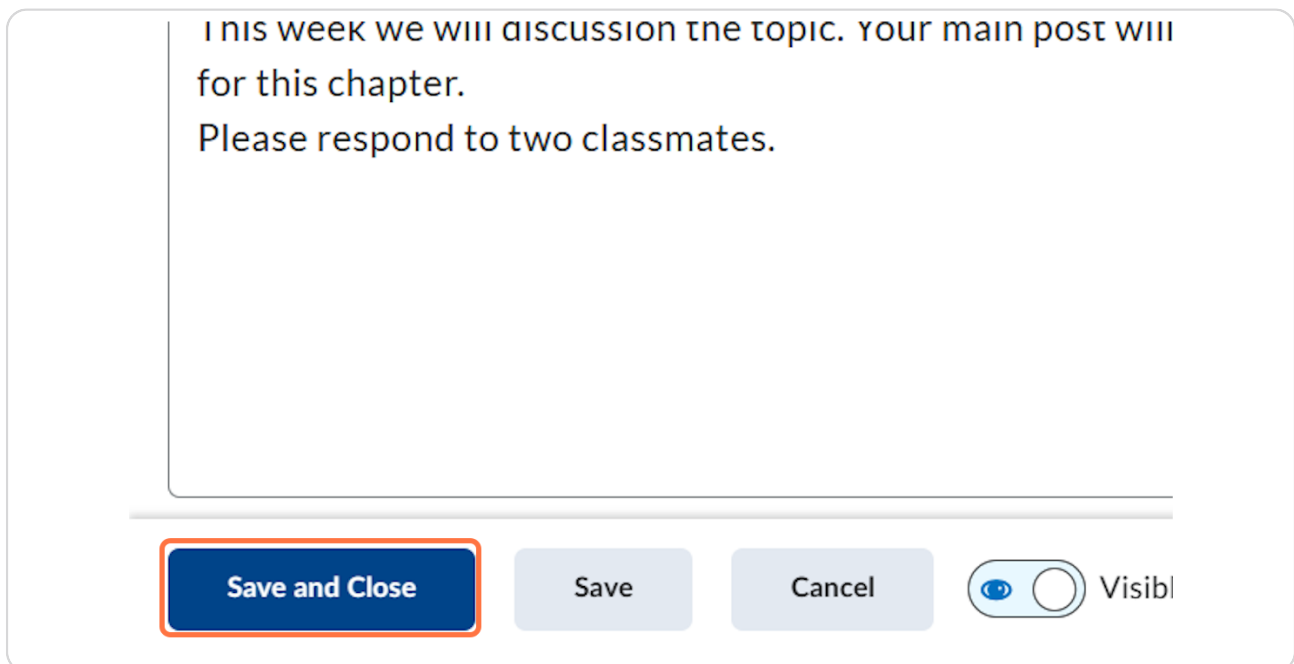


The screenshot shows the course editor interface. On the left is a rich text editor with a toolbar and the text "c. Your main post will address all the questions". On the right is a settings panel titled "display in the topic". The "Evaluation & Feedback" section is highlighted with an orange border and an arrow pointing to it. This section includes the following options:

- Rubrics**
 - [Add Rubric](#) (with a dropdown arrow)
- Learning Objectives**
 - No learning objectives
 - [Manage Learning Objectives](#)
- Evaluate Posts**
 - ☐ Allow evaluation of individual posts (with a help icon)
 - ☐ Allow learners to rate posts

STEP 11

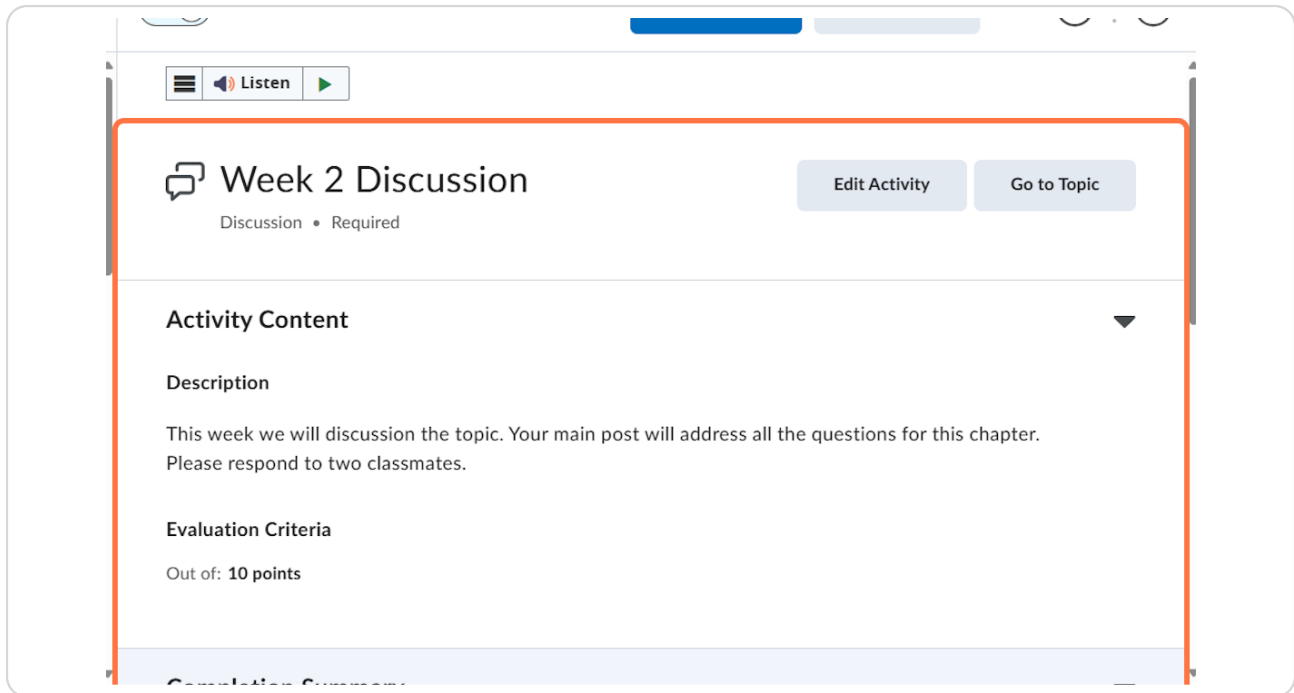
Click Save and Close



The screenshot shows the course editor interface with the text "THIS week we will discussion the topic. Your main post will for this chapter. Please respond to two classmates." in the rich text editor. At the bottom, the "Save and Close" button is highlighted with an orange border. Other buttons visible are "Save", "Cancel", and a "Visible" toggle switch.

STEP 12

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



Tango

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