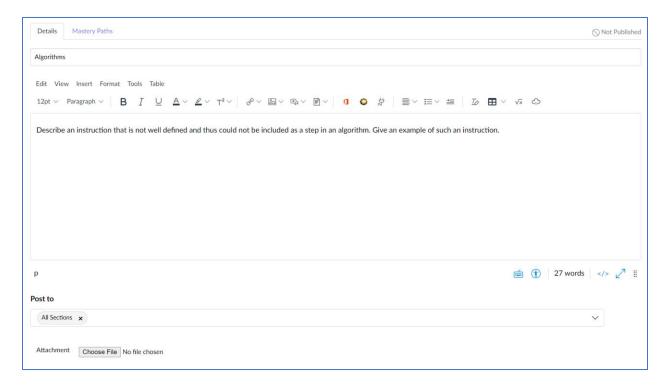
How can I create an online discussion forum in Canvas?

1. To add a discussion, click the "Discussions" link on the navigation menu, then click the "+ Discussion" button.



2. In the "Details" tab, enter the discussion topic title in the textbox and instructions in the rich content editor. In the "Post to" dropdown, select the course section where the discussion will be posted. If the discussion requires students to download a file, choose and attach the file to the "Attachment" section.



3. Discussion options include: "Allowed threaded replies" – students can continue to reply to discussions posts (leaving uncheck only allows one layer of responses), "Users must post before seeing replies" – students will not be able to see any other student replies until they post their response, "Enable podcast feed" – theoretically, if media files are included in the instructions or replies, they will be able to be played via a podcast player such as iTunes, "Graded" – student

posts are graded and score appears in the gradebook, "Allow liking" – adds a like icon that students can click for each reply, and "Add to student to-do" – adds a link to the discussion in the student's to-do list on the student dashboard. Lastly, the "This is a Group Discussion" checkbox assigns the discussion to a specific group of students. Dates can be entered in the "Available From" and "Until" textboxes if the discussion is only to be posted within a specific date range.

Options	
 □ Allow threaded replies □ Users must post before seeing replies □ Enable podcast feed □ Graded □ Allow liking □ Add to student to-do 	
Group Discussion	
☐ This is a Group	Discussion
Available From	000
Until	000

4. Once you have selected your discussion options, click the "Save" button. A link to the discussion thread will now appear on the "Discussions" page. Note that discussions can also be posted to a course module like assignments and quizzes.



5. Click the topic title to open and reply to the discussion.

