

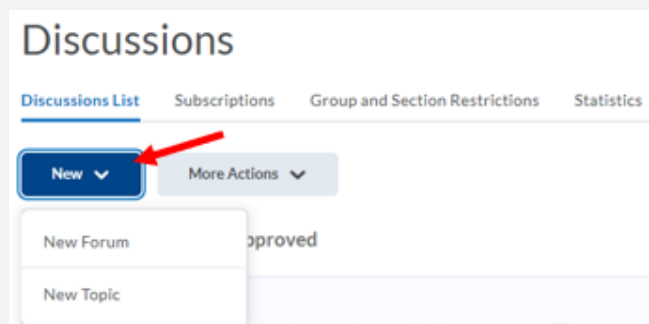
1.3.2 Discussions

This tutorial covers the discussion tool. This is a helpful tool for creating designated locations to ask questions for specific topics.

STEP 1

Navigate to **Communications --> Discussions** from the Avenue homepage. To create a new discussion, select **New Forum** or **New**

A forum is a folder that can contain a set of topics. You must create a forum before you create a topic. For the remainder of the tutorial, we will assume you have created a forum already by selecting **New Forum**. The steps for creating a **New Topic** are outlined.



STEP 2

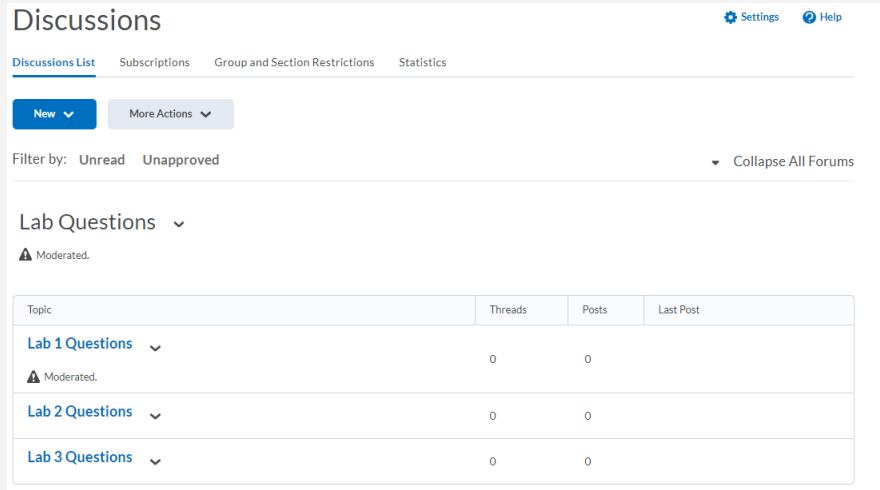
Fill out the prompts. We recommend you use **Open Topic** so students can read other students' questions. We also suggest selecting **A moderator must approve individual posts before they display in topic.**

 A screenshot of the 'New Topic Details' form. The form has tabs for 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Properties' tab is active. The form includes a 'Forum' dropdown menu with a red arrow pointing to the '[New Forum]' option. Below that is the 'Topic Type' section with two radio buttons: 'Open topic, everyone can access this topic and its contents' (which is selected and has a red arrow pointing to it) and 'Group or section topic, everyone can access this topic but students only see threads from their own group or section'. There is a 'Title' text input field and a 'Description' text area with a rich text editor toolbar. At the bottom, there is an 'Options' section with three checkboxes: 'Allow anonymous posts' (with a red arrow pointing to it), 'A moderator must approve individual posts before they display in the topic', and 'Users must start a thread before they can read and reply to other threads'.

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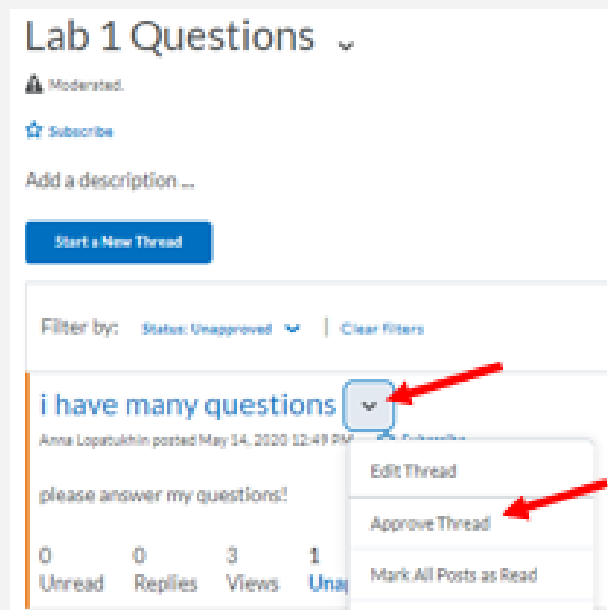
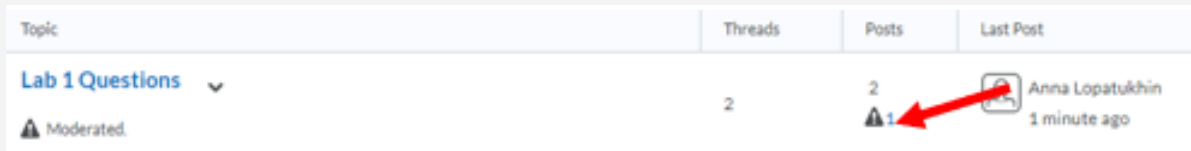
STEP 3

Here is an example of helpful discussion topics created within a forum:



STEP 4

When a student makes a post, you will see the following. Select the number next to the exclamation mark to view unapproved posts. From there, you can approve the post by selecting the **drop down** arrow.



1.3.2 Discussions

STEP 5

To reply, select the question then select **Reply to Thread**

