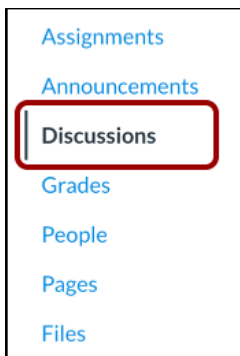
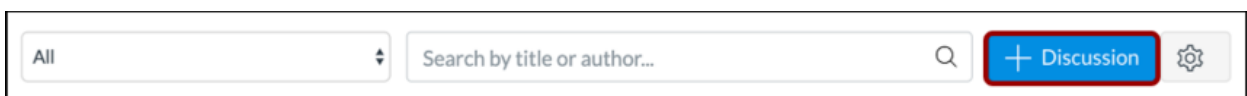


How to create a discussion in Canvas



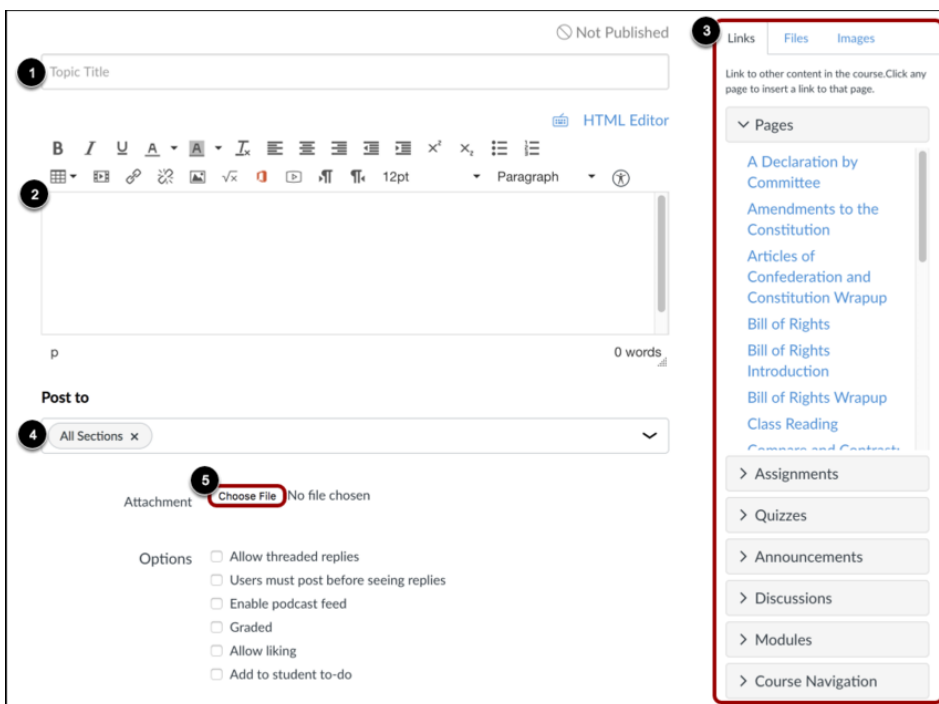
Step 1: Go to discussions

Click on the “discussions” link in the course navigation



Step 2: Add discussion

Click on the blue “Add Discussion” button on the right top



Step 3: Create Discussion

You have the next options

- Add a title (1)
- Create content for your discussion (2)
- Add links, files and images using the content selector (3)
- Choose to which section you want to post the discussion f.e. graded (4)
- Add an attachment to your discussion (5)

Attachment No file chosen

Options

- Allow threaded replies **1**
- Users must post before seeing replies **2**
- Enable podcast feed **3**
- Graded
- Allow liking **4**
- Add to student to-do **5**

Group Discussion

This is a Group Discussion **6**

Available From

Until

Step 4: Discussion options

You have the following options:

- By default, discussions are created as focused discussions. To create a threaded discussion, click the Allow threaded replies checkbox [1].
- To require users to reply to the discussion before they can see any other replies, click the Users must post before seeing replies checkbox [2].
- To enable a discussion podcast feed, click the Enable podcast feed checkbox [3].
- To add an ungraded discussion to the student to-do list, click the Add to student to-do checkbox [5]
- To make the discussion a group discussion, click the This is a Group Discussion checkbox [6].
- To make your discussion available on a specific date or during a specific date range using availability dates, enter the dates in the Available From and Until fields [7]

The image shows a 'Post to' dialog box. At the top, there is a dropdown menu with 'All Sections' and a close button. Below this, there is an 'Attachment' section with a 'Choose File' button and the text 'No file chosen'. Underneath is an 'Options' section with several checkboxes: 'Allow threaded replies', 'Users must post before seeing replies', 'Enable podcast feed', 'Graded' (which is highlighted with a red box), 'Allow liking', and 'Add to student to-do'.

Step 5: Create graded discussion

The Graded checkbox can be used to create a graded discussion. If this option is selected, additional options will be added to the page, where you can assign graded discussions to everyone, individual students, course sections or course groups.

The image shows three buttons at the bottom of the dialog box: 'Cancel', 'Save & Publish', and 'Save'. The 'Save & Publish' button is marked with a circled '1' and the 'Save' button is marked with a circled '2'.

Step 6: Save and Publish

If you are ready to publish your discussion, click the Save & Publish button [1]. If you want to create a draft of your discussion and publish it later, click the Save button [2].