



CIE

The Center for Instructional Excellence

DISCUSSIONS – CREATE TOPIC

1. Click on <discussions> in communication tools
2. Click <Create Topic>

Discussions

[Compose message](#) | [Search](#) | [Topic settings](#)

Click on a topic name to see its messages.

<input type="checkbox"/> Topic	Unread	Total	Private	Anonymous	Locked
<input type="checkbox"/> Main	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Notes	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All	0	0	Update		

Actions
☒ indicates a select from the main frame
☒ indicates multiple allowed.

Options

- [Create topic](#)
- [Rename topic:](#)
- [Delete topic](#)
- Delete all messages

3. Name the topic
4. Click < Create>

Designer Options

Homepage > Discussions > **Create Topic**

Create Topic

Topic name:

[Create](#) [Cancel](#)