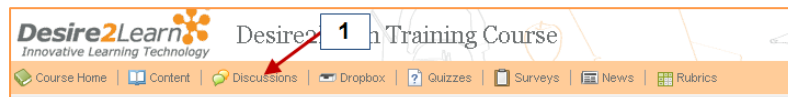


This step-by-step guide will demonstrate how to Create a Topic within the **Discussion** tool in Desire2Learn (D2L).

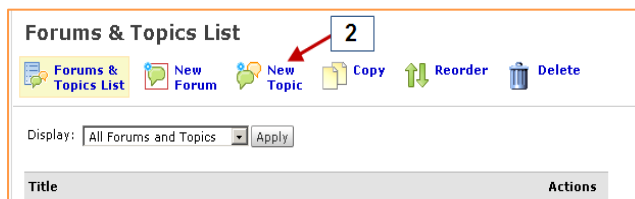
## Discussions: Create a Topic

1. Select **Discussions**.



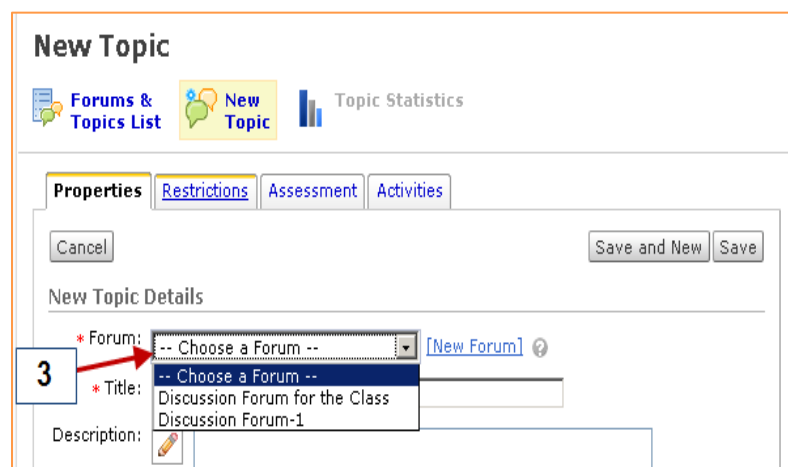
*Note:* It is possible to create a new topic immediately after creating a new forum by selecting **Save & Add Topic**. If a topic has been created in this way, advance to Step 4.

2. Select **New Topic**.



3. Select **Choose a Forum** from the dropdown menu.

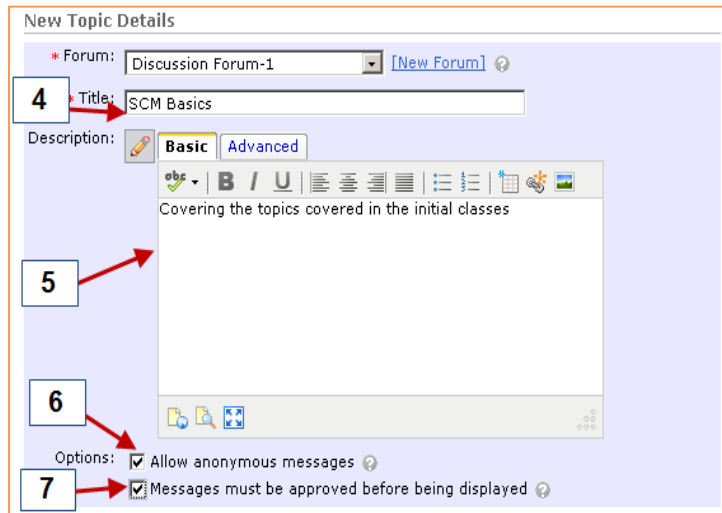
*Note:* Refer to step-by-step guide **Discussions: Create a Forum** for information on creating a new forum.



4. Enter a **Title**.
5. *Optional*: Provide a description/instructions for the topic.

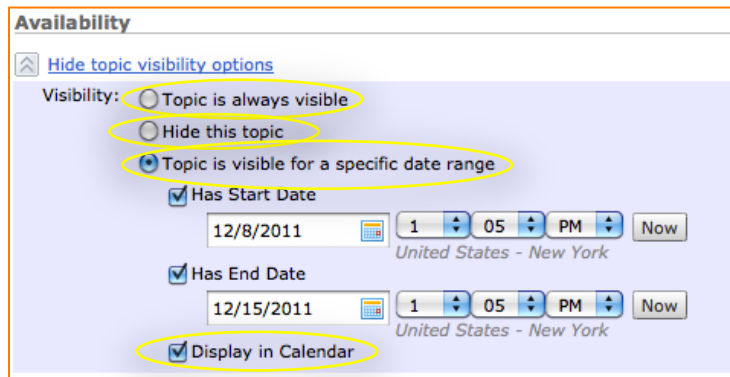
*Note*: if instructions are entered here, they will be included when the course is copied.

6. *Optional*: Select **Allow anonymous messages**.
7. *Optional*: Select **Messages must be approved before being displayed**.



**Availability (Visibility)**

8. *Optional*: Select one of the following three conditions:
  - a. Select **Topic is always visible**.
  - b. Select **Hide this topic**. This hides the topic from student view.
  - c. Select **Topic is visible for a specific date range**.
    - i. *Optional*: Select Start Date and/or End Date and input date and time.
      1. *Optional*: Select **Display in Calendar**.



### Locking Options

*Note:* Locking a topic will prohibit further posts but will keep the topic visible to students.

9. Select one of the following three conditions:
  - a. Select **Unlock topic**.
  - b. Select **Lock topic**.
  - c. Select **Unlock topic for a specific date range**.
    - i. Enter a Start Date and/or End Date.
      1. *Optional:* Select **Display in Calendar**.

**Locking Options**

[Hide locking options](#)

Locking Options:

Unlock topic

Lock topic

Unlock topic for a specific date range

Has Start Date

12/8/2011 1 05 PM Now  
United States - New York

Has End Date

12/15/2011 1 05 PM Now  
United States - New York

Display in Calendar

Cancel Save and New Save

10. Select one of the following two options:
  - a. Select **Save & New** to immediately create a new topic in the same forum.
  - b. Select **Save**.

### Restrictions Tab

*Note:* See step-by-step guide **Discussions: Restrictions for Forums and Topics** for information on creating restrictions.

### Assessment Tab and Activity Tab

*Note:* See step-by-step guide **Discussions: Assessment and Activity** for information on assessing a topic or linking a Rubric to topic.