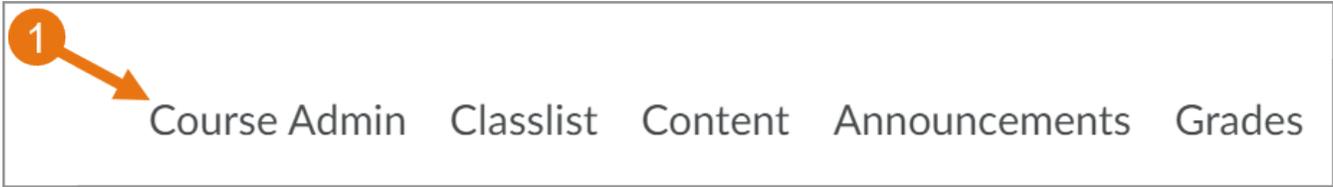


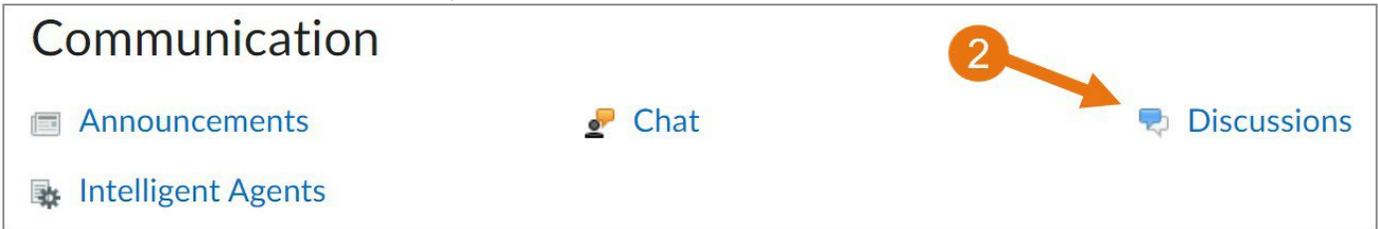
BRIGHTSPACE: CREATE A GROUP DISCUSSION ACTIVITY (MINI GUIDE)

I. ACCESS THE DISCUSSION TOOL

1. Via the Navbar in the course, click on “**Course Admin**”.



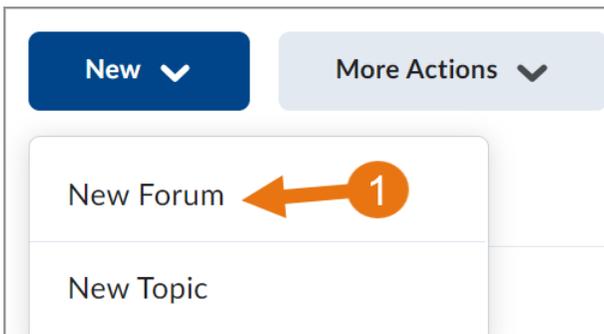
2. Under the **Communication** section, click on “**Discussions**”.



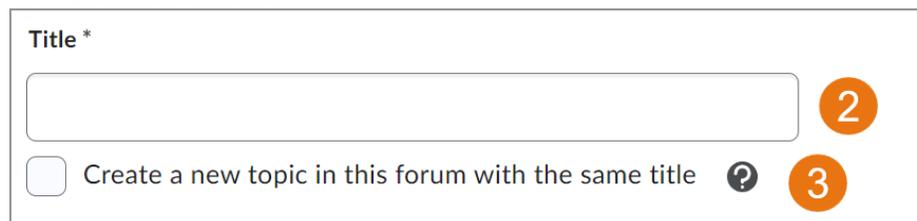
II. CREATE A DISCUSSION FORUM

Discussion activities require creating a **Discussion Forum** within which the **Discussion** activities (**Topics**) can be housed. **Discussion Forums** are a way to organize numerous **Discussion Topics** that fall under a similar theme/category. The **Discussion Topic** is the actual space where students can engage in a discussion.

1. To create a new **Forum**, on the **Discussions List** page, click on “**New**” and select “**New Forum**”.



2. Enter the “**Title**” for the **forum**.
3. If you wish to create a **Discussion Topic** with the same name as the **Forum**, check off the box next to “**Create a new topic in this forum with the same title**”. **Note:** You can always modify the name of the **Topic** and/or the **Forum** afterward.

A screenshot of the form for creating a discussion forum. It has a 'Title *' label above a text input field. Below the input field is a checkbox labeled 'Create a new topic in this forum with the same title' followed by a question mark icon. An orange arrow with the number '2' points to the input field, and another orange arrow with the number '3' points to the checkbox.

4. Enter a “**Description**” for the **forum** (optional).

Sample Description: *The Team collaboration forum is a private space for your team to interact, send files and exchange ideas. It works like email except all messages are always sent to all your teammates. The instructor has access and can answer questions or make suggestions*

5. In the **Options** section, check off whichever of the following items you wish to apply. (Optional)
6. Once you are done adjusting the **Forum** settings, click “**Save and Add Topic**” to immediately add a **Discussion Topic** to the **Forum**. Next, proceed to **Section III – Create a Discussion Topic**.

III. CREATE A DISCUSSION TOPIC

1. Enter/modify the “**Title**” for the **Discussion Topic** in the provided field.

Topic Title *

Untitled

2. Since the **Topic** is being created as part of the last step in the creation of a **Forum**, it will automatically be linked to that **Forum**. Accordingly, next to the **Forum:** field, you will see that **Forum**’s name.

- A. Enter a “**Description**” (e.g. instructions, grading info, etc.) for the **Topic** (optional).

Sample Description: *The Team collaboration topic is a private space for your team to interact, send files and exchange ideas. It works like email except all messages are always sent to all your teammates. The instructor has access and can answer questions or make suggestions.*

- B. Then, click on the arrow next to **Availability Dates & Conditions** and adjust the **Start Date** (i) and **End Date**(ii) to dictate when students have access to and can contribute to a **Discussion Topic**. (Optional)

Provide each **group** of students in your course with their own area to discuss within a **Discussion Topic** space (i.e. each group/section only sees the contributions made by members in their group/section to the **Discussion Topic**)

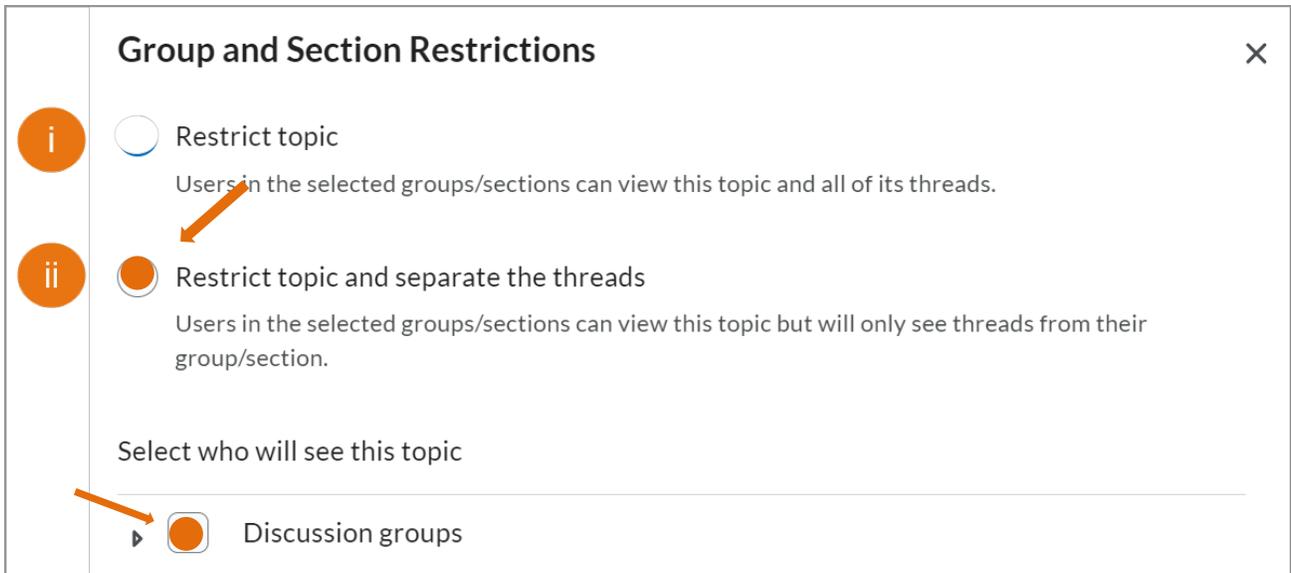
- C. click on “**Manage Restrictions**” and under the **Group and Section Restrictions** area:

Group and Section Restrictions

Restrict this topic by group or section

[Manage Restrictions](#) ←

D. select the “Restrict Topic and separate the threads” option. Then, select the **Group Category** below.



3. Then, adjust the **Visibility** so that students are able to see the **Discussion activity**.

A. The Discussion is not visible (by default).



B. The Discussion is visible.

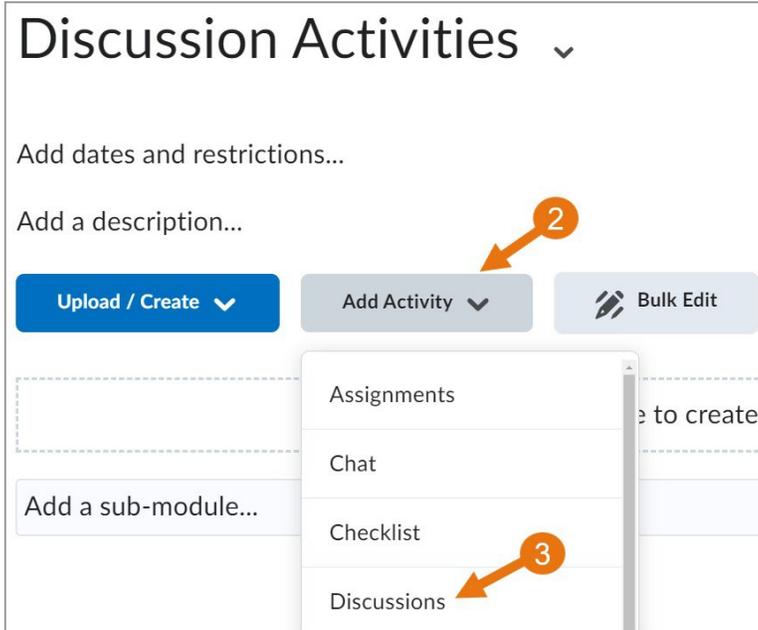


4. When you have completed the settings for your **Discussion**, click “**Save and Close**”.

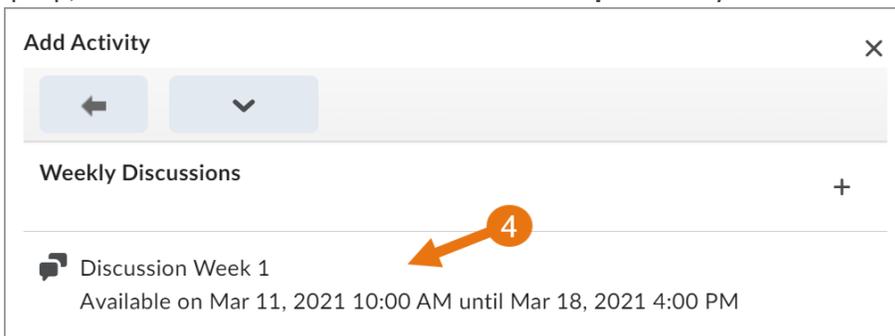
IV. MAKE THE DISCUSSION ACCESSIBLE TO STUDENTS - ADD IT TO THE COURSE CONTENT

For students to access a **Discussion** it must be added to your **Course Content** or you must have added the **Discussions** tab to your course navigation bar. We strongly recommend adding **Discussions** directly into **Course content** as this strategy follows best practices and is more effective for students.

1. Click “**Content**” on the Brightspace navigation bar.
2. Navigate to an appropriate module in your course content, or create a module, and click on “**Add Activity**”.
3. Then click on “**Discussions**”.



4. In the pop-up, click on the name of the “**Discussion Topic**” that you want to add to the **content** area.



5. The **Discussion** must be visible for students to access it and contribute. If you did not make the **Discussion** visible during the creation process, toggle the “**Visibility**” slider to visible. **Note:** Even if the **Discussion** is set to visible, it will not be accessible until the **Availability** is in effect (i.e. **Start Date** and **Visibility** settings).

