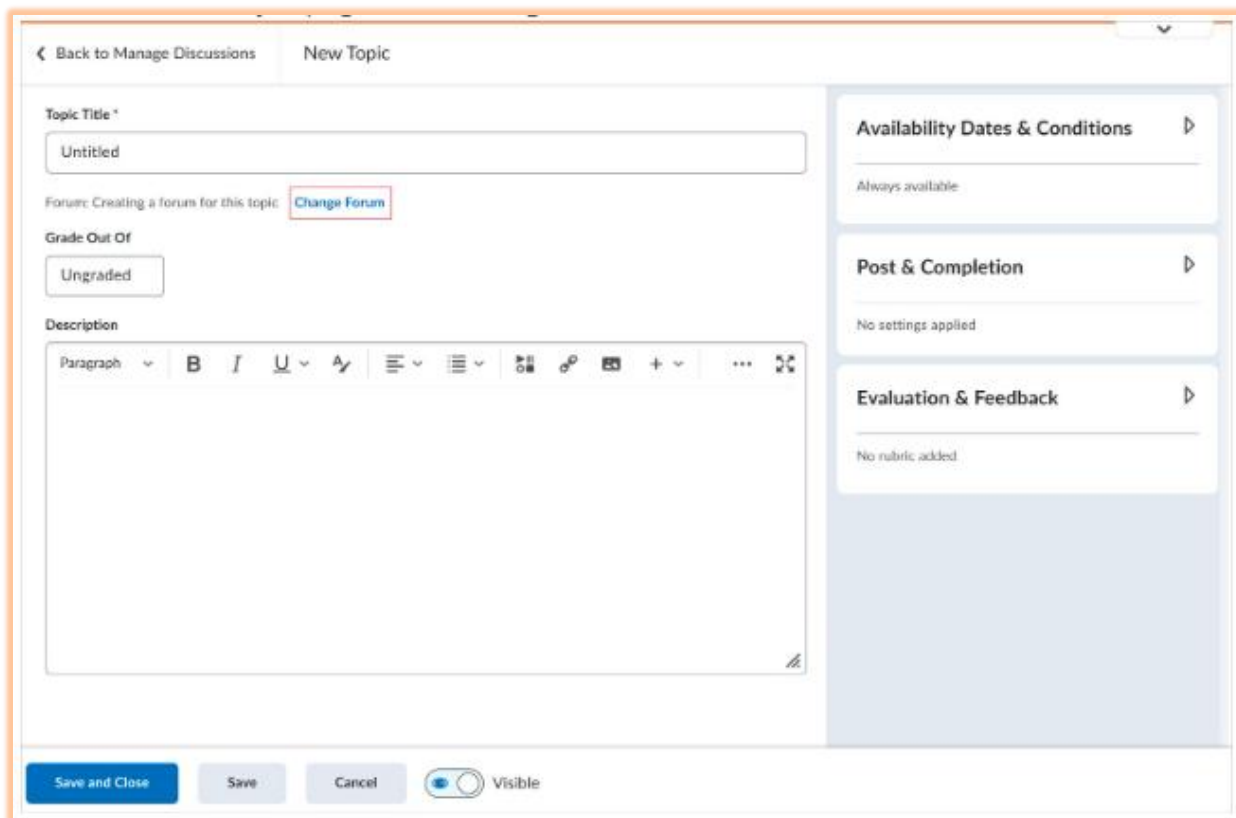


Brightspace — Discussions Instructor Guide

Discussion Boards are useful tools to engage students in your content material. They may be used as a discussion area for the entire class, or a small group of students for a specific group project or activity. Follow the steps below to create your own discussion boards in Brightspace.

Forums are used to group topics into predetermined themes, course units, etc. You can only post in discussion topics. If there are no topics created for a forum, then students will not be able to participate in discussions.

1. On the navbar, click **Coursework**, then **Discussions**.
2. On the **Discussions List** page, from the **New** button drop-down menu, click **New Topic**. Enter a topic title.
3. A forum is automatically created using your new topic name. You can complete the discussion creation process to create a topic associated with that forum. If desired, you can change the forum associated with your discussion topic by clicking on **Change Forum**.

The screenshot shows the 'New Topic' form in Brightspace. At the top, there's a navigation bar with a back arrow and the text 'Back to Manage Discussions', and a tab labeled 'New Topic'. The form is divided into several sections. On the left, there's a 'Topic Title' field with the placeholder text 'Untitled'. Below it, a message says 'Forum: Creating a forum for this topic' with a red-bordered button labeled 'Change Forum'. Underneath is a 'Grade Out Of' field with the placeholder text 'Ungraded'. The 'Description' section features a rich text editor with a toolbar containing options for Paragraph, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and a plus sign for more options. On the right side of the form, there are three accordion panels: 'Availability Dates & Conditions' (showing 'Always available'), 'Post & Completion' (showing 'No settings applied'), and 'Evaluation & Feedback' (showing 'No rubric added'). At the bottom of the form, there are four buttons: 'Save and Close' (in blue), 'Save', 'Cancel', and a 'Visible' toggle switch which is currently turned on.

4. Enter a description for your new topic.
5. In the **Availability Dates & Conditions** accordion, enter the following:
 - Enter a Start Date and End Date.
 - Adjust the **Before end** and **After end** restrictions based on your preferences by clicking each option.
 - Click Add Release Condition to create a new release condition or add an existing one.
 - Under Group and Section Restrictions, you can set different restrictions if you have Groups or Sections set up in your course.

6. In the **Post & Completion** accordion, select from the following options:
 - Default participation
 - Allow learners to hide their name from other learners
 - Learners must start a thread before they can view or reply to other threads
 - Posts must be approved before they display in the topic
7. In the **Evaluation & Feedback** accordion, do the following:
 - Click Add Rubric to attach a rubric to your discussion topic.
 - Click Manage Learning Objectives to associate learning objectives to your discussion topic.
 - Select Allow evaluation of individual posts to assign scores to posts and select your Calculation Method. You can also choose to Include unevaluated posts in the topic score calculation as zero.
 - Select Allow learners to rate posts to allow learners to score each other's posts. Then, select a rating type.
8. Toggle the **Visibility** on or off.
9. Click **Save and Close**.

Grading a Discussion

1. On the navbar, click **Coursework**, then **Discussions**.
2. From the context menu of the topic you want to assess, click **Assess Topic**.
3. Click the **Topic Score** link beneath the name of the user you want to assess. This will bring up all of their posts for the topic, which you can then assign either individual scores or an overall topic score.
4. To assess individual posts, in the **Assessment** tab of the **Edit Topic** page, select the **Allow assessment of individual posts** check box. Clear the check box to assess the topic as a whole.
5. You can also access the discussion grading from the **Grades** tool by clicking on the discussion icon for a student's post.

Please note: The Rubric score is not transferred to the grade book if Allow assessment of individual posts or a Percentage rubric is selected.

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Source: <https://community.d2l.com/brightspace/kb/articles/3454-create-discussion-forums-and-topics>