

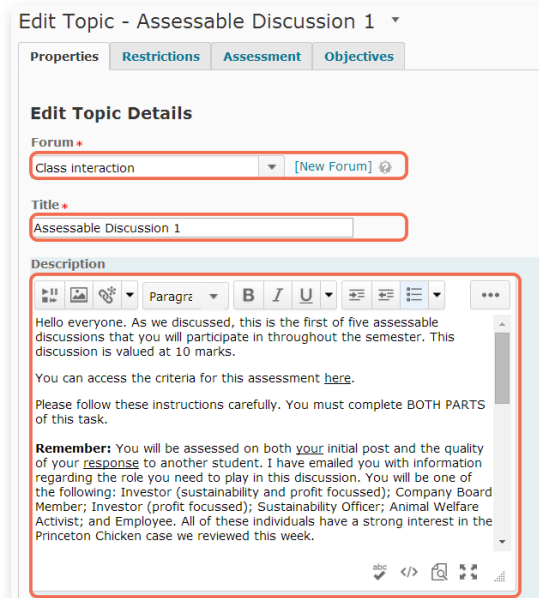
HOW TO SET UP A DISCUSSION TOPIC

This document explains how to set up a *Discussion Topic* in MyLO.

Set up your Discussion Forum (start here, regardless of grading method)

1. Create your **Discussion Topic** inside a new or existing **Forum**.

Give it a **Title**, and insert instructions into the **Details** field.



Edit Topic - Assessable Discussion 1

Properties Restrictions Assessment Objectives

Edit Topic Details

Forum **Class interaction** [New Forum]

Title **Assessable Discussion 1**

Description

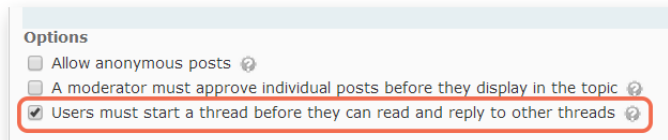
Hello everyone. As we discussed, this is the first of five assessable discussions that you will participate in throughout the semester. This discussion is valued at 10 marks.

You can access the criteria for this assessment [here](#).

Please follow these instructions carefully. You must complete BOTH PARTS of this task.

Remember: You will be assessed on both your initial post and the quality of your response to another student. I have emailed you with information regarding the role you need to play in this discussion. You will be one of the following: Investor (sustainability and profit focussed); Company Board Member; Investor (profit focussed); Sustainability Officer; Animal Welfare Activist; and Employee. All of these individuals have a strong interest in the Princeton Chicken case we reviewed this week.

2. Scroll down. You may wish to check the **Users may start a thread before they can read and reply to other threads** option.



Options

Allow anonymous posts

A moderator must approve individual posts before they display in the topic

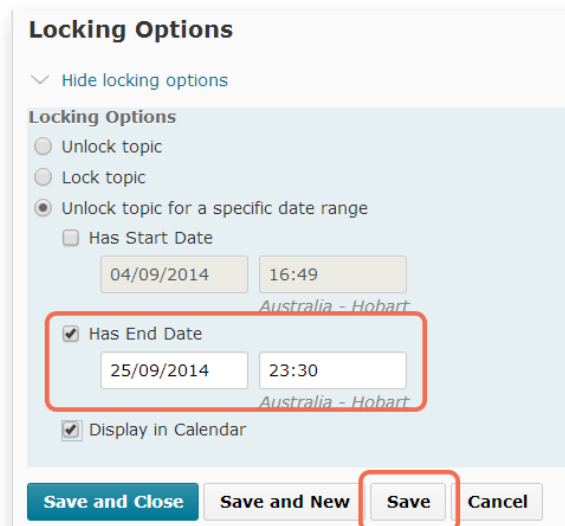
Users must start a thread before they can read and reply to other threads

3. Scroll down until you see the **Locking Options** section.

Here you can choose to set an **End Date** when the topic becomes 'locked'. This means that students can see, but not add to, the forum.

Many Lecturers choose to use this feature to ensure that students cannot submit after the due date.

Click the **Save** button to save your work.



Locking Options

Hide locking options

Locking Options

Unlock topic

Lock topic

Unlock topic for a specific date range

Has Start Date

04/09/2014 16:49

Australia - Hobart

Has End Date

25/09/2014 23:30

Australia - Hobart

Display in Calendar

Save and Close Save and New Save Cancel