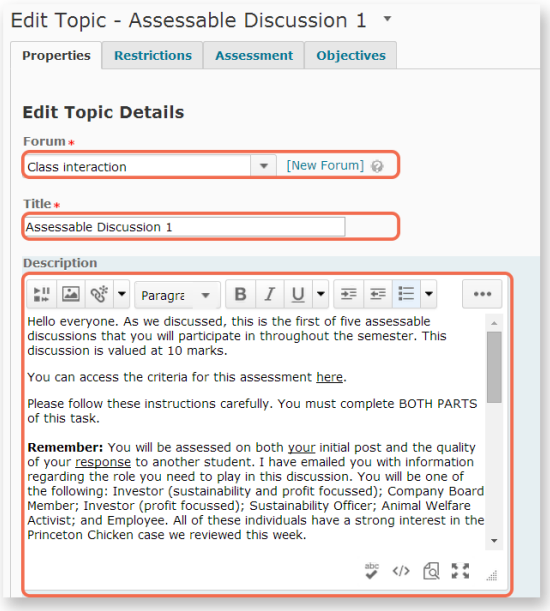
HOW TO SET UP A DISCUSSION TOPIC

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

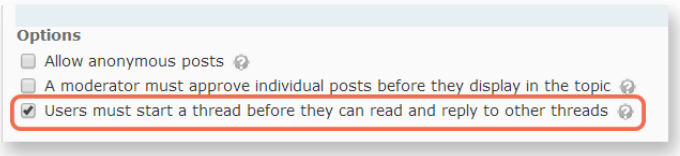
Set up your Discussion Forum (start here, regardless of grading method)

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

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

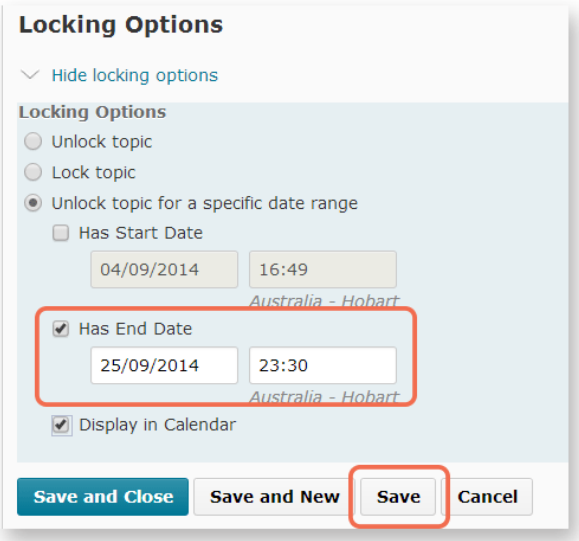


2. Scroll down. You may wish to check the ***Users may start a thread before they can read and reply to other threads*** option.



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.