

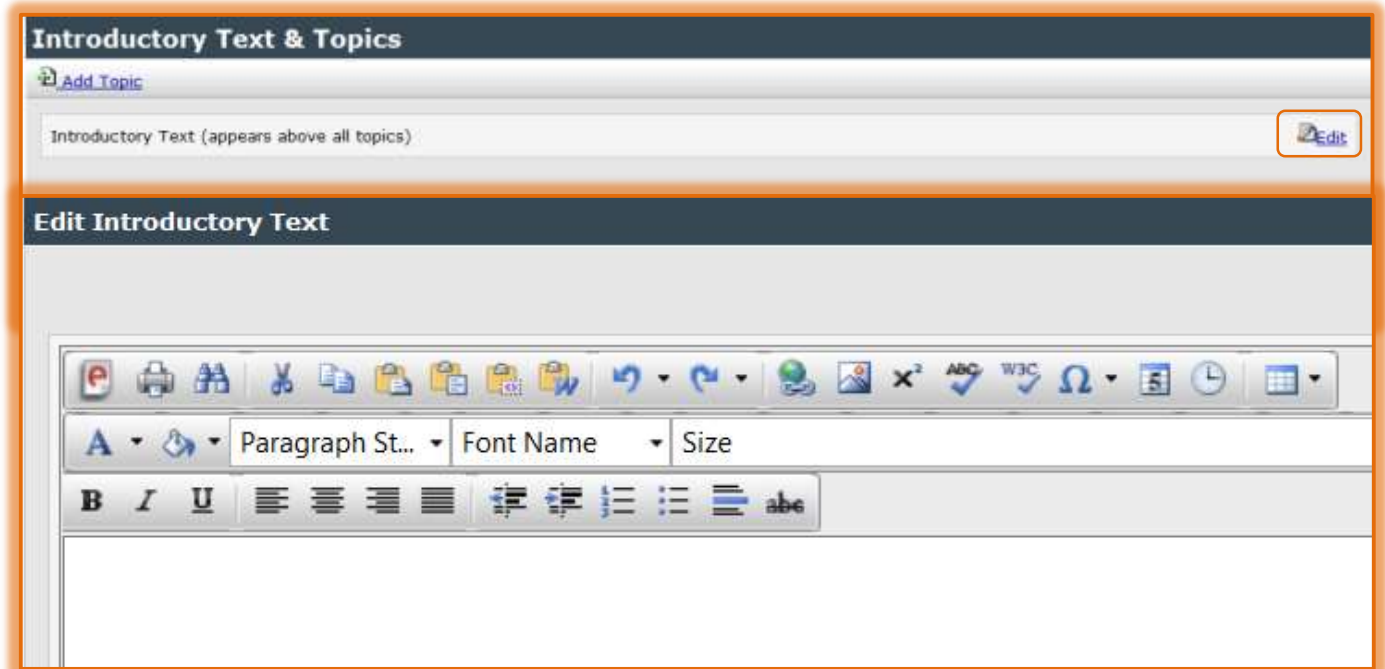
## Threaded Discussion-Manage Threaded Topics

After a Threaded Discussion has been added to the course, a topic for the thread needs to be created. There isn't any limit to the number of topics that can exist within each Threaded Discussion. Both students and faculty can respond to a thread. However, the instructor is the only one who can create a topic for the discussion.

### Add Introductory Text

The text entered in this area appears at the top of each topic within the discussion.

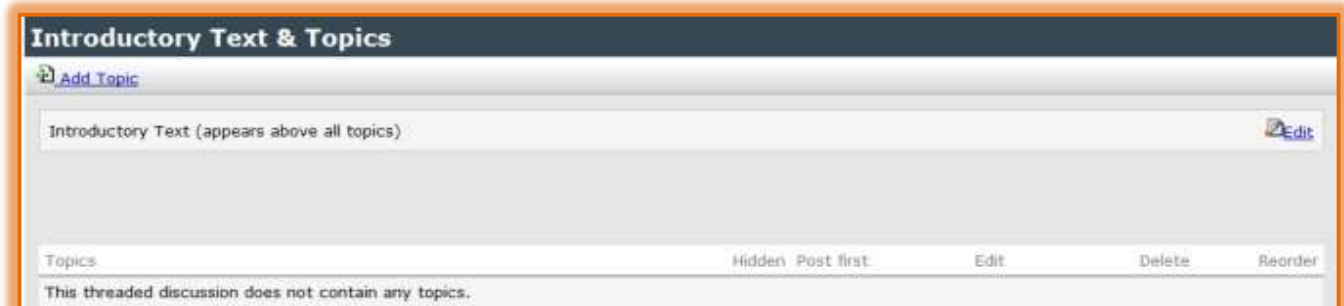
- Click the **Author** tab in the **Navigation Tree**.
- Click the **Week** where the **Threaded Discussion** is located.
- Click the **Threaded Discussion Content Item**.
- Click the **Edit** button under **Introductory Text & Topics** (see illustration below).



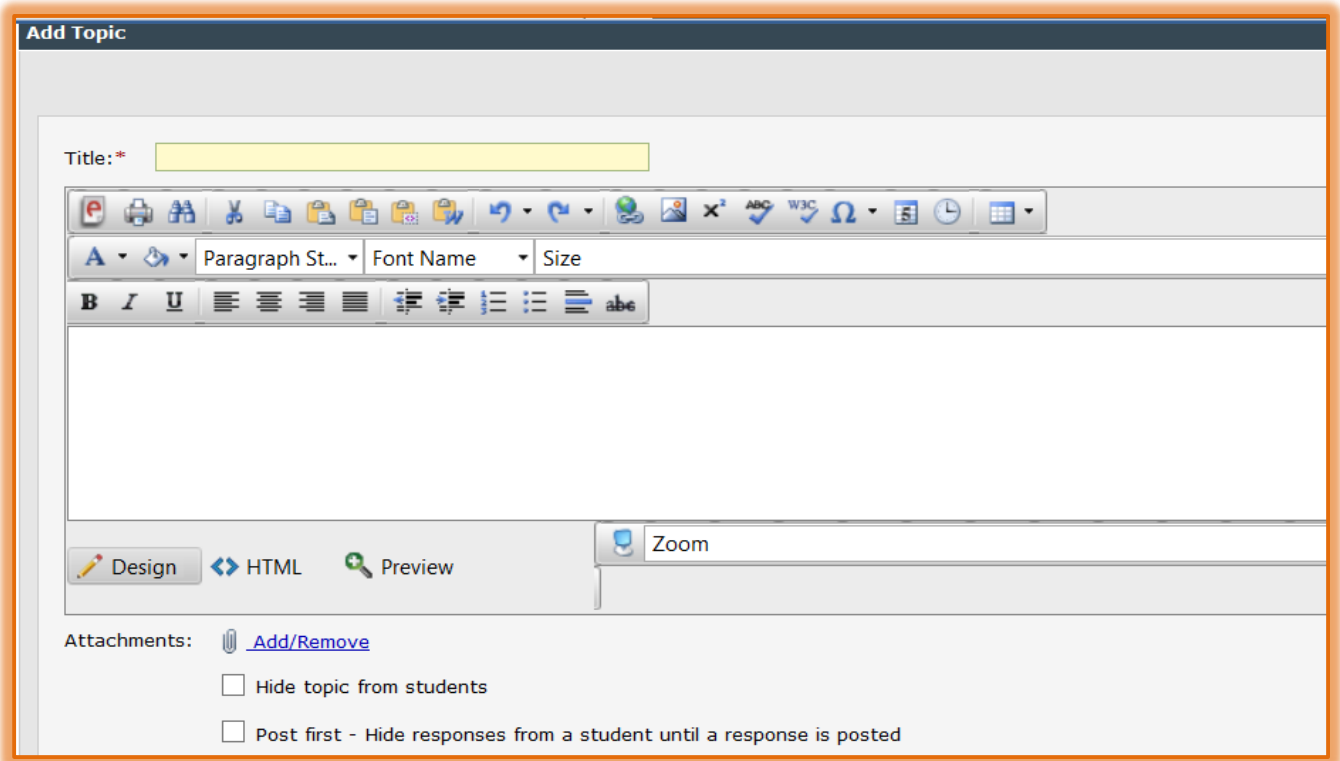
- The **Edit Introductory Text** window will display (see illustration above).
- Input the information for the text into the Visual Editor window.
- Use the toolbar features to format the text.
- Click the **Save Changes** button.

### Add a Topic

- Click the **Add Topic** button under **Introductory Text & Topics** (see illustration below).



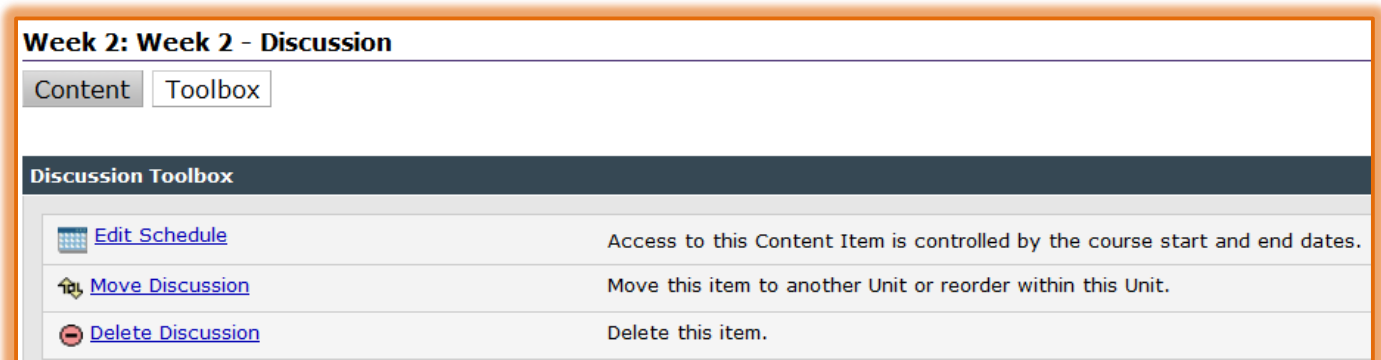
- ☞ The **Add Topic** window will display (see illustration below).



- ☞ In the **Title** box, input the topic for the discussion.
- ☞ In the **Visual Editor** input the questions or statements that the students are to respond to.
- ☞ Click the **Attachments, Add/Remove** button to add an attachment to the topic.
- ☞ **Hide topic from students** – Instructors can use this option to hide the topic from the students until they are ready for the students to view it.
- ☞ **Post First** – This option forces students to post a response to the initial thread before they can view responses from their peers. This ensures students post original content in the first post. Once a response is posted, students will be able to view the responses from their peers.
- ☞ Click **Add Topic** to add the topic to the **Threaded Discussion Content Item**.

### Delete a Topic

- ☞ Click the **Author** tab on the **Navigation Tree**.
- ☞ Open the **Threaded Discussion** that is to be deleted.
- ☞ Click the **Toolbox** button.
- ☞ The **Discussion Toolbox** window will display (see illustration below).



- Click **Delete**.
- The **Delete Discussion** window will display (see illustration below).
- Click the option for **I agree that it is ok to delete the content and the responses**.
- Click the **Delete Content & Responses** button.

