## Overview

Before starting to work with the Discussion tool it is important to understand the language used in VIULearn.

**Forums** - are categories you use to organize your discussions, or the "house" that contains all your "rooms"

**Topics** - are where students can create threads, or the "rooms" where students can have discussions. There are two types of discussion Topics which can be created in VIULearn: Open Topics and Group or Section Topics. Choose Open Topic when you want to create a single discussion topic for all learners in your course.

**Threads** - are where students discuss the topic, or the conversations that happen inside the "rooms"

## To Create a Forum

1. Navigate to the Discussion tool by selecting **Communication** and **Discussions** from the Course Navigation Bar.



1. Click the blue **New** button and choose **New Forum.**





1. Give your Forum a title and add a description if you wish.
	1. You can choose to check the box for **Create a new topic in this forum with the same title** if you would like the system to automatically create a topic for you.
2. Set any additional options
3. Click the blue **Save and Close** button

## To Create an Open Discussion Topic

1. From the Discussion tool, click the blue **New** button and choose **New Topic**. 



1. Choose which Forum to place your Topic in.
2. Choose **Open topic, everyone can access this topic and its contents**.
3. Give your topic a name and add a description if you wish.
4. Set any additional options.
	1. If you wish to attach a grade item, click on the **Assessment** tab at the top of the page.
5. When you are finished setting your options, click the blue **Save and Close** button.