

Creating a Discussion in a Canvas Course

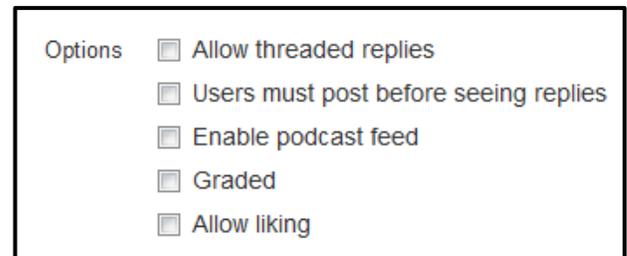
Create a Discussion

- Open the course and click **Discussions** in the Course Navigation menu on the left.

- Click the **+Discussion** button.



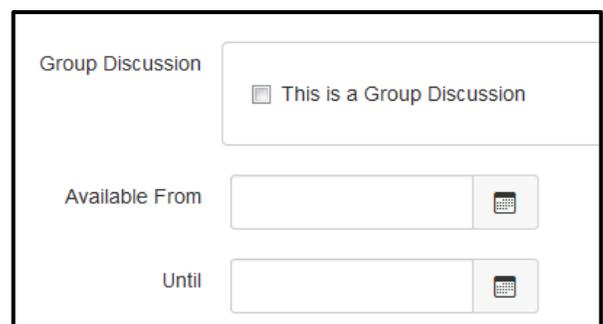
- Enter a title in the Topic Title field.
- Type the content in the content editor.
- To add an attachment to the discussion, click **Browse** and upload the file.
- In the Options section, choose from the following options:
 - **Allow threaded replies** – click this checkbox to create threaded replies
 - **Users must post before seeing replies** – click this checkbox to require users to post to the discussion before they can view other replies
 - **Enable podcast feed** – click to create a podcast feed for the discussion
 - **Graded** – click this checkbox to make the discussion a graded discussion



Options

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking

- Check the **This is a Group Discussion** checkbox if you want a group discussion.
- Enter dates in the **Available From** and **Until** fields to make the discussion available for a certain time period.



Group Discussion

- This is a Group Discussion

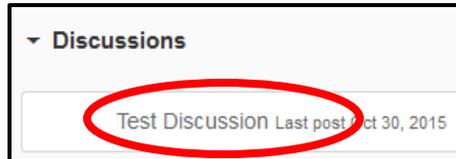
Available From 

Until 

- Click **Save** to save the discussion or **Save & Publish** to save the discussion and publish it so students can view it.

Edit a Discussion

- To edit a discussion you've already created, click **Discussions** in the course navigation menu.



- Click the title of the discussion.

- Click **Edit** at the top right of the screen.



- Edit the text in the rich content editor and change any other options within the discussion.
- Click **Save** to save the changes or **Save & Publish** to save the changes and publish it so students can view it.

Reply to a Discussion

- To reply to a discussion, click **Discussions** in the course navigation menu.

- Click the title of the discussion.

- Click in the **Reply** field at the bottom of the discussion.



- Type your response in the rich content editor. You can add links, images, media, and files.

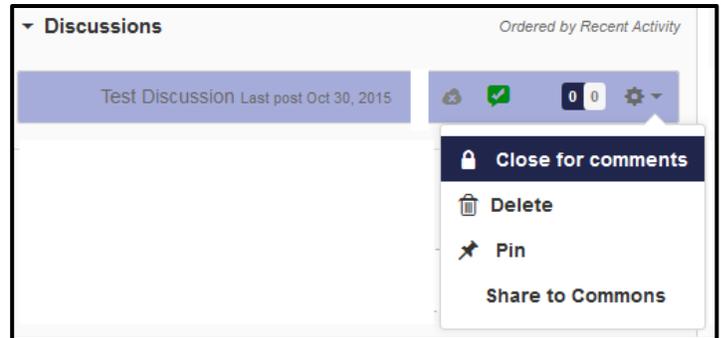
- Click **Post Reply**.



- Your reply will be posted at the bottom of the discussion.
- You can also reply to a comment already posted by clicking **Reply** under the post, typing your reply, and clicking **Post Reply**.

Deleting a Discussion

- To delete a discussion, click **Discussions** in the course navigation menu.
- Click the settings icon next to the discussion you want to delete.
- Click **Delete**.



or

- Click **Discussions** in the course navigation menu.
- Click the title of the discussion you wish to delete.
- Click the settings icon.
- Click **Delete**.
- Click **OK**.

