Creating a Discussion

1. Go to your course in Canvas.
2. Select **Discussions** from the left-hand menu.
3. Select **+ Discussion** in the upper right corner.
4. Add a title and instructions for the discussion.
5. Leave "Post to All Sections" enabled.

Allow threaded replies: Students can reply to other replies, not just the original post.

Users must post before seeing replies: Students won't be able to see anyone's posts until they have made a submission. Helps reduce academic dishonesty.

Enable podcast feed: Allows a podcast to be added.

Graded: The discussion will be added to the Gradebook. This is most commonly on.

Allow liking: Students can like other students' posts.

Add to student to-do: *If ungraded discussion*, adds the discussion to the students' to-do lists. A graded discussion is automatically added to the to-do lists.

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6. Add an availability window during which students can view the discussion board and make posts.
7. Select **Save** or **Save & Publish** at the bottom of the page.

To Pin the Discussion

1. Select **Discussions** from the left-hand menu.
2. Select the three vertical dots for your discussion.
3. Select **Pin**.