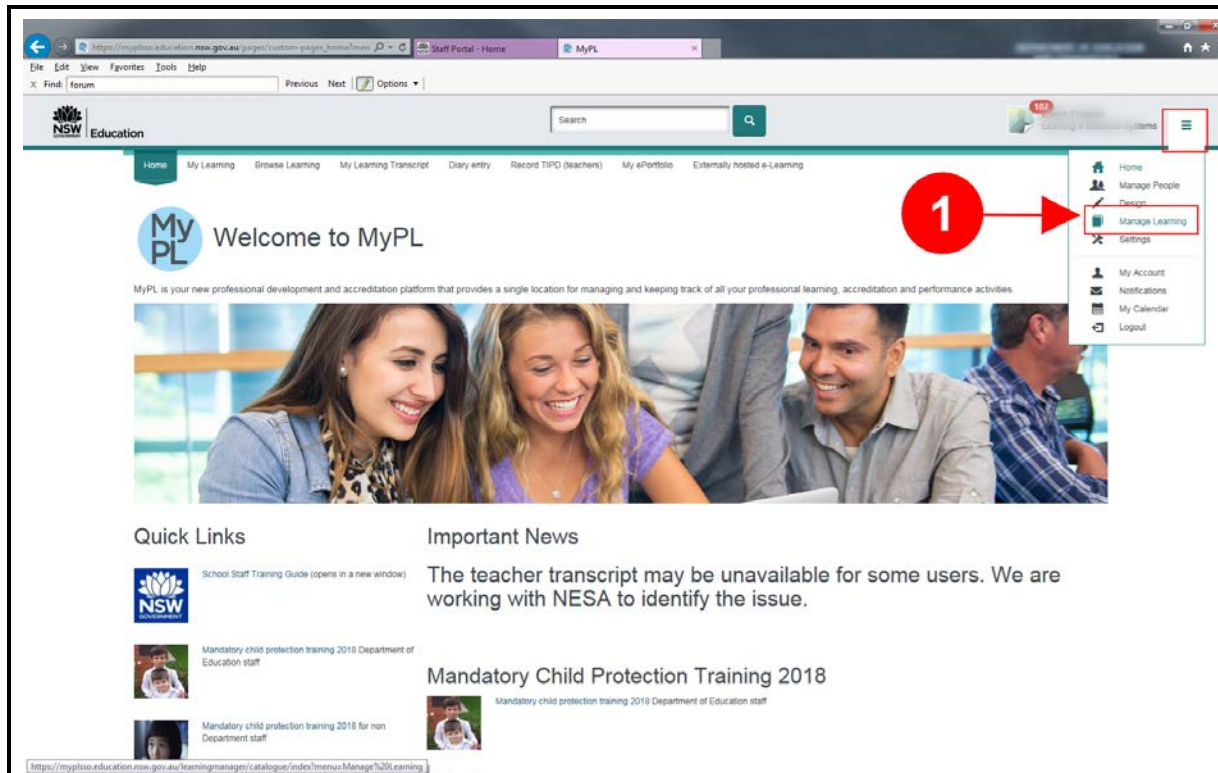
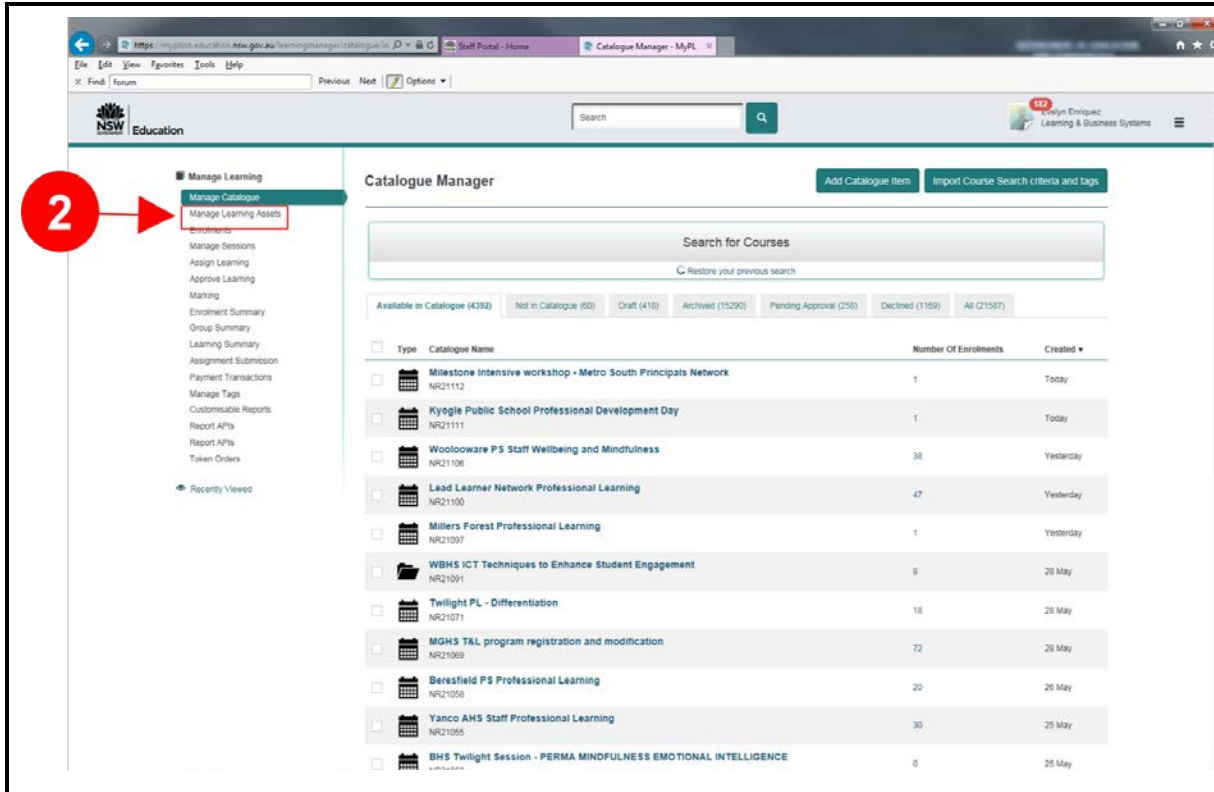


Creating a New Discussion Forum

This reference guide describes how to set up a New Discussion Forum that can be accessed through a Catalogue Item



Step 1: Go to the hamburger menu (top right hand corner of the screen) and select **Manage Learning**.



2 → Manage Learning Assets

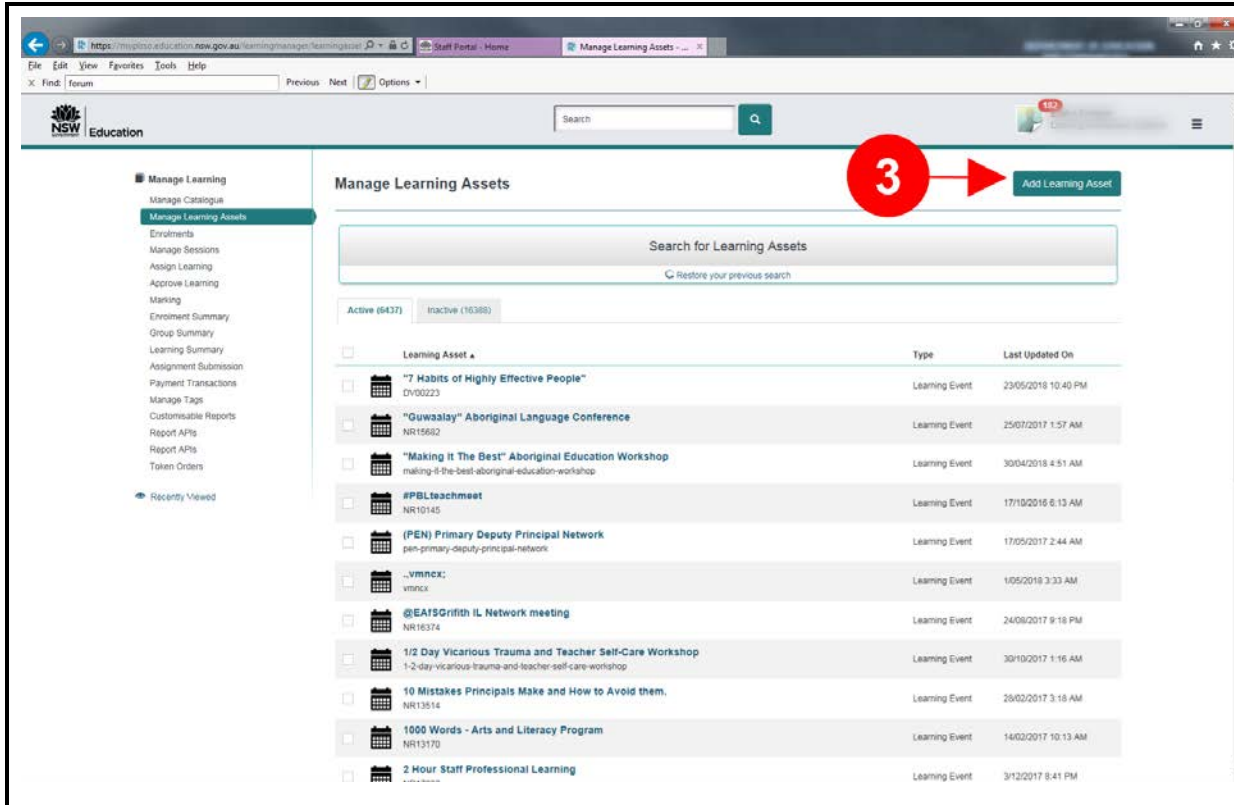
Catalogue Manager

Search for Courses

Available in Catalogue (4392) Not in Catalogue (60) Draft (418) Archived (15290) Pending Approval (258) Declined (1169) All (21587)

Type	Catalogue Name	Number Of Enrolments	Created
☐	Milestone Intensive workshop - Metro South Principals Network NR21112	1	Today
☐	Kyogle Public School Professional Development Day NR21111	1	Today
☐	Woollooware PS Staff Wellbeing and Mindfulness NR21108	38	Yesterday
☐	Lead Learner Network Professional Learning NR21100	47	Yesterday
☐	Millers Forest Professional Learning NR21097	1	Yesterday
☐	WBHS ICT Techniques to Enhance Student Engagement NR21091	8	28 May
☐	Twilight PL - Differentiation NR21071	18	28 May
☐	MGHS T&L program registration and modification NR21069	72	28 May
☐	Beresfield PS Professional Learning NR21058	20	26 May
☐	Yanco AHS Staff Professional Learning NR21055	30	26 May
☐	BHS Twilight Session - PERMA MINDFULNESS EMOTIONAL INTELLIGENCE NR21054	0	25 May

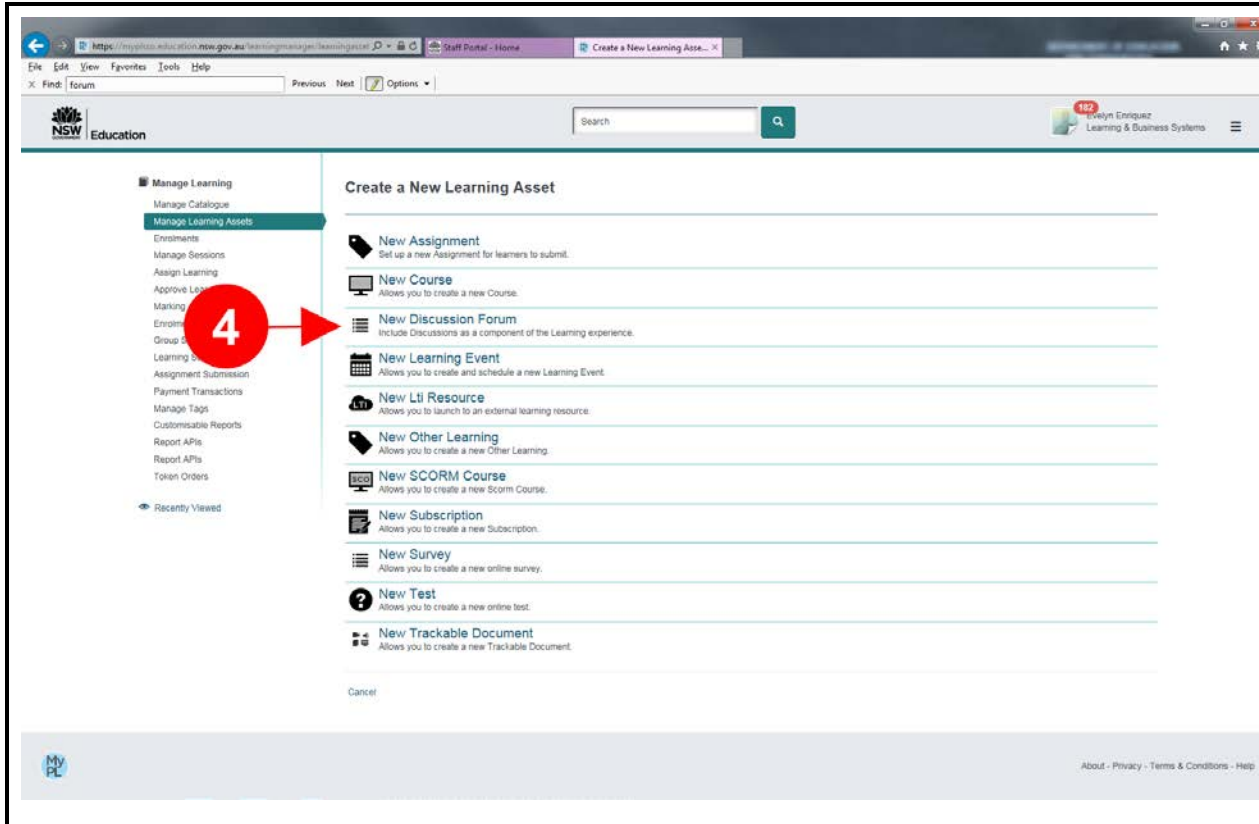
Step 2: Select **Manage Learning Assets**.



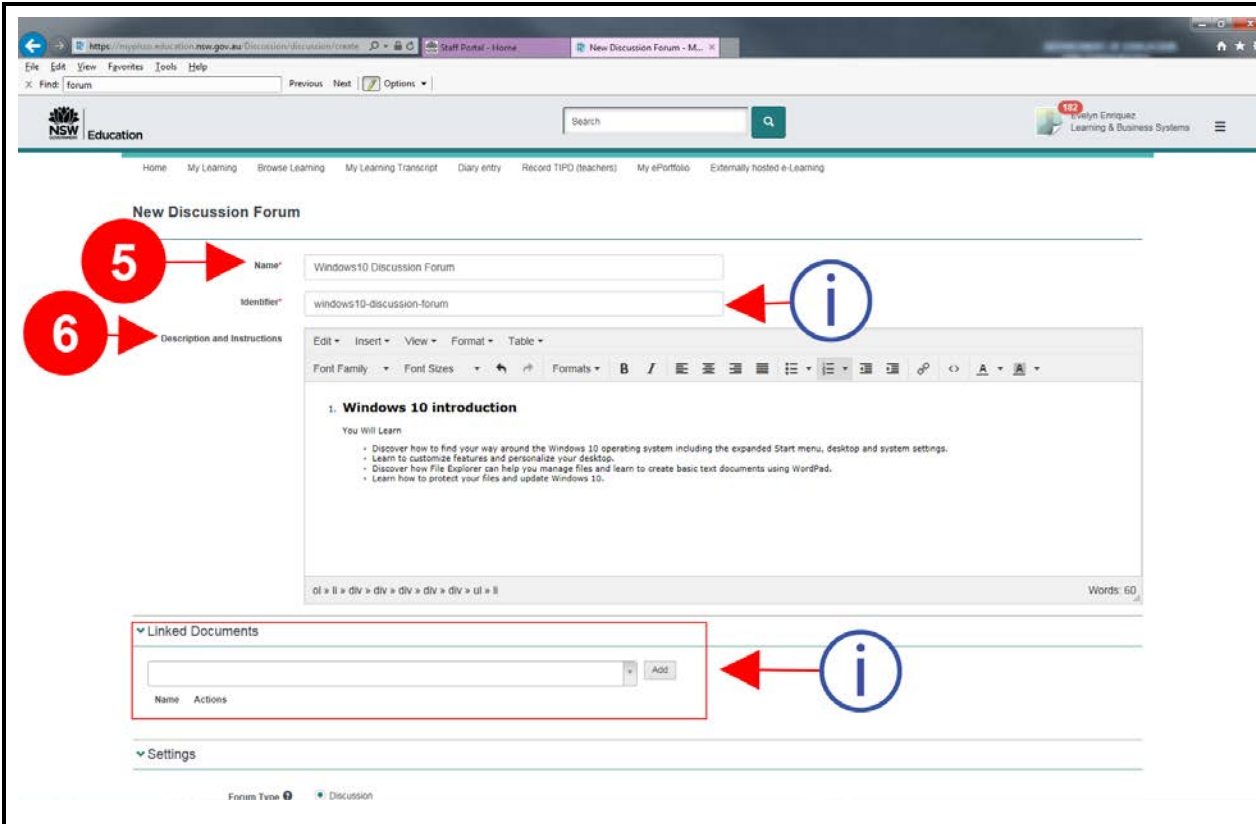
The screenshot shows the 'Manage Learning Assets' page. The left sidebar contains a menu with options like 'Manage Learning', 'Manage Catalogue', 'Manage Learning Assets', 'Enrolments', 'Manage Sessions', 'Assign Learning', 'Approve Learning', 'Marking', 'Enrolment Summary', 'Group Summary', 'Learning Summary', 'Assignment Submission', 'Payment Transactions', 'Manage Tags', 'Customisable Reports', 'Report APIs', and 'Token Orders'. The main content area has a search bar and a table of learning assets. A red circle with the number '3' and an arrow points to the 'Add Learning Asset' button in the top right corner of the main content area.

Learning Asset	Type	Last Updated On
☐ "7 Habits of Highly Effective People" Dv00223	Learning Event	23/05/2018 10:40 PM
☐ "Guwaalay" Aboriginal Language Conference NR15562	Learning Event	25/07/2017 1:57 AM
☐ "Making It The Best" Aboriginal Education Workshop making-it-the-best-aboriginal-education-workshop	Learning Event	30/04/2018 4:51 AM
☐ #PBLteachmeet NR10145	Learning Event	17/10/2016 6:13 AM
☐ (PEN) Primary Deputy Principal Network pen-primary-deputy-principal-network	Learning Event	17/05/2017 2:44 AM
☐ .vmnmx; vmnmx	Learning Event	1/05/2018 3:33 AM
☐ @EATSGriffith IL Network meeting NR16374	Learning Event	24/08/2017 9:18 PM
☐ 1/2 Day Vicarious Trauma and Teacher Self-Care Workshop 1-2-day-vicarious-trauma-and-teacher-self-care-workshop	Learning Event	30/10/2017 1:16 AM
☐ 10 Mistakes Principals Make and How to Avoid them. NR13514	Learning Event	28/02/2017 3:18 AM
☐ 1000 Words - Arts and Literacy Program NR13170	Learning Event	14/02/2017 10:13 AM
☐ 2 Hour Staff Professional Learning	Learning Event	3/12/2017 8:41 PM

Step 3: Select Add Learning Asset.



Step 4: Select **New Discussion Forum**.



New Discussion Forum

Name: Windows10 Discussion Forum

Identifier: windows10-discussion-forum

Description and Instructions:

1. Windows 10 introduction

You Will Learn

- Discover how to find your way around the Windows 10 operating system including the expanded Start menu, desktop and system settings.
- Learn to customize features and personalize your desktop.
- Discover how File Explorer can help you manage files and learn to create basic text documents using WordPad.
- Learn how to protect your files and update Windows 10.

Words: 60

Linked Documents

Add

Settings

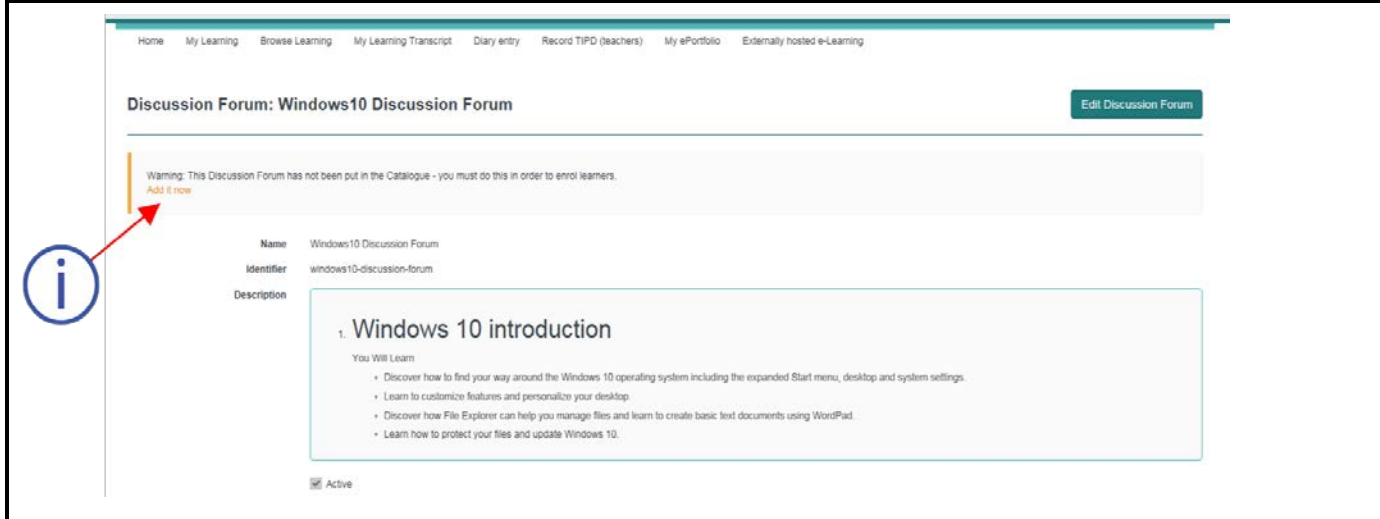
Step 5: Type the discussion forum name in the **Name** dialogue box.

 The Identifier will be auto generated.

Step : Give a brief description and outline of this forum in the description text field

 Leave default settings.

▼ Settings Forum Type  ☒ Discussion ☐ Announcement Rating Type  Like or Dislike Discussion Post Types  ☒ General ☒ Support ☒ Challenge ☒ Journal ☒ Question ☒ Allow posts to be edited ☒ Allow posts to be deleted 7 → ☐ Enable Notifications ▼ Completion Settings Please specify what learners have to do in order to complete their participation in the discussion forum (if anything). 8 → ☒ Learners must post to complete Minimum number of posts required 5 9 →	Step 7: Tick Enable Notifications. Step 8: Tick Learners must post to complete. Step 9: Type minimum number of posts required.
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	Step 10: Select applicable staff member facilitating the forum by entering their email address from the User drop down. Step 11: Select Facilitator role. Step 12: Click Add button. Step 13: Click Save Discussion button.
	 Select Add it now if you would like to add this asset to a Catalogue otherwise continue creating additional assets that will comprise your course.