

Edit Discussion Topic - Properties

Last Modified on 04/13/2026 1:02 pm CDT

When you either create a topic through **[New]** then **[New Topic]**, or click **[Edit Topic]** on an existing topic, this will take you to the **Edit Topic** page.

Overview

When you create your **Topic**, the following options are available on the left side of the page: **Topic Title**, **Grade Out Of**, and **Description**.

The screenshot shows the 'Edit Discussion Topic' form. At the top, there is a navigation bar with a back arrow and the text 'Back to Manage Discussions', and the topic title 'Let's talk about coffee brewing!'. Below this, the form is divided into three main sections: 'Topic Title', 'Grade Out Of', and 'Description'. Each section is highlighted with a red callout bubble containing a letter (A, B, and C respectively). The 'Topic Title' section has a text input field containing 'Let's talk about coffee brewing!'. The 'Grade Out Of' section shows '10 points' and a dropdown menu for 'In Grade Book'. The 'Description' section features a rich text editor with a toolbar and a text area containing a paragraph and a bulleted list.

← Back to Manage Discussions | Let's talk about coffee brewing!

Topic Title *

A Let's talk about coffee brewing!

Forum: Discussion Topics [Change Forum](#)

Grade Out Of

B 10 points | In Grade Book ▾

Description

C

Paragraph ▾ | **B** *I* U ▾ | ~~A~~ | ▮ ▮ ▮ ▾ | ☰ ▮ ▮ ▮ ▾ | 🗨️ + ▾ | ⋮ 🗨️

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Coffee can be brewed using various methods, each offering distinct flavors and aromas. **Discuss what your favorite coffee brewing method is, and why.**

- Drip brewing, a popular choice, involves hot water passing through ground coffee in a paper or metal filter.
- French press, or plunger, immerses coarsely ground coffee in hot water before separating grounds with a mesh plunger.
- Espresso machines force hot water through finely ground beans, producing a concentrated, intense shot.
- Pour-over brewing involves manually pouring hot water over grounds in a filter, offering control over extraction.

Topic Title

This is where you will enter the **name of the Topic**.

← Back to Manage Discussions	Let's talk about coffee brewing!
Topic Title *	
<input type="text" value="Let's talk about coffee brewing!"/>	

Forum

Clicking on **[Choose a forum]** will expand a dropdown menu of all your forums, allowing you to select which forum to place this topic in. The **[Create Forum]** link on the right will allow you to create a new forum through a popup window.


Topic Title *
<input type="text" value="Let's talk about coffee brewing!"/>
Forum *
<input type="text" value="Discussion Topics"/> ▼ Create Forum

Enter a **Forum Title** to name your new forum. Click **[Save]** when done.

Create forum ×

A forum is a way to categorize topics. Create a forum that will categorize this topic.

Forum Title *



Grade Out Of

The **Grade Out Of** subsection displays two pieces of information. On the left, it will show the total points possible for the **Topic**.

Grade Out Of

10 points | Not in Grade Book ▾

On the right, you may see the option **[Not in Grade Book]** — by default, this option will be selected if the topic is currently not associated with a **Grade Item**. Clicking on it will show the following dropdown menu.

Grade Out Of

10 points | Not in Grade Book ▾

Description

Paragraph ▾ | E

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Coffee can be b

flavors and aromas. Discuss what your favo

Edit or Link to Existing

Add to Grade Book

Reset to Ungraded

NOTE: It is good practice to have the **Grade Items** created in the **Gradebook first**, before linking your grading activities to the **Grade Item**. It is easier to **Link to an Existing Grade Item** than it is to create the **Grade Item** as you go.

1. **[Edit or Link to Existing]** — If you already have an existing **Grade Item** for this topic, click this to add it to the **Grade Item**. This will pull up a window with two options: **[Create and link to a new grade item]** or **[Link to an existing grade item]**.

Edit or Link to Existing

Create and link to a new grade item

🔑 Let's talk about coffee brewing!
Points: 10

[Choose Grade Category](#) [Choose Grade Scheme](#)

Link to an existing grade item

2. **[Add to Grade Book]** — If you do not have an existing **Grade Item** for this topic, click this to create the **Grade Item** from here.

3. **[Reset to Ungraded]** — This will reset the item to be ungraded.

Description

Create a description for the topic that will be visible to your students in **Discussions** before clicking into the topic. You can click and drag the **[Window Resizing Icon]** in the lower-right corner of the text box to adjust the size.


Description

Paragraph | B | I | U | A | | | + | ... |

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Topic | Threads

Let's talk about coffee brewing! ▾

🔒 Includes assessment.

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- Pour-over brewing involves manually pouring hot water over grounds in a filter, offering control over extraction.
- Aeropress combines immersion and pressure, yielding a smooth, clean cup.
- Cold brew steeps coarsely ground coffee in cold water for an extended period, resulting in a refreshing, less acidic beverage.

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Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).

