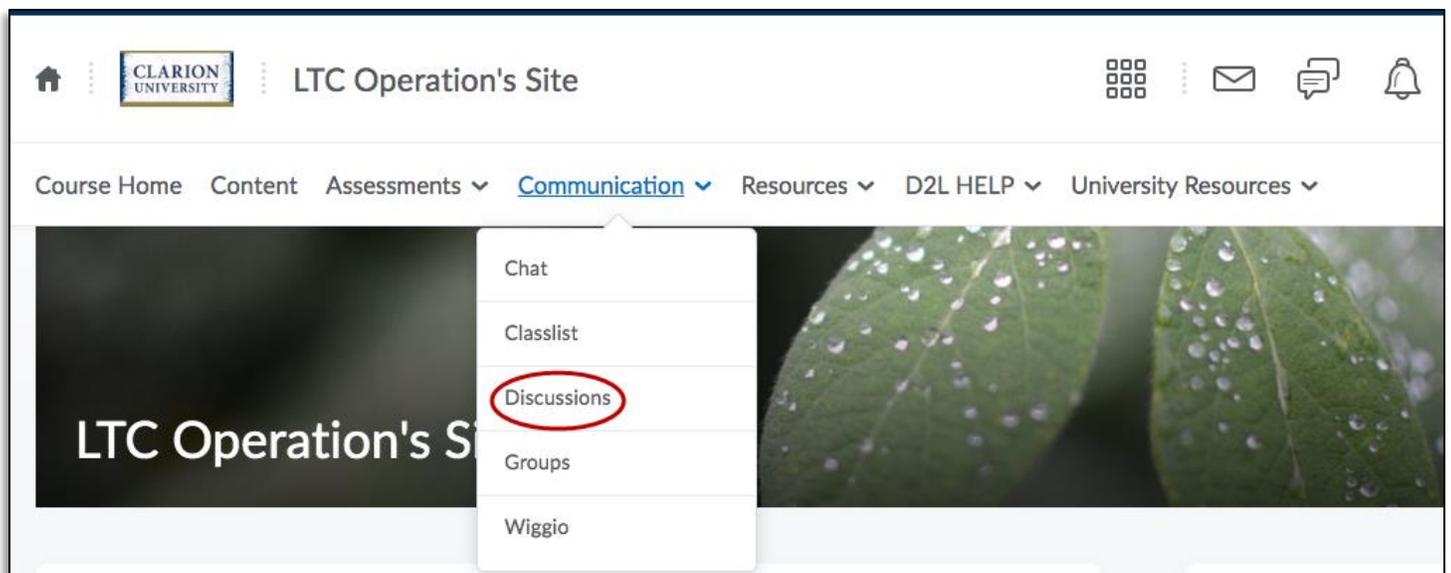


Discussions

In the Discussions area, you can post, read, and reply to messages posted by others. You can use the Discussions area to share thoughts about your course material, ask questions, share files, or work together with your peers.

[Accessing Discussions](#) | [Reading Messages](#) | [Finding New Messages](#) | [Posting a Message](#) | [Replying to a Message](#) | [Rating Messages](#) | [Searching for Messages](#) | [Flagged/ Marking](#) | [Adding an Audio](#) | [Change Settings](#) | [Customize Settings](#)

Accessing Discussions



Click the Discussions link from the drop down menu, under the Communication tab on your Navigation Bar.

The screenshot shows the 'Discussions List' page with a filter set to 'Unread'. Under the 'Discussion Area' dropdown, there is a table with the following data:

Topic	Threads	Posts	Last Post
LTC Questions ▾	0	0	

Below the table, a description for the 'LTC Questions' topic reads: "All questions regarding your work here in the Learning Technology Center should be posted here. As a student, you have the ability to help out your fellow coworkers and answer any questions that may be open."

The main Discussions page lists the topics available to you and is organized into Forums. Topics are indented below the Forum titles. Click a topic name to enter the topic and join in the discussion.

Reading Messages

The screenshot shows the 'Discussions List' page with a filter set to 'Unread'. Under the 'Forum #1' dropdown, there is a table with the following data:

Topic	Threads	Posts	Last Post
Topic #1 ▾	2	2 (1)	LTC1 Student just now

The 'Topic #1' link in the table is circled in red. Below the table, a description for the 'Topic #1' reads: "The first topic in the first forum."

Click on the subject line (topic) that you would like to view, then click on the post that you would like to read.

You can navigate through the Discussion List tab that is found on the top left, just under the nav-bar. And when you click on a Topic, in the message list, a list of messages appears on the page, showing the subject, author, and date for each message. **Click on a subject** to read and reply to a message; the full message appears either at the bottom of the screen or in a new window which is dependent on your personal settings.

[Back To Top](#)

The screenshot shows a D2L forum interface. On the left, there is a sidebar with 'Forum #1' and 'Topic #1', each with a count of 1. The main content area displays 'Topic #1' with a 'Subscribe' button and the text 'The first forum.' and 'The first topic in the first forum.' Below this is a 'Start a New Thread' button. A filter and sort section shows 'Filter by: All Threads' and 'Sort by: Newest Thread'. The main post is titled 'Test Post' and was posted by 'LTC1 Student' on 'Apr 8, 2019 9:14 AM'. Below the post title, there are statistics: '0 Unread', '0 Replies', and '0 Views'.

Finding New Messages

Once a discussion is setup, replies can be very quick and overwhelming. To keep you organized, D2L helps you identify new messages in a number of places including the Updates widget and the main Discussions page.

On your course homepage, the Updates widget lists the total number of unread messages for all discussion topics in your course.

The screenshot shows a widget titled 'Updates' with a dropdown arrow. Below the title, there is a speech bubble icon followed by the text '1 Unread Discussion Posts'.

[Back To Top](#)

On the main discussions page, the number of unread messages appears beneath each topic. **Note:** To see only topics with new messages, select "Topics with Unread" from the Display drop-down list at the top of the page.

Inside a topic's message list, the Discussions List at the left of the screen displays topics with unread messages in bold.

Posting a Message

1. Enter the topic where you want to post a message.
2. Click on the Start a New Thread icon at the top of the message list.
3. Type a Subject.
4. Type a Message.
5. Set any other message options as desired. **Note:** These options may not be available, depending on the course and the topic.
6. Attach Files:

In the attachments area, click on the Add a File icon and locate the file you want to attach. You can attach as many files as you wish.

7. Click on the Post button.

If the topic is moderated, your message does not appear until it is approved. Moderated topics are indicated by the Messages Require Approval icon beside the topic name at the top of the message list.

Replying to a Message

1. Locate the message you want to reply to.
2. Click on the thread you want to reply to.
3. Type your reply in the Message field.
4. Set any other message options you want. (These options may not be available, depending on the course and topic.)

Attach Files:

In the attachments area, click on any of the Add File icons and locate the file you want to attach (quick link, image, table, etc.) You can attach as many files as you want.

5. Click on the Post button.

[Back To Top](#)

Rating Messages

Some of your courses may use message ratings. If you can rate messages, a row of five orange stars will be displayed above the message.

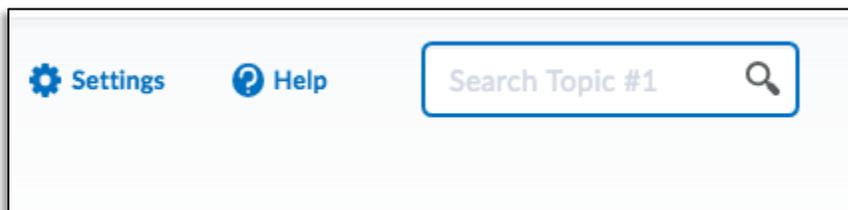
1. Click on the number of stars you think the message deserves. Your rating is anonymous.

Each message's Average Rating is displayed as a row of five blue stars. The filled-in stars indicate the average rating.

You can search by average rating to find the highest rated messages. In a large discussion, this is a great way to find the best messages.

Searching for Messages

The Topic Search Bar is located at the top right corner underneath the nav-bar. Here you can search for particular messages via their subject titles.



1. Enter the topic you want to search.

2. If the Search For field is not visible at the top of the message list, click on the Show Search icon at the top of the page.

3. Enter the terms you want to find in the Search For field and click Search.

4. To perform an advanced search:

Click on the Show Search Options link to the right of the Search button.

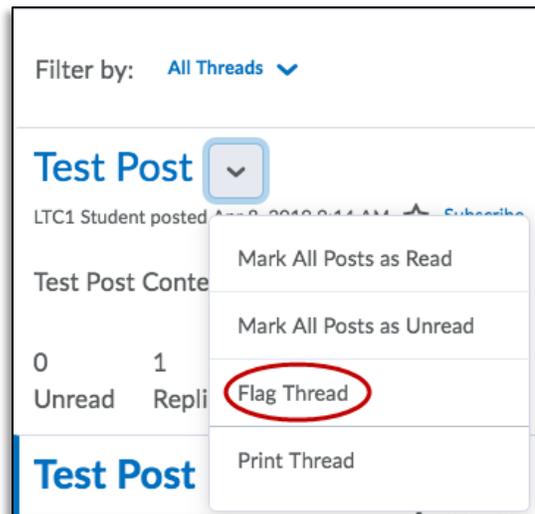
Specify additional search criteria from the options displayed beneath the Search for Field.

Click on the Search button.

To see all messages again, click Clear Search at the top or bottom of the message list.

[Back To Top](#)

Flagging a Thread and Marking Messages as Read

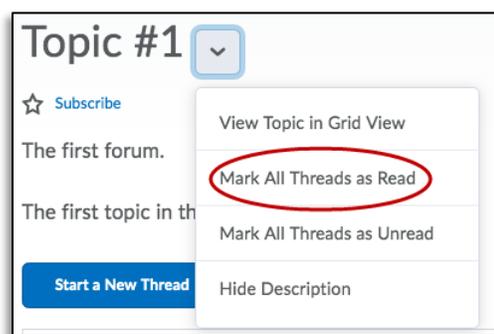


Flagging threads is a good way to mark a thread if you want to read it again later or monitor replies.

1. To flag or unflag a thread, click the Not Flagged - Click to Flag this item or Flagged - Click to Unflag this item icon next to the message's subject.

You can quickly find your flagged threads by selecting "Flagged Only" from the View drop-down list at the top-right of the message list.

In order to mark all posts as read in the most efficient manner you must select the same drop-down menu as you would if you were flagging a thread and then selecting Mark All Posts as Read.

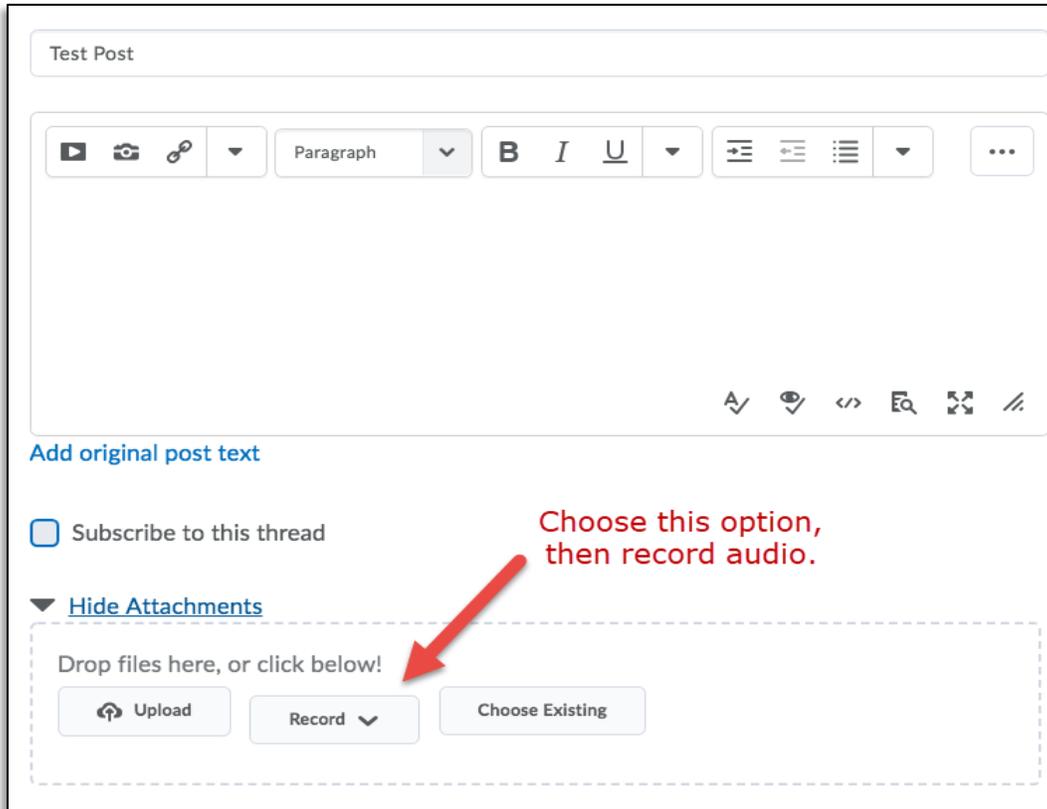


Adding an Audio File

To record an audio file to go along with your message, use the following steps:

1. When in the main discussion area, click the "Start a New Thread" button at the top of the page
2. Click the "record audio" button underneath "add/hide attachments."

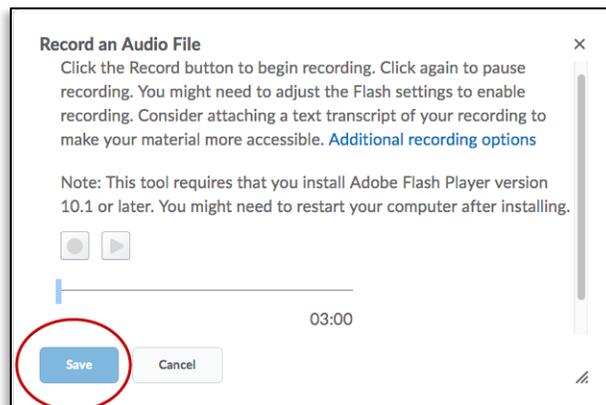
[Back To Top](#)



3. Before you can create a recording, you must allow D2L to access you microphone by clicking the boxes next to "allow" and "remember" when this message appears:



4. On the pop-up screen, select the record (red circle) button and begin speaking into your microphone.



[Back To Top](#)

5. Click to play button to right of the record button to listen to your recording. If you are not satisfied with your message, repeat step 4.
6. When you are finished, click the "save" button.
7. Click "post."

Changing Your Settings

Personal settings let you customize the appearance of the Discussions tool to suit your reading style and screen resolution.

To modify your settings, do one of the following:

1. Click on the Settings link at the top right of the main discussions page.
2. From the My Settings widget on the My Home (your login launch page), click on the Preferences link and then click on the Discussions tab.

Customize Settings

1. Show the discussion topics list

Use this setting to show or hide the list of topics at the left of the screen when you're reading messages. Hide it to save space or show it to switch between topics quickly.

2. Message List Style

Select either Reading Style, where you can see the full text of all messages, or Grid Style, where the subject and author are listed in a grid and you select messages to read their full text. Try both to see which one you prefer. (If you are using a slow connection, Grid Style will load faster than Reading Style.) This option is located under the Setting widget at the top right of any pages.

3. Show the Preview Pane

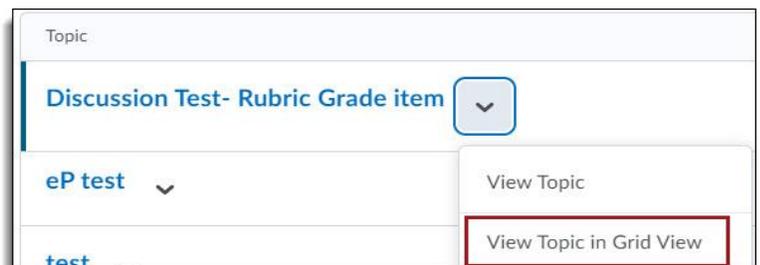
If you're using the Grid Style message list, you can read messages in a preview pane at the bottom of the screen by turning this setting on. Turn it off to read message in a pop-up window.

4. Reply Settings

Select this option to automatically quote the original message when you reply to another user's message.

5. Grid View

Select this option in the discussion settings to identify unread or new content, participation and themes within the discussion topics. To change to Grid View for all discussions click settings then click Grid View under **Default View** and Save. Alternatively, to select Grid View for specific topic, click the drop down arrow beside the topic name and select 'View Topic in Grid View'.



[Back To Top](#)