Discovering D2L: Discussions

The Discussions page will allow you to collaborate with your classmates and professor. Many professors use this tool to encourage conversations regarding class materials.

To access the Discussions page on D2L, click on the Discussions button on the Course Toolbar.

**Topic:** Your instructor may provide a variety of discussion topics on the Discussions page. Click on the name of a topic to read the posts within that topic.

**Thread:** Think of a thread as an individual conversation within the larger discussion topic. A thread is begun by one person posting a message. Other people may add to the discussion thread by responding to the initial post or start their own thread. **Hint:** If your contribution to the topic’s discussion is in response to another person’s post, it is best to post your comments as a response within their thread. If your contributions start a new conversation, it is best to start a new thread.

**Post:** A post is a message that an individual has posted in a discussion board thread. Posts include the original message which began the thread and all responses to that message.
1. From the Discussions page, click the name of the discussion topic.

2. Click the Start a New Thread button.

3. Draft your post using the Writing and Formatting a Post instructions on the next page.

4. Once your post is ready to be published, click the Post button.

1. From the Discussions page, click the name of the discussion topic.

2. Click the name of the thread you would like to read.

3. When you find a post you would like to respond to, click the Reply to Thread button at the top or bottom of the thread.

   Or, click the Reply button at the bottom of the post.

4. Draft your post using the Writing and Formatting a Post instructions on the next page.

5. Once your post is ready to be published, click the Post button.
When you write a post, whether you are starting a new thread or responding to a post in an existing thread, you will see the following window.

**Writing & Formatting a Post**

The **insert buttons** will allow you to insert images, hyperlinks, symbols, and other objects.

The **font buttons** will allow you to edit your text. Options include bolds, italics, underline, numbering, font style, font size, font color, and much more.

The **mathematical buttons** provide the ability to insert mathematical equations and create tables.

The **more button** will display additional buttons that are hidden from the toolbar, including: copy, paste, cut, and undo.

The **review buttons** will allow you to spell check your post, edit the HTML code, preview your post before posting, and edit your post in full screen.

Keep this box checked to receive **notifications** when someone replies to this thread. Your subscription preferences can be changed in your **Account Settings**.

**Hint:** Some students prefer to type, edit & spell check their posts in a word processor before cutting and pasting them into D2L.
The **Subscribe** features in the D2L Discussion page, allows you to receive notifications of new messages posted to a topic or thread.

**Subscribe to a Topic**
When you subscribe to a topic, you will be notified when anyone posts in this topic, either to a new thread or an existing thread. To subscribe to a topic, click on the topic name to view the list of threads in the topic. Then, click the **Subscribe** button below the topic name.

**Subscribe to a Thread**
When you subscribe to a thread, you will be notified anytime someone responds to this thread. You can subscribe to a thread when writing a new post. Just keep the **Subscribe to this thread** box checked. You may also subscribe or unsubscribe to a thread at any time by clicking on the **Subscribe** button, which is located next to the thread’s name.

**Subscription Settings**
When subscribing to a topic or a thread, you will be able to choose to see your notifications in the D2L toolbar only, to receive an instant email, or receive a daily summary email notification.

Subscription settings can also be changed via the notifications settings in D2L. To access these settings, click your name in the upper right-hand corner of the screen and then select **Notifications**.

**Flag a Thread or Post**
The flag tool allows you to place a flag next to important threads or posts that you would like to revisit. Some students use this feature to remember which posts they would like to respond to at a later time. To flag a thread or a post, select the down arrow next to the title and click **Flag Thread** or **Flag Post**. Once flagged, a flag will appear underneath the title of the thread or post.