

About Discussions

The Discussions tool is a collaboration area to post, read and reply to posts on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

Access the Discussions Tool

Select **Discussions** from the navigation bar.

The screenshot shows the top navigation bar of an eLearning course. The course is titled "eLearning Course 2" and is associated with Arapahoe Community College. The navigation bar includes links for Course Home, Content, Assignments, Discussions (highlighted with a red box), Quizzes, Grades, Classlist, Attendance, Calendar, Checklist, Groups, Links, and More. Below the navigation bar is a banner image of a tree on a beach with the text "eLearning Course 2". There are also "Announcements" and "Welcome" dropdown menus.

Changing Discussions Settings

Access Discussions settings

On the **Discussions List** page, select **Settings** (located in the upper right corner of the screen).

The screenshot shows the "Discussions" page. The navigation bar is the same as in the previous screenshot, but the "Discussions" link is now active. Below the navigation bar, the page title "Discussions" is displayed. In the upper right corner, there is a "Settings" icon (a gear) and a "Help" icon (a question mark), both highlighted with red boxes. Below the title, there are tabs for "Discussions List" (selected) and "Subscriptions". At the bottom left, there is a "Filter by: Unread" option, and at the bottom right, there is a "Hide All Topics" button.

Personal Settings

Personal settings control the way you view posts inside a topic. These settings apply to all course offerings wherever you access discussions, but do not affect other users.

Display Settings: The following display settings are available:

- Always show the Discussions List pane, Use this setting to show or hide the list of topics in the View Topic and View Thread pages. Hide it to save space or show it to switch between topics quickly.

Default View: The following default views are available:

- **Grid View:** The Grid View resembles a traditional email reader where each post's subject, author, and date appear in a list without the full text of the post. To read a post, click the subject; the full text displays in a separate area.
- **Reading View:** The Reading View shows the full text of all posts in a single view. You read posts by selecting a thread. You can then scroll through the page without having to select posts from the thread and read them one at a time.

Reply Settings: Use this setting to automatically include the original post by default when composing a reply.

Subscription Settings: Uncheck this box if you do not want to automatically subscribe to the thread.

Discussions Settings

Personal Settings

Display Settings

Always show the Discussions List pane ?

Default View

Grid View ?

Reading View ?

Reply Settings

Include original post in reply ?

Subscription Settings

When creating a new thread, subscribe to the thread by default

Grid View Settings

Default Threading Style: The default threading style used when accessing topics.

Display Settings:

- **Show the Preview Pane:** Selecting this option displays the lower Preview pane in the Grid View. If this option is not selected, clicking on a post in the Grid View will open the post in a pop-up window.
- **Show the Search Bar:** Selecting this option displays the Search fields in the Grid View.

Post Fields to Display:

- **Post ID:** Selecting this option displays the Post ID for posts in the Grid View.

Character Limits: Put a check mark in the **Limit the number of characters of the subject to display in the post** box to use this option.

- **Subject Characters to Display:** The number of characters of the Subject to display for each post when browsing topics. (Must be an integer between 1 and 150).

Grid View Settings

Default Threading Style

Threaded
 Unthreaded ?

Display Settings

Show the preview pane ?
 Show the search bar ?

Post Fields to Display

Post ID ?

Character Limits

Limit the number of characters of the subject to display in the post

Subject Characters to Display

?

Finding and Reading Discussion Posts and Threads

Once a discussion gets started, new posts can come in very quickly. There are a number of places in D2L that identify new posts to help you keep on top of things:

- The Updates widget (may not appear in all courses) on your course homepage lists the total number of unread posts for all discussion topics in your course.



- The number of unread posts appears beneath each topic in the Discussions List. To see only topics with unread posts, select **Unread** in the **Filter by:** tool navigation.

[Discussions List](#) Subscriptions

Filter by: **Unread** ▼ Hide All Topics

DISCUSSIONS FA17 ▼

Topic	Threads	Posts	Last Post
<p>Discussion 1 - Introductions ▼</p> <p>Introduce yourself. Mention three things about yourself and what you hope to achieve in this class.</p>	0	0	
<p>Discussion 2 - Wallow in Complexity ▼</p> <p>The authors of your text in Chapter 2 discuss the need for writers to learn to "Wallow in Complexity." What does this mean to you? Give two examples.</p> <p>After you make your initial post, read the posts of other classmates and respond to two.</p>	3	5 (4)	ACC Student 27 34 minutes ago

- All topics that contain unread posts appear bolded if you have the Discussions List pane visible when viewing topics or threads. The number of unread posts appears next to the discussion title in the Discussions List pane.
- Inside a topic, select **Unread** in the **Filter by:** tool navigation.

Discussions List View Topic Settings Help Search Discussion...

DISCUSSIONS 4

Discussion 1 - Introductions

Discussion 2 - Wallow in Complexity 3

Discussion 3 - The Rhetoric of Clothing

Discussion 4 - Technology & Research 1

Discussion 5 - Mis-quoted

Discussion 6 - What do you think?

Discussion 7 - What does this picture say?

Discussion 8 - Peer Review - Rough Draft

Discussion 9 - Fallacies, How Do They Occur?

Discussion 2 - Wallow in Complexity

Locked after Friday, July 5, 2019 1:20 PM MDT.

★ Subscribed

The authors of your text in Chapter 2 discuss the need for writers to learn to "Wallow in Complexity." What does this mean to you? Give two examples.

After you make your initial post, read the posts of other classmates and respond to two.

Start a New Thread

Filter by: All Threads Sort by: Most Recent Activity

Solve This Equation

Cara Idol posted Aug 1, 2018 12:01 PM ★ Subscribed

$$\frac{5}{7} + \frac{7}{8}$$

0 0 6
Unread Replies Views

Start a New Thread

Filter by: All Threads Sort by: Most Recent Activity

Unread

Flagged

Solve This Equation

Cara Idol posted Aug 1, 2018 12:01 PM ★ Subscribed

- You can subscribe to specific discussion forums, topics, or threads to receive an email, SMS, or minibar notification whenever there is a new post.

Search for Discussion Posts

1. On the Discussions List page, select the topic you want to search for posts.
2. Enter the terms you want to find in the search field and select the **Search** icon.



Settings Help

Hello 

Discussion 2 - Wallow in Complexity

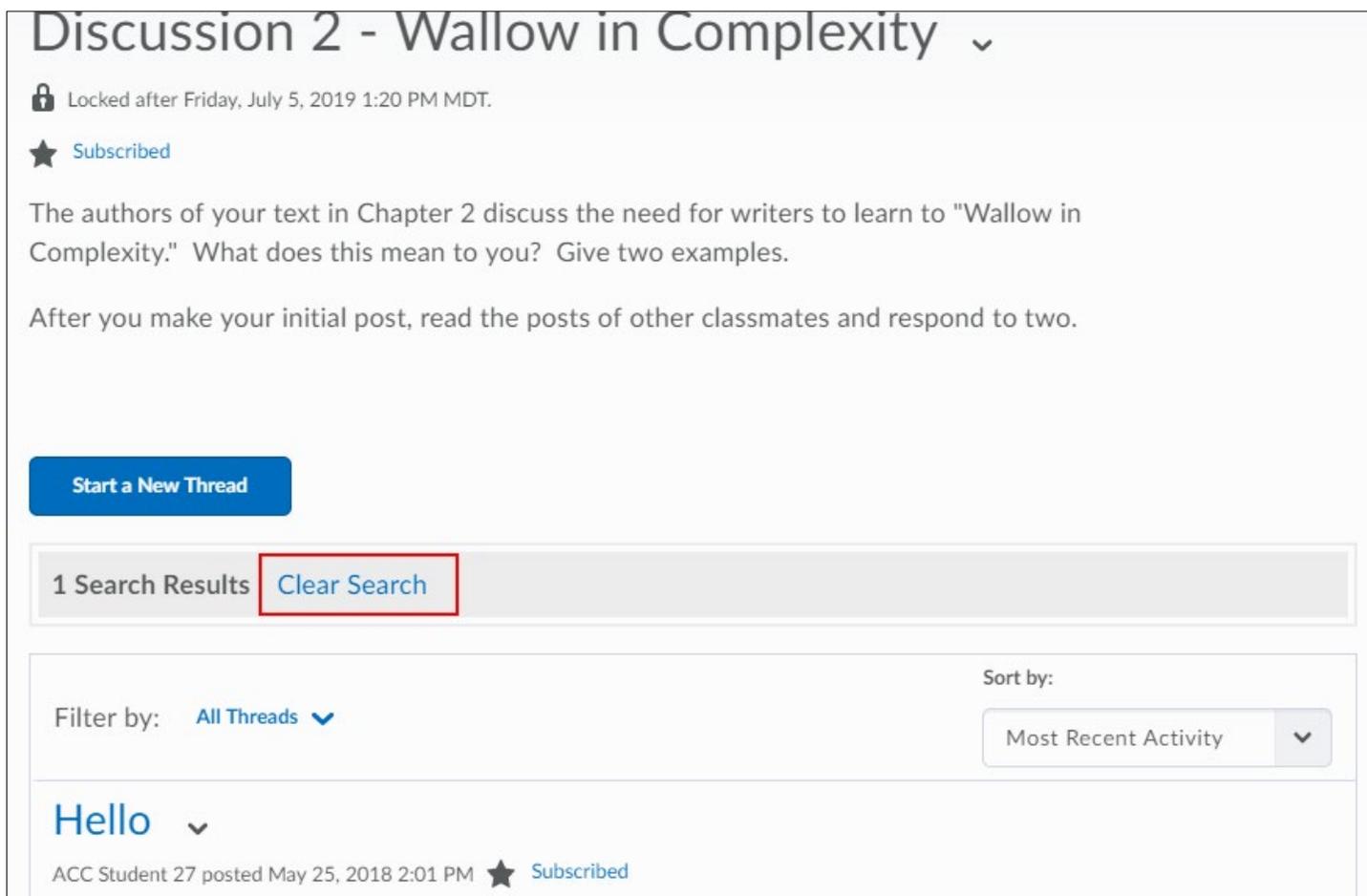
 Locked after Friday, July 5, 2019 1:20 PM MDT.

 [Subscribed](#)

The authors of your text in Chapter 2 discuss the need for writers to learn to "Wallow in Complexity." What does this mean to you? Give two examples.

After you make your initial post, read the posts of other classmates and respond to two.

To see all posts again, select **Clear Search** next to Search Results.



Discussion 2 - Wallow in Complexity

 Locked after Friday, July 5, 2019 1:20 PM MDT.

 [Subscribed](#)

The authors of your text in Chapter 2 discuss the need for writers to learn to "Wallow in Complexity." What does this mean to you? Give two examples.

After you make your initial post, read the posts of other classmates and respond to two.

[Start a New Thread](#)

1 Search Results [Clear Search](#)

Filter by: [All Threads](#) 

Sort by: [Most Recent Activity](#) 

[Hello](#) 

ACC Student 27 posted May 25, 2018 2:01 PM  [Subscribed](#)

Read Discussion Threads

Select a topic to display the View Topic page. Then, select a thread to display all replies to the thread, along with the original post.

Wallowing ▾

ACC Student23 posted May 22, 2018 11:15 AM ★ [Subscribed](#)

This is my new post.

1 [Unread](#) 6 [Replies](#) 67 [Views](#)

 Last post **May 25, 2018 2:00 PM** by ACC Student 27

 **Wallowing** ▾ < >

ACC Student23 posted May 22, 2018 11:15 AM ★ [Subscribed](#)

This is my new post.

[Reply to Thread](#)

Filter by: [All Posts](#) ▾ | [Clear filters](#) Show: [Threaded](#) ▾

 **ACC Student 27** ▾
May 22, 2018 11:19 AM

Replying to complexity post.

<<< Replied to post below >>>
Authored by: ACC Student23
Authored on: May 22, 2018 11:15 AM
Subject: Wallowing

This is my new post.

↩ [Reply](#)

Creating and Replying to Discussion Threads

Create a Thread in Discussions

1. Select the topic where you want to create a thread.
2. Select **Start a New Thread**.

Discussion 2 - Wallow in Complexity ▾

☆ [Subscribe](#)

The authors of your text in Chapter 2 discuss the need for writers to learn to "Wallow in Complexity." What does this mean to you? Give two examples.

After you make your initial post, read the posts of other classmates and respond to two.

Start a New Thread

3. Enter a **Subject**.
4. Enter your **body text (message)** in the editor box.

Enter a subject

📺 📷 🔗 ▾
Paragraph ▾
B *I* U ▾
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⋮

Message is added here.

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5. To add an attachment to your post select **Add attachments** and then **Upload**.

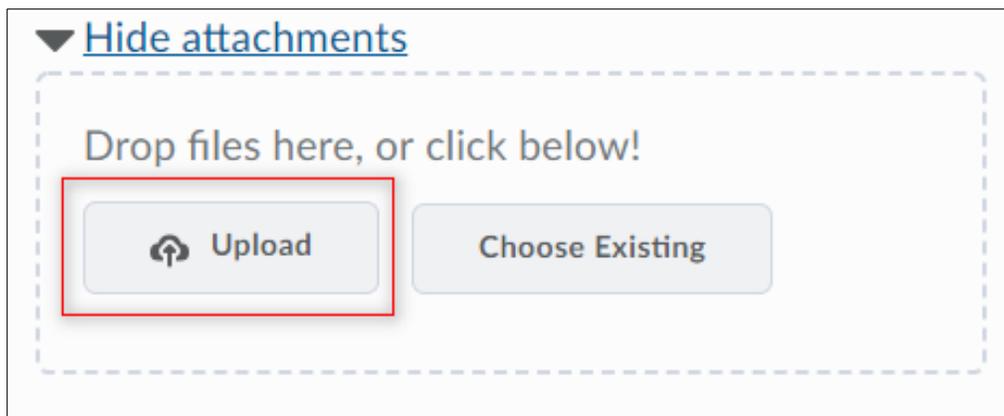
▶ [Add attachments](#)

Post to: **DISCUSSIONS > Discussion 2 - Wallow in Complexity**

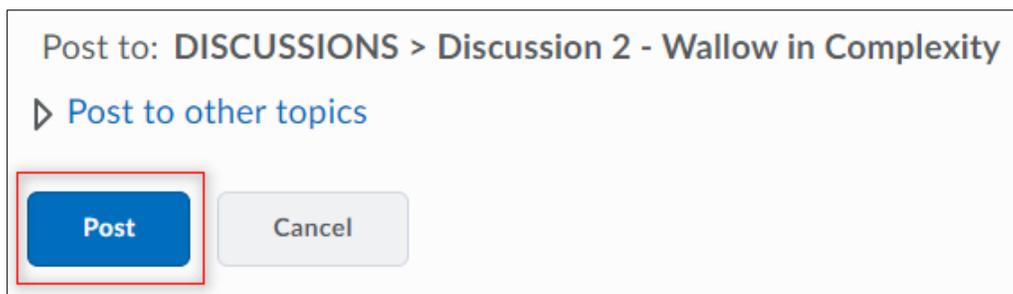
▶ [Post to other topics](#)

Post

Cancel



6. Select **Post**.



If the topic is moderated, your post will not appear until a moderator approves it. Moderated topics will display **Moderated** beside the topic name in Discussions List. Inside the topic, all threads track how many Unapproved replies each thread contains. Inside the thread, any posts requiring approval display **Approve Post** in the subject header.

If a topic is assessable, and has one or more rubrics attached to it, you will see a Rubrics section in the collapsible Discussions area at the top of the topic that contains links to any rubrics associated with the topic. To preview the expectations for the topic, select the rubric. It will open in a pop-up window.

Note: The rubric does not display any personalized feedback or results.

Reply to a Thread in Discussions

1. Locate the thread you want to reply to.
2. Select **Reply to Thread** to reply to the main thread post or select **Reply** to reply to a particular post inside the thread.

The screenshot shows a discussion thread interface. At the top, the thread title is "Wallowing" with a dropdown arrow. Below the title, it says "ACC Student23 posted May 22, 2018 11:15 AM" and a "Subscribe" button with a star icon. The main content of the thread is "This is my new post." Below this, there is a blue button labeled "Reply to Thread" which is highlighted with a red box. Below the button, there is a filter section with "Filter by: All Posts" and "Clear filters" options, and a "Show: Threaded" dropdown menu. The thread content shows a post by "ACC Student 27" from "1 hour ago" with the text "Replying to complexity post." followed by "<<< Replied to post below >>>". Below this, it says "Authored by: ACC Student23", "Authored on: May 22, 2018 11:15 AM", and "Subject: Wallowing". At the bottom of the thread content, it says "This is my new post." and a blue button labeled "Reply" with a double arrow icon, which is also highlighted with a red box. At the very bottom of the interface, there is a pagination control showing "< 1 / 1 >".

3. Enter your reply in the HTML Editor.
4. Select **Post**.

This is my new post.

Wallowing


Paragraph
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⋮

This is my reply to your complexity post.

<<< Replied to post below >>>
 Authored by: ACC Student 27
 Authored on: May 22, 2018 11:19 AM
 Subject: Wallowing

Replying to complexity post.

Subscribe to this thread

▶ [Add Attachments](#)

Printing discussion threads and posts

You can view posts in a printable format and send the posts to your printer:

1. Do one of the following:
 - Select **Print Thread** from the context menu of a thread to print a thread.

Wallowing ⌵

ACC Student23 posted

This is my new po

0 Unread 2 Replies

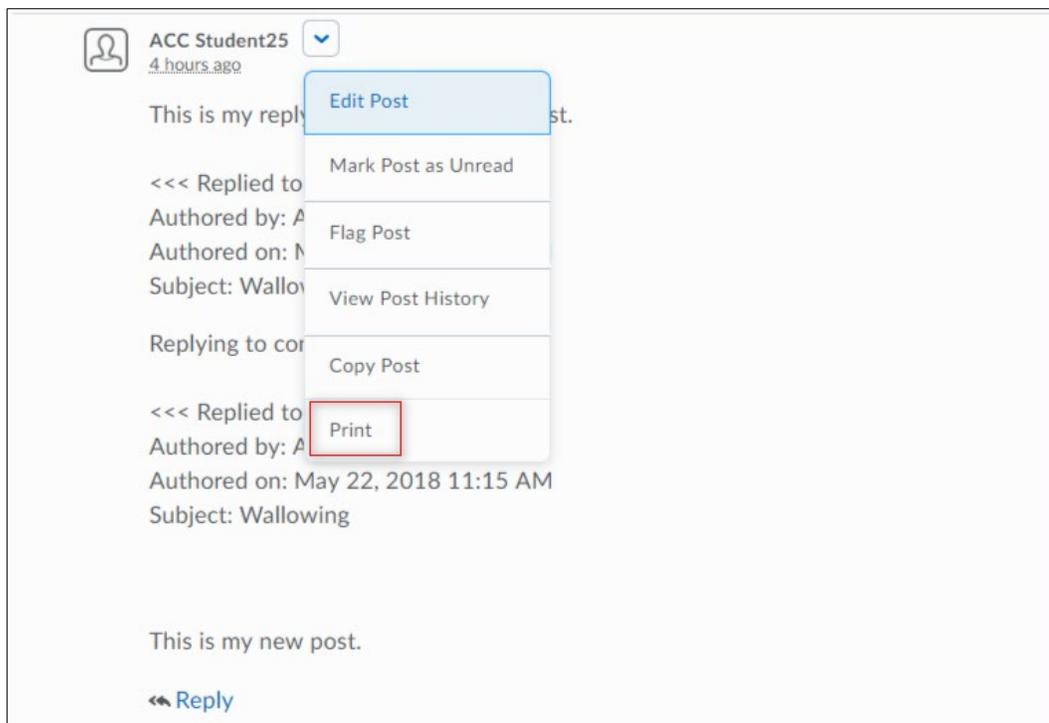
 Last post **1 minute ago** by ACC Student25

Complexity

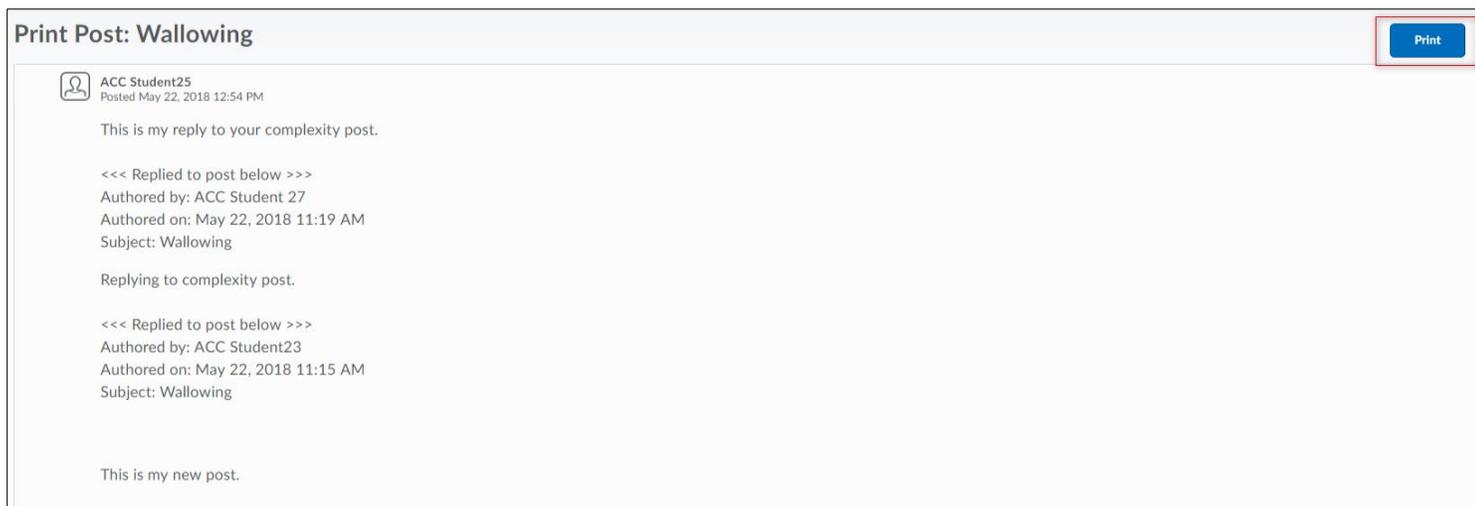
ACC Student 27 posted

Just another post for testing purposes.

- Select **Print** from the context menu of an individual post to print a post.



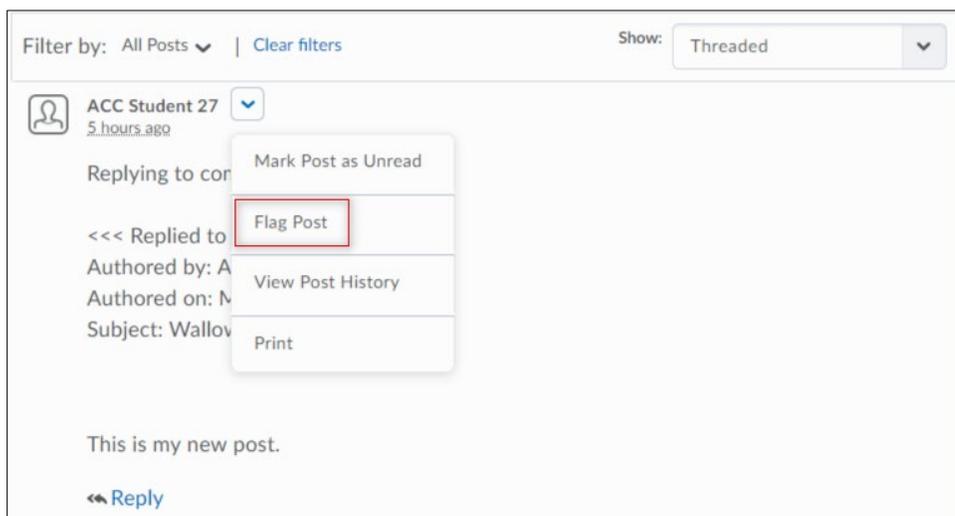
2. In the Printable View pop-up window, select **Print**.



Following Discussions

Flagging a Discussion Post

If you want to return to a post at a later time, or if you want to monitor replies to a post, you should flag the post. Select **Flag Post** or **Remove Flag** from the context menu of the post to add or remove a flag. To quickly find your flagged posts, select **Flagged** from the **Filter by:** tool navigation.



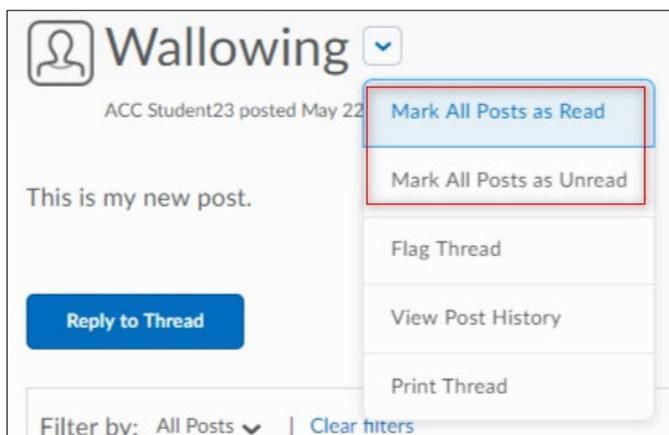
Marking Discussion Threads and Posts as Read or Unread

When you select a thread, it automatically marks all of its posts as read. In some cases you might want to manually mark some posts as unread—for example, if you open a thread but do not finish reading it.

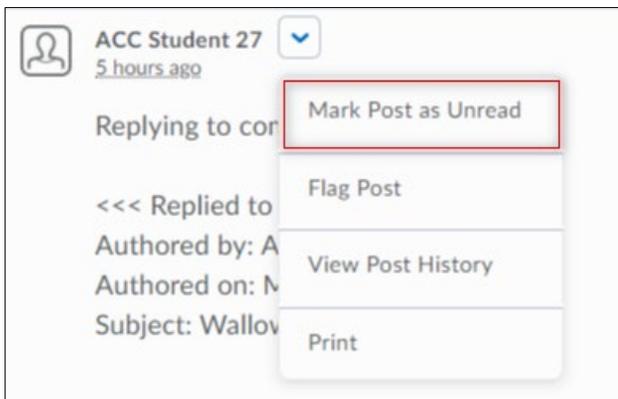
Mark Posts as Read or Unread

Do one of the following:

- Select **Mark All Posts as Read** from the thread's context menu to mark all posts in the thread as read without viewing the thread.
- Select **Mark All Posts as Unread** from the thread's context menu to mark all posts in the thread as unread.



- To mark individual posts as unread, click **Mark Post as Unread** from the context menu of the post.



Managing discussion subscriptions

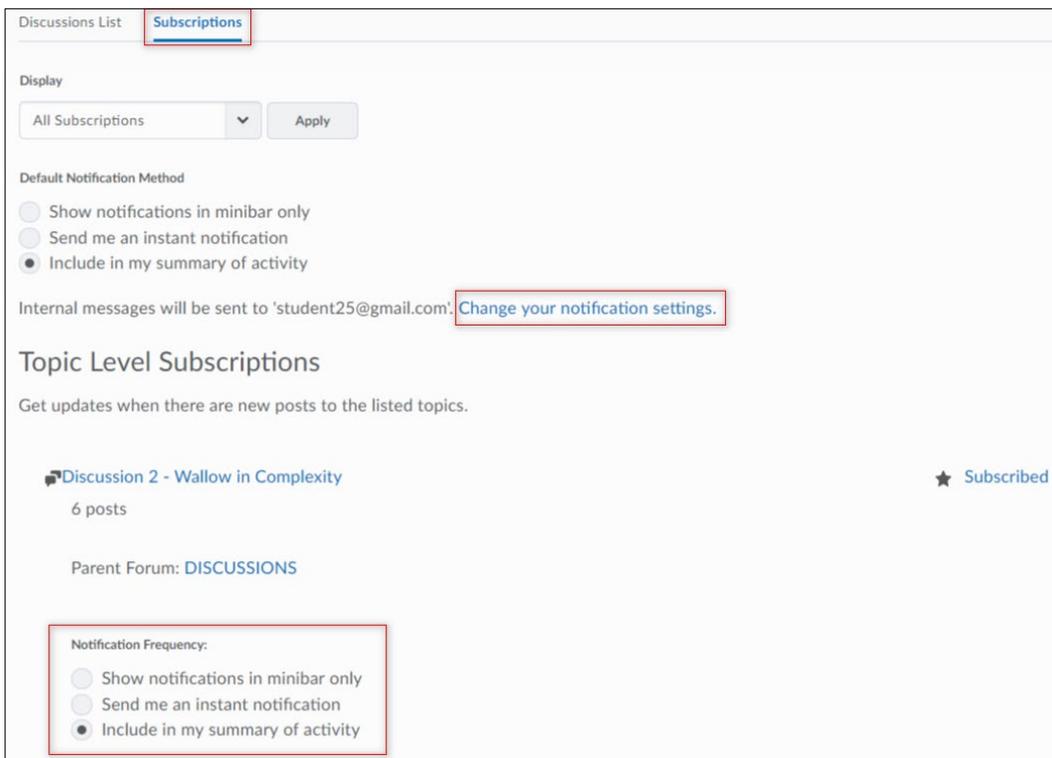
You can make changes to your subscriptions in **Notifications** and in the **Subscriptions** area of Discussions.

Change Default Frequency of Notifications and Internal Messaging Address

Select **Subscriptions** from the tool navigation in Discussions.

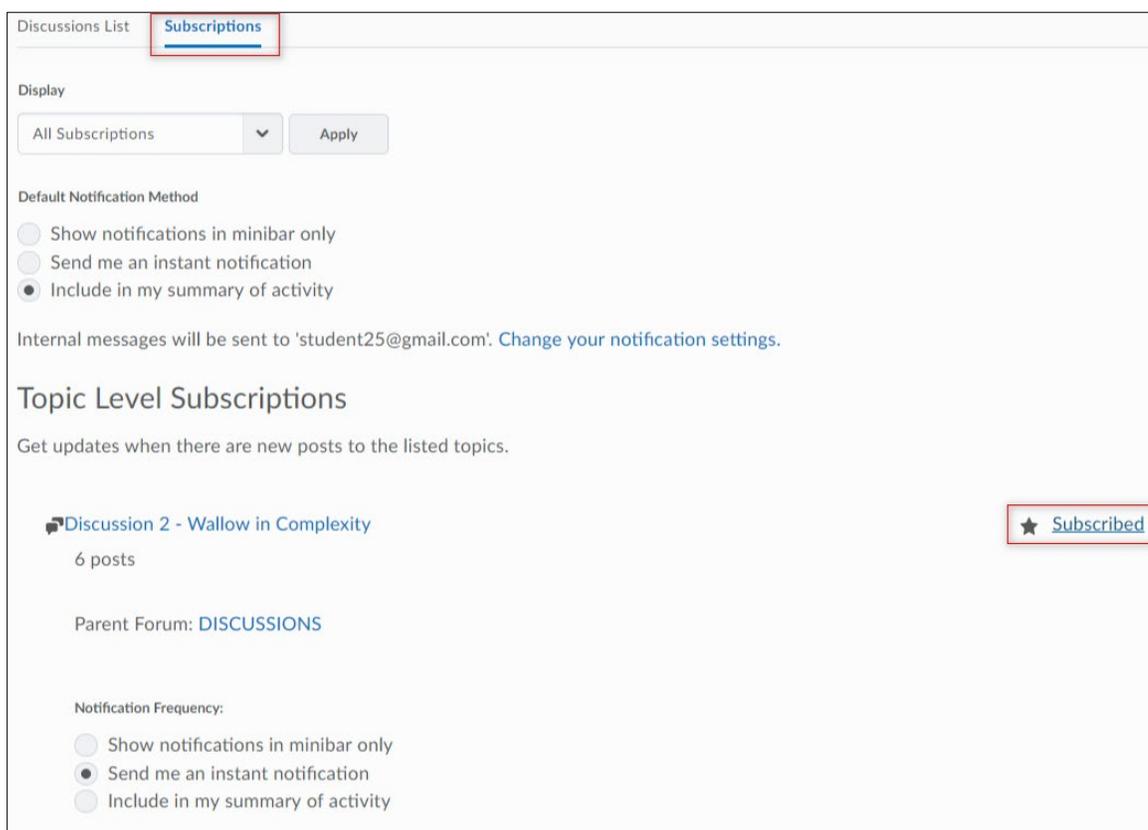
Note: You must be subscribed to at least one forum, topic, or thread to view this option.

- To change your internal messaging address, select the **Change your notification settings** option.
- To modify the frequency of your notifications, select an option under the **Notification Frequency** section.



Manage Subscriptions for Forums, Topics, or Threads

1. Select **Subscriptions** from the tool navigation.
2. To unsubscribe select **Subscribed** and then select **Yes** in the confirmation dialog box.



The screenshot shows the 'Subscriptions' tab selected in the 'Discussions List' navigation. Below the navigation, there is a 'Display' section with a dropdown menu set to 'All Subscriptions' and an 'Apply' button. The 'Default Notification Method' section has three radio button options: 'Show notifications in minibar only', 'Send me an instant notification', and 'Include in my summary of activity', with the last one selected. A note states: 'Internal messages will be sent to 'student25@gmail.com'. [Change your notification settings.](#)'

Topic Level Subscriptions

Get updates when there are new posts to the listed topics.

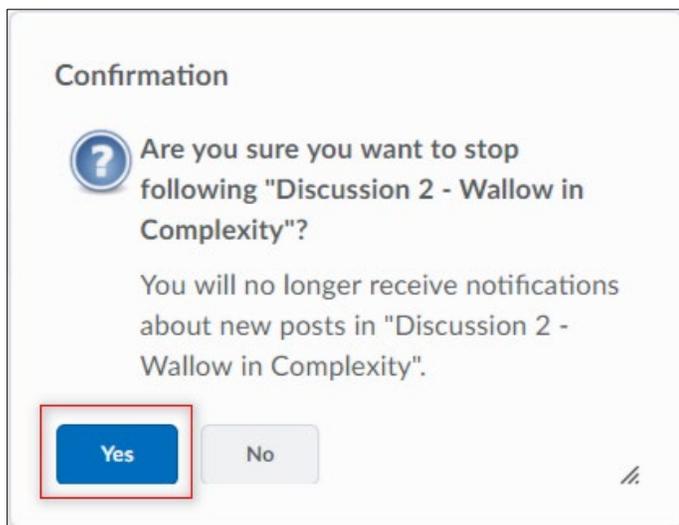
Discussion 2 - Wallow in Complexity ★ **Subscribed**

6 posts

Parent Forum: [DISCUSSIONS](#)

Notification Frequency:

- Show notifications in minibar only
- Send me an instant notification
- Include in my summary of activity



Confirmation

? Are you sure you want to stop following "Discussion 2 - Wallow in Complexity"?

You will no longer receive notifications about new posts in "Discussion 2 - Wallow in Complexity".

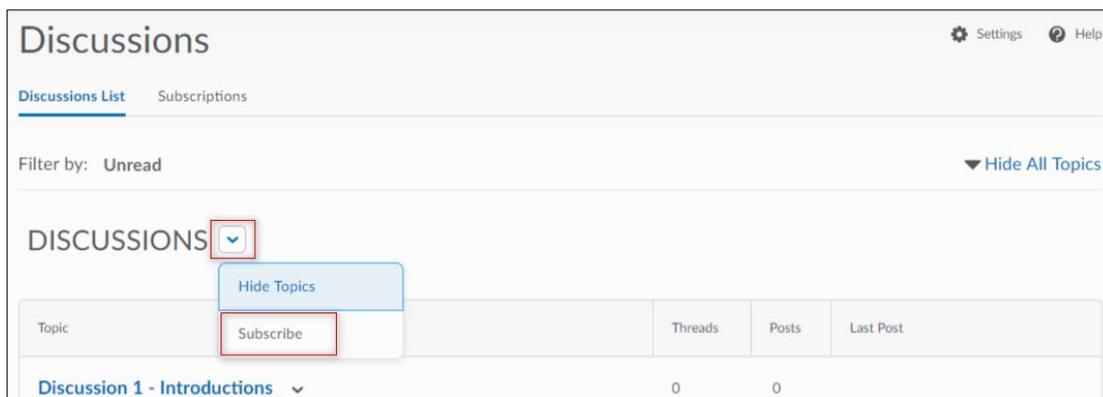
Yes No

Subscribing and Unsubscribing to Discussion Forums, Topics, and Threads

You can receive email, minibar, and SMS notifications for discussion forums, topics, and threads that you subscribe to. Ensure your **Notifications** settings are set up properly.

Subscribe to Notifications for an Entire Forum or Topic

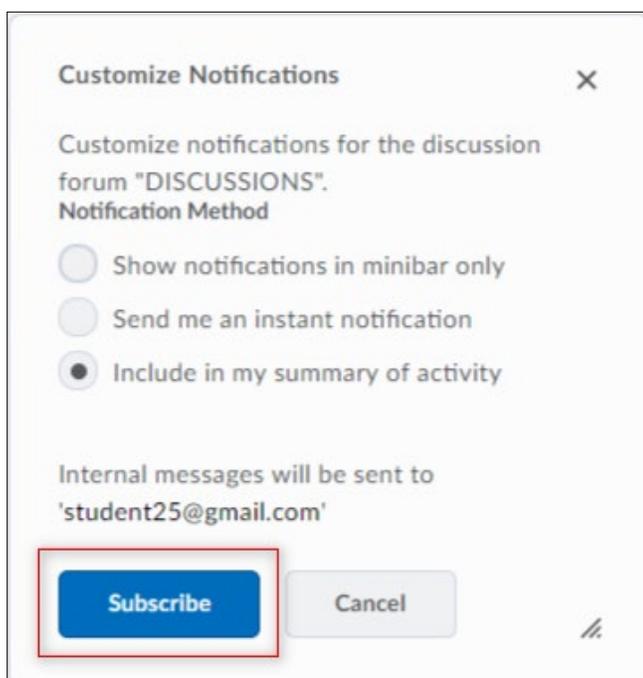
1. On the Discussions List page, select **Subscribe** from the context menu of the forum or topic to receive notifications of new posts.



2. Select your **Notification Method** in the Customize Notifications pop-up window.

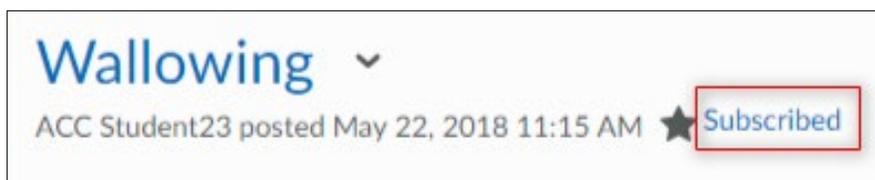
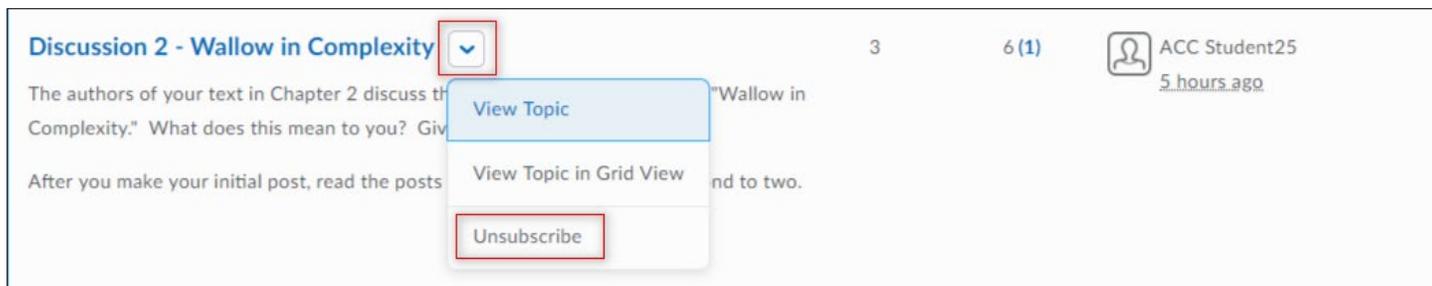
Note: If you do not have an email address set up in your user profile to receive instant and summary notifications, select **Add an internal messaging address in a new window** in the Customize Notifications pop-up window. Select **Enable internal messaging notifications**, then set your internal messaging preferences in the Internal messaging Settings pop-up window. Select Save.

3. Select **Subscribe**.

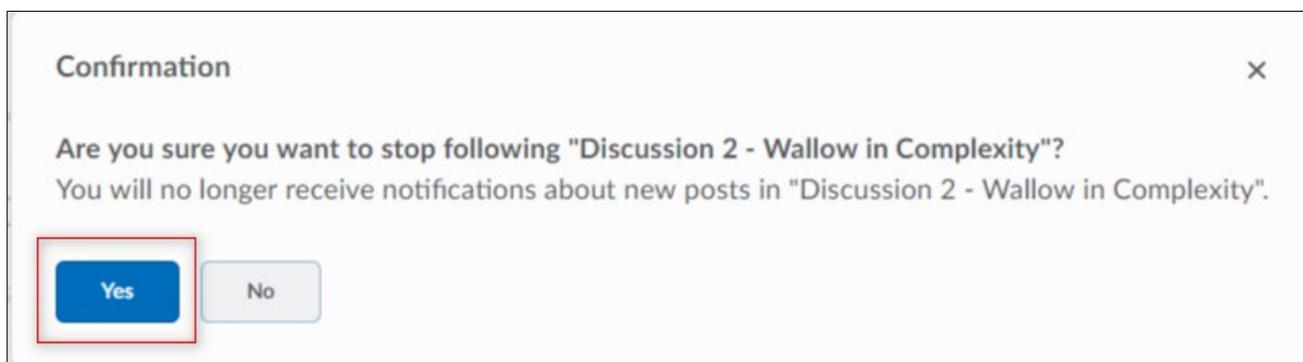


Unsubscribe from Notifications

1. Select **Unsubscribe** from the context menu of the forum or topic you are subscribed to, or select **Subscribed** beside a thread, to stop receiving notifications.



2. In the confirmation pop-up window, select **Yes**.



Enabling Notifications in Discussions

You can sign up to receive immediate internal messaging notifications when new posts are made in discussions you subscribe to.

Important: You must enable both Discussions notifications and subscribe to forums, topics, and threads to receive instant notifications.

Enable Notifications in Discussions

Note: You must set up a contact method before subscribing to notifications.

1. Select **Notifications** from your personal menu on the minibar.

The screenshot shows the user interface for 'eLearning Course 2' at Arapahoe Community College. The user is logged in as 'ACC Student25'. A dropdown menu is open from the user profile icon, with 'Notifications' selected. Below the menu, the 'Contact Methods' section is highlighted, showing the 'Internal Messaging Address' as 'student25@gmail.com (Not verified)'. There are also links for 'Change your internal messaging settings' and 'Register your mobile'.

2. Select if you want to receive **Internal messaging** notifications for the option **Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications.**
3. Select **Save.**

Instant Notifications	SMS	Internal Messaging
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input type="checkbox"/>
Announcements - item updated	<input type="checkbox"/>	<input type="checkbox"/>
Announcements - new item available	<input type="checkbox"/>	<input type="checkbox"/>
Assignments - assignment folder due date or end date is 2 days away submission folder due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item created	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>	<input type="checkbox"/>
Content - content overview updated	<input type="checkbox"/>	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications		<input checked="" type="checkbox"/>