



Saving Discussion Postings – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Discussions tool in D2L, as well as how to print files to PDF and download files to their computer. For further information, please contact elarning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to save copies of student discussion postings to your computer.

Steps

1. Go to your course homepage.
2. Go to the **Discussions** tool in your course.
3. Click on the title of the **Topic** containing the discussion postings you want to print. From here, you can either print individual Threads or print all the threads in the entire Topic. This second option is NOT recommended as the print screen will not sort the postings by Thread, but rather by date posted. So, for the purposes of this tutorial, we will print individual Threads.

Topic	Threads	Posts	Last Post
All about me... This Topic is called "All about me". Post a brief paragraph (1-2 screens max) introducing yourself to the class. For instance, you can tell the class about your hobbies and interests, likes and dislikes, what program you are in, etc... Click on Start a New Thread to post your introduction.	3	11 (4)	Training09 Teacher May 15, 2014 11:22 AM
Why are you here? Includes assessment. This Topic is called "Why are you here?". Post 1-2 paragraphs explaining why you are taking this course and about what your learning expectations are (i.e., what are the top three things you hope to learn from this course).	9	28 (1)	 Jun 21, 2017 3:22 PM



- Click on the title of the **Thread** you want to print.

Training Course 01 Course Home My Tools Edit Course

Discussions List View Topic Settings Help Search All about me.

All about me...
Subscribe
Show Description
Start a New Thread

Filter by: All Threads Sort by: Oldest Thread

Student 01 Introduction
Training01 Student posted Apr 30, 2014 6:36 PM
This is student 01 making my introduction!
0 Unread 2 Replies 14 Views
Last post May 2, 2014 2:36 PM by Training01 Student

Student 02 Introduction
Training02 Student posted Apr 30, 2014 6:37 PM
Hi! I'm Student 02.
0 Unread 2 Replies 10 Views
Last post May 5, 2014 11:25 AM by Training01 Teacher

- Click on the drop-down menu (down arrow) next to the Thread title, and select **Print Thread**.

Discussions List View Topic Settings Help Search All about me.

All about me...
Subscribe
Show Description
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Filter by: All Threads Sort by: Oldest Thread

Student 01 Introduction
Training01 Student posted Apr 30, 2014 6:36 PM
This is student 01 making my introduction!
0 Unread 2 Replies 15 Views
Last post May 2, 2014 2:36 PM by Training01 Student

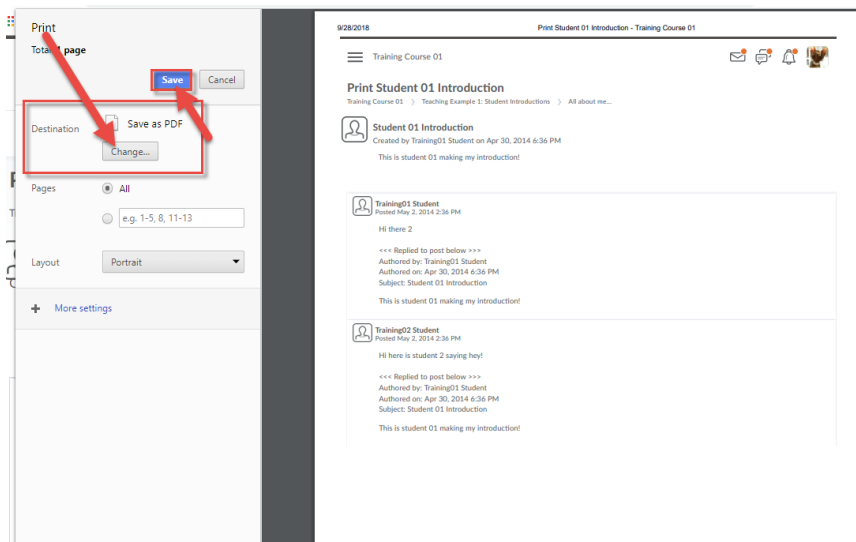
Student 02 Introduction
Training02 Student posted Apr 30, 2014 6:37 PM
Hi! I'm Student 02.
0 Unread 2 Replies 10 Views
Last post May 5, 2014 11:25 AM by Training01 Teacher

Introduction of Teacher
Training03 Teacher posted May 1, 2014 1:53 PM
Hi there!

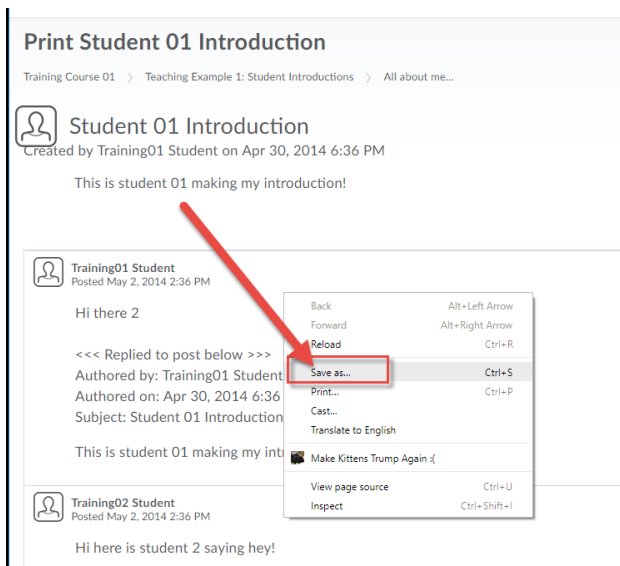
- Edit Thread
- Mark All Posts as Read
- Mark All Posts as Unread
- Flag Thread
- Pin Thread
- View Post History
- Copy Thread
- Print Thread**
- Delete Thread



6. In the **Print** window that opens, you will then be able to print or save the thread postings to PDF (Click **Change...**, then use whatever the default for your computer is – in this case, “Save as PDF”) to save the file to your computer. Then click **Save** and save the PDF to your computer.



7. If can also be able to save the Thread postings as an HTML file that you will then be able to copy and paste into WORD. To do this, open the Thread, then click your right mouse button, select **Save as...** and save the HTML file to your computer.



Things to Remember

As outlined above, you can download discussion postings as PDFs, or as HTML files which you can copy and paste into WORD. **You cannot download discussion postings as a WORD document.**

Student posts will NOT copy to another course. And finally, because students lose access to their course sites 20 days after the end date of the course, you may advise them to also save their discussion posts if they want to keep them.



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