



Editing a Post in Discussions – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Discussions tool D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to edit your own post, or the post of a student.

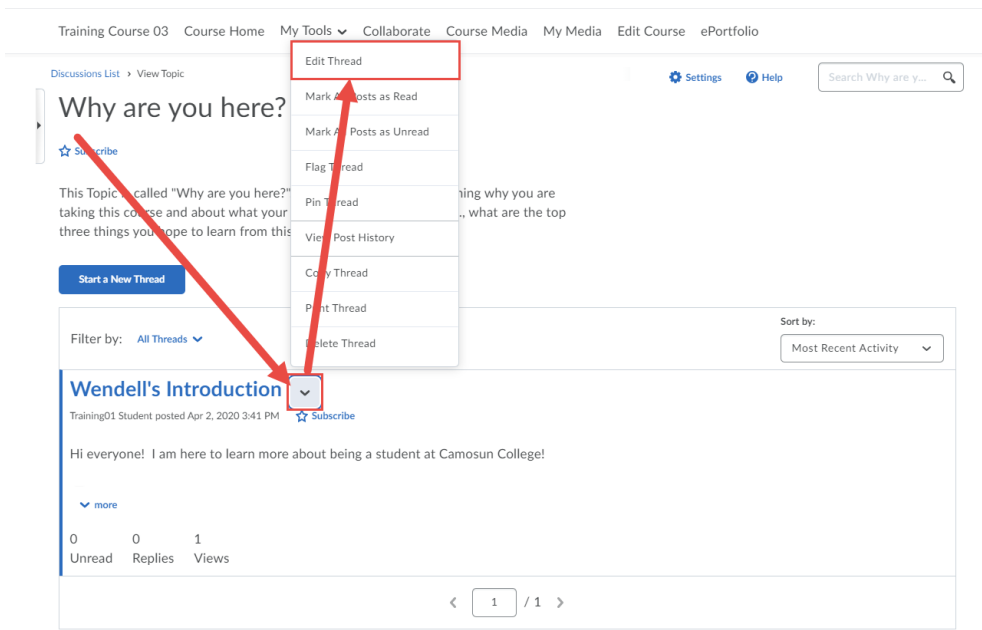
Steps

1. Go to the **Discussions** tool in your course.
2. Click on the title of the **Topic** containing the post you want to edit.

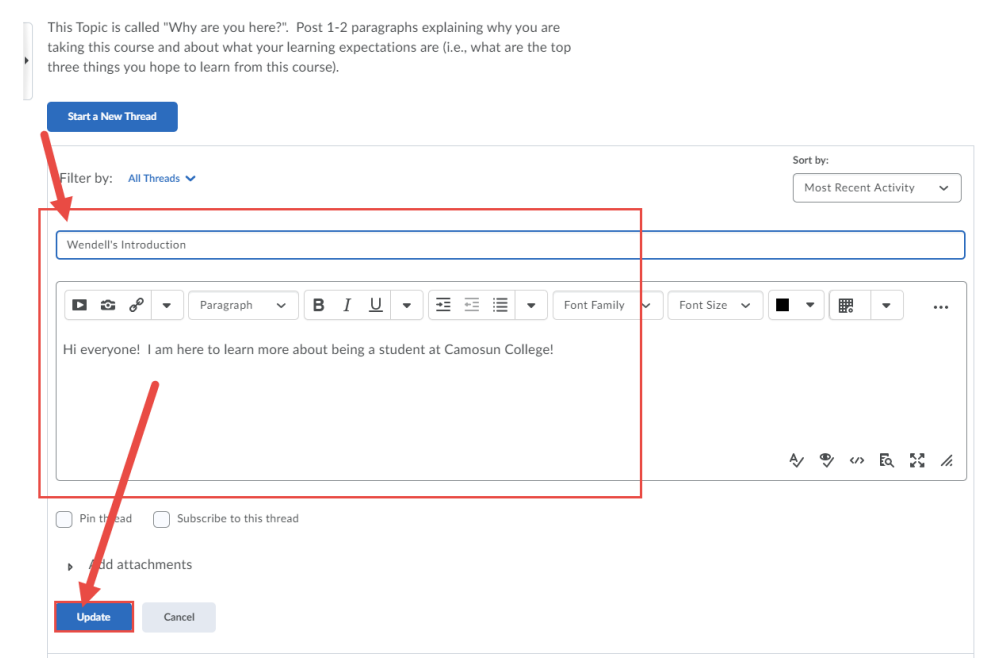
The screenshot shows the D2L Discussions interface. At the top, there's a header with 'Discussions' and links for 'Settings' and 'Help'. Below this are tabs for 'Discussions List', 'Subscriptions', 'Group and Section Restrictions', and 'Statistics'. A 'New' button with a dropdown arrow is visible, along with a 'More Actions' button. Below these are filter options: 'Filter by: Unread Unapproved' and a 'Collapse All Forums' link. The main content area shows a list of topics. The first topic is 'Introductions' with a dropdown arrow. Below it, a link says 'Click to expand: 0 Unread Posts (3 total) - 2 topics in Introductions'. The second topic is 'Student Introductions' with a dropdown arrow. Below this is a table with columns: 'Topic', 'Threads', 'Posts', and 'Last Post'. The first row in the table has the topic 'Why are you here?' (highlighted with a red box and a red arrow pointing to it), 1 thread, 1 post (1), and the last post by 'Training01 Student' on 'April 2 at 3:41 PM'. The description for this topic is: '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).'



3. Click the down arrow next to the title of the post you want to edit, and select **Edit Thread**.



4. Make your edits and click **Update**.



Things to Remember

Only you, as the instructor, can Edit posts by those other than you. Students can edit only their own posts. Make sure to let the student know you are editing their post!



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