



Moving Topics and Threads 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 move Topics or Threads to another Forum/Topic in the Discussion tool in D2L.

Steps for Moving a Topic

1. Go to the **Discussions** tool in your course.
2. Click the down arrow next to title of the **Topic** you want to move and select **Edit Topic**.

The screenshot shows the D2L Discussions tool interface. At the top, there is a navigation bar with links: Training Course 03, Course Home, My Tools, Collaborate, Course Media, My Media, Edit Course, and ePortfolio. Below this, the 'Discussions' section is active, showing a 'Discussions List' tab. A dropdown menu is open for the 'Welcome Introductions' topic, with the 'Edit Topic' option highlighted by a red box and a red arrow. The menu also includes options like 'View Topic', 'View Topic in Grid View', 'Hide from Users', 'View Topic Statistics', 'Manage Exemptions', 'Subscribe', and 'Delete'. The main content area shows a table of topics and threads.

Topic	Threads	Posts	Last Post
Welcome Introductions Please type your intros here.	1	1	April 8 at 2:19 PM
Group topic Group/section restrictions.	2	2	Training03 Student April 30 at 9:10 AM



3. In the Forum drop-down, select the Forum you wish to move the Topic to. Click **Save and Close**.

Edit Topic - Welcome Introductions ▾

Properties Restrictions Assessment Objectives

Edit Topic Details

Forum* ▾ [New Forum] ⓘ

- Choose a Forum --
- Introductions
- Student Introductions**
- Video Discussions
- Assignment 1 Discussions Forum
- Ongoing Discussions
- Final Reflection

Description

Please use your intro here.

Save and Close Save and New Save Cancel

Steps for Moving a Thread

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

Discussions Settings Help

Discussions List Subscriptions Group and Section Restrictions Statistics

New ▾ More Actions ▾

Filter by: Unread Unapproved ▾ Collapse All Forums

Introductions ▾

Click to expand: 0 Unread Posts (3 total) - 2 topics in Introductions

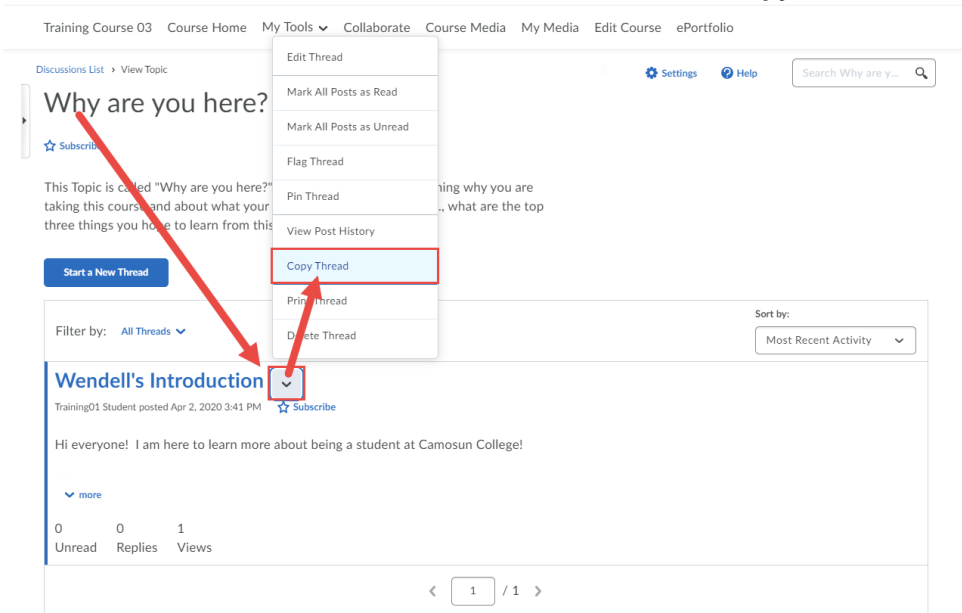
Student Introductions ▾

Topic	Threads	Posts	Last Post
Why are you here? ▾ 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).	1	1 (1)	Training01 Student April 2 at 3:41 PM

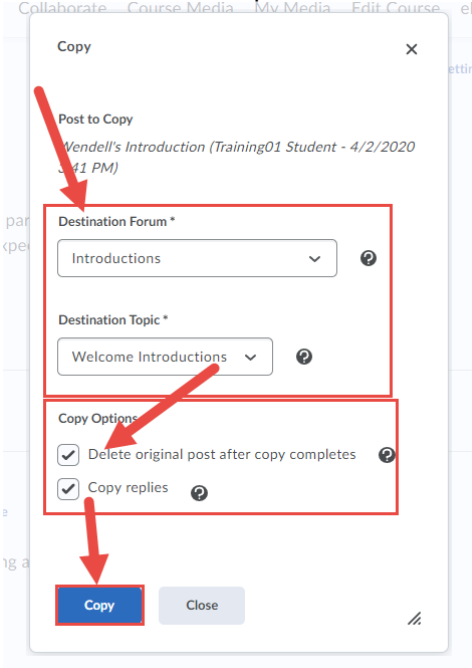


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3. Click the down arrow next to the Thread title, and select click **Copy Thread**.



4. Choose the **Destination Forum** and the **Destination Topic** in the appropriate drop-down menus. Scroll down (if needed) to select your **Copy Options** - **Delete original post after copy completes** and/or **Copy replies** (both recommended if you are trying to move the complete Thread to another Topic because it was posted in the wrong one!) Click **Copy**.



Things to Remember

If you are moving a Thread posted by a student, make sure to let that student (and any students who may have replied to it) that you will be moving their Thread and where to find it!



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