



Creating Threads and Replies in Discussions – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Discussions tool D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to create threads (add a post to a Topic) and reply to posts in the Discussion tool in D2L.

Steps for Creating a Thread (adding a post)

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

Discussions List Subscriptions Group and Section Restrictions Statistics

New More Actions

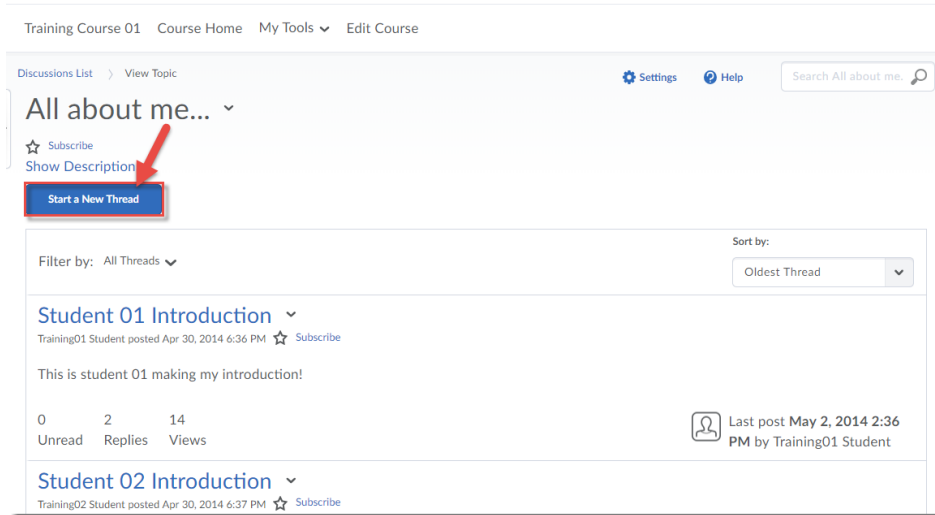
Filter by: Unread Unapproved Hide All Topics

Teaching Example 1: Student Introductions

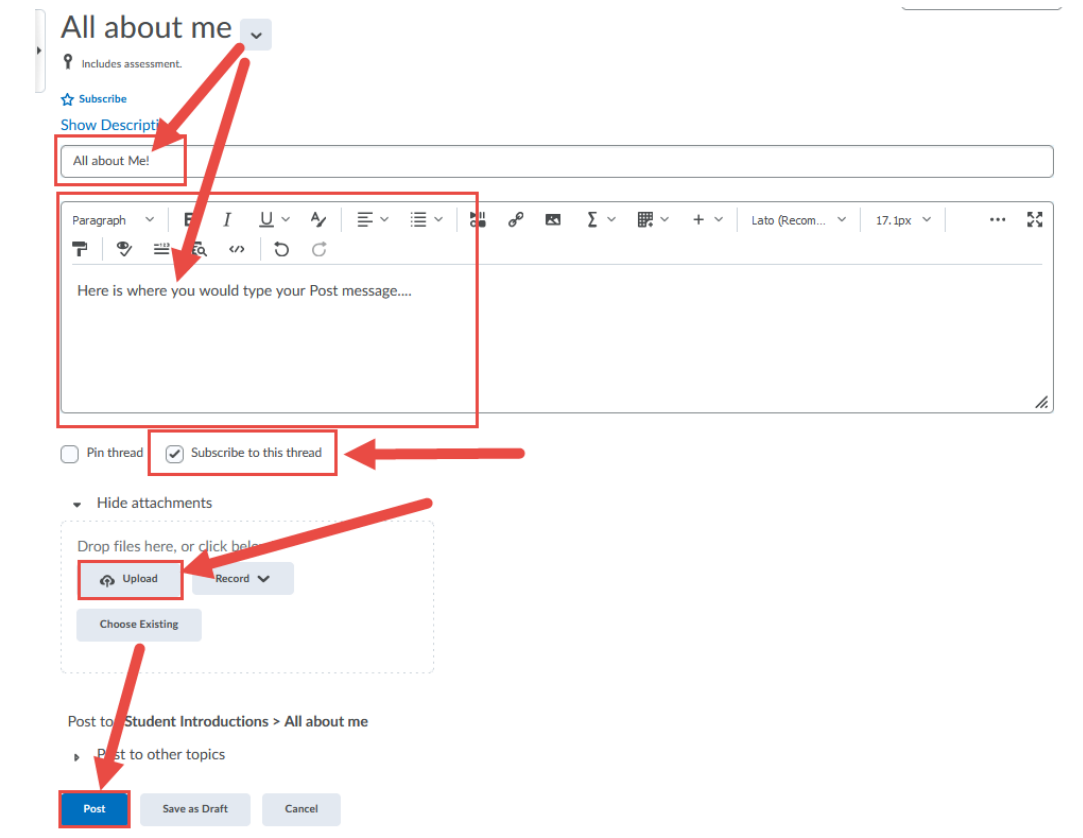
Topic	Threads	Posts	Last Post
All about me... This Topic is called "All about me". Post a brief paragraph (1-2 screens max) introducing yourself to the class. For instance, you can tell the class about your hobbies and interests, likes and dislikes, what program you are in, etc... Click on Start a New 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



3. Click **Start a New Thread**.



4. Give your post a **Subject** and add the **Message** for your post. You can add attachments as well if you like. You can also change the Topic you are posting to (in case you have gone into the wrong Topic). Click **Post**. If you want to be notified of replies to this Topic, select **Subscribe to this thread** (so you don't miss any messages).



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Steps for Replying to a Post

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

The screenshot shows the 'Discussions List' interface. At the top, there are navigation links: 'Discussions List', 'Subscriptions', 'Group and Section Restrictions', and 'Statistics'. Below these are buttons for 'New' and 'More Actions'. A filter section shows 'Filter by: Unread Unapproved' and a 'Hide All Topics' link. The main content is a table with columns: 'Topic', 'Threads', 'Posts', and 'Last Post'. The first row is for the topic 'All about me...' with 3 threads and 11 posts. A red arrow points to this topic title. The second row is for 'Why are you here?' with 9 threads and 28 posts.

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
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3. Click on the title of the **Thread** you wish to reply to.

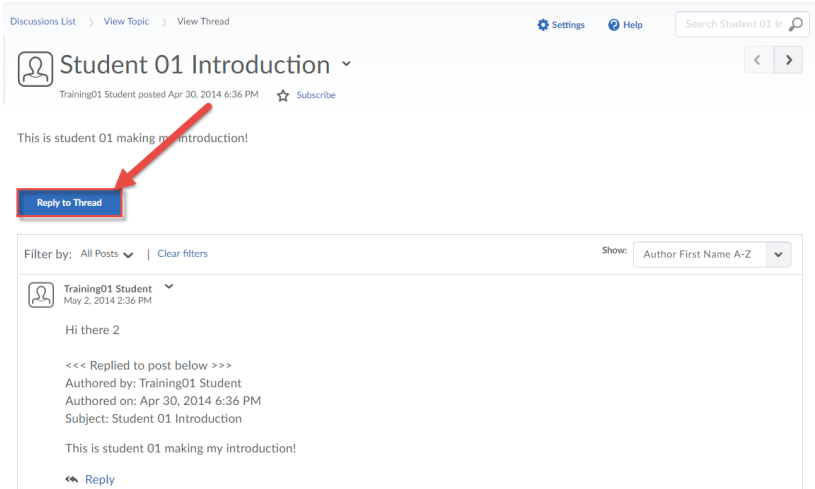
The screenshot shows the 'All about me...' topic page. At the top, there are navigation links: 'Training Course 01', 'Course Home', 'My Tools', and 'Edit Course'. Below these are 'Discussions List' and 'View Topic' links, along with 'Settings' and 'Help' icons. A search bar contains 'Search All about me...'. The topic title 'All about me...' is at the top, with 'Subscribe' and 'Show Description' links. A 'Start a New Thread' button is visible. Below is a filter section with 'Filter by: All Threads' and 'Sort by: Oldest Thread'. The main content is a list of threads. The first thread is 'Student 01 Introduction' with 0 unread, 2 replies, and 14 views. A red arrow points to this thread title. The second thread is 'Student 02 Introduction' with 0 unread, 2 replies, and 10 views.

Thread	Unread	Replies	Views	Last Post
Student 01 Introduction Training01 Student posted Apr 30, 2014 6:36 PM	0	2	14	Last post May 2, 2014 2:36 PM by Training01 Student
Student 02 Introduction Training02 Student posted Apr 30, 2014 6:37 PM	0	2	10	Last post May 5, 2014 11:25 AM by Training01 Teacher

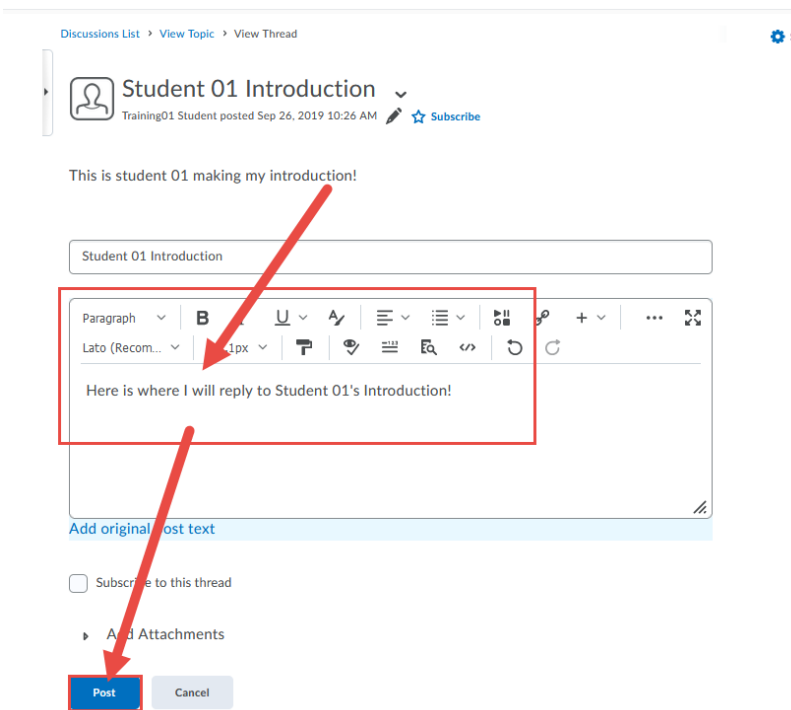


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4. Click **Reply to Thread**.



5. Add your reply to the Message box, and click **Post**.



Things to Remember

When posting Threads or Replies to a Discussion Topic, DO NOT use an attachment for your actual message. We do recommend creating your post in WORD so you can edit it and save it and spell-check it easily, but DO NOT upload the WORD document as an attachment. Instead, copy and paste the content into the posting box. This will make it easier for other students and your instructor to read your post (i.e., they don't have to download your attachment first before they can read it).



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