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.

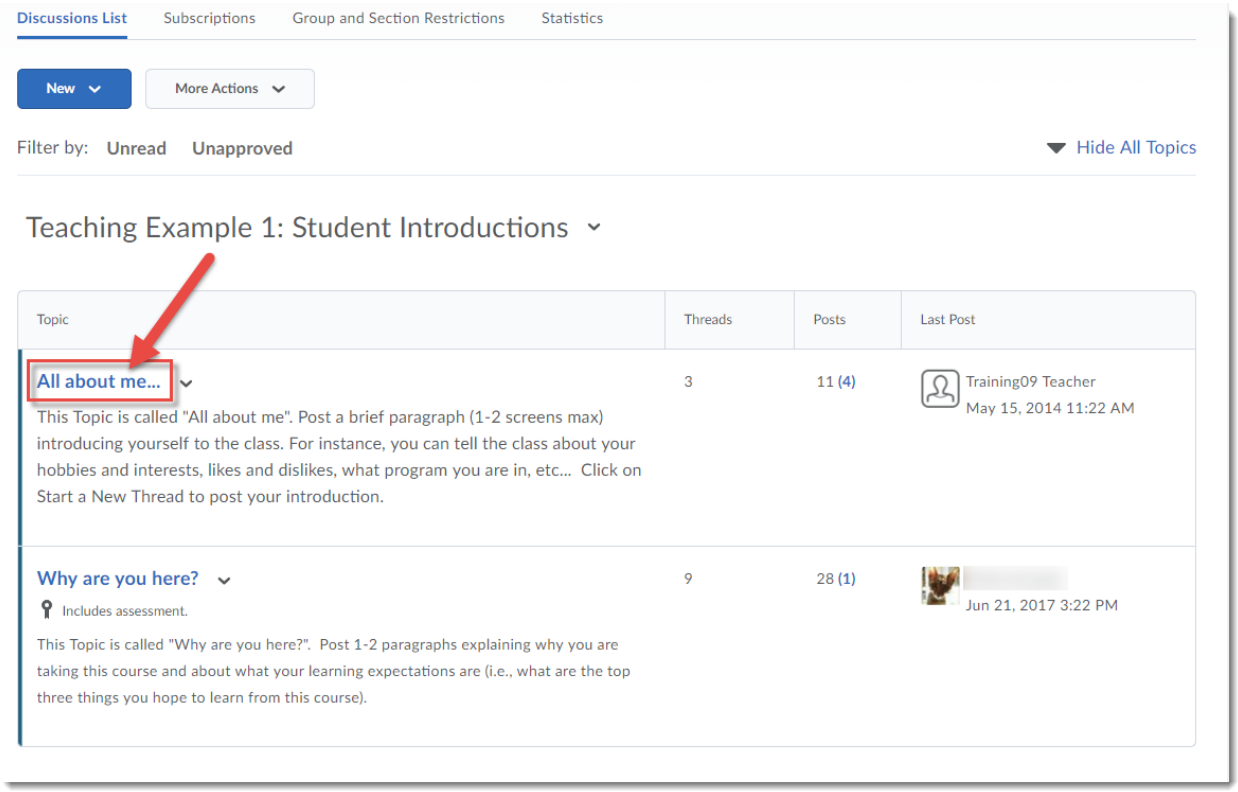
Scenario

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.



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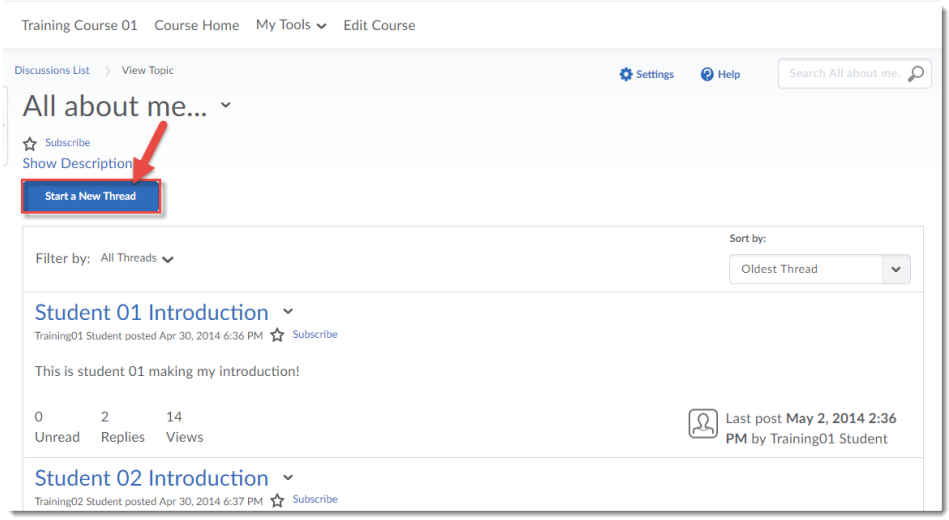
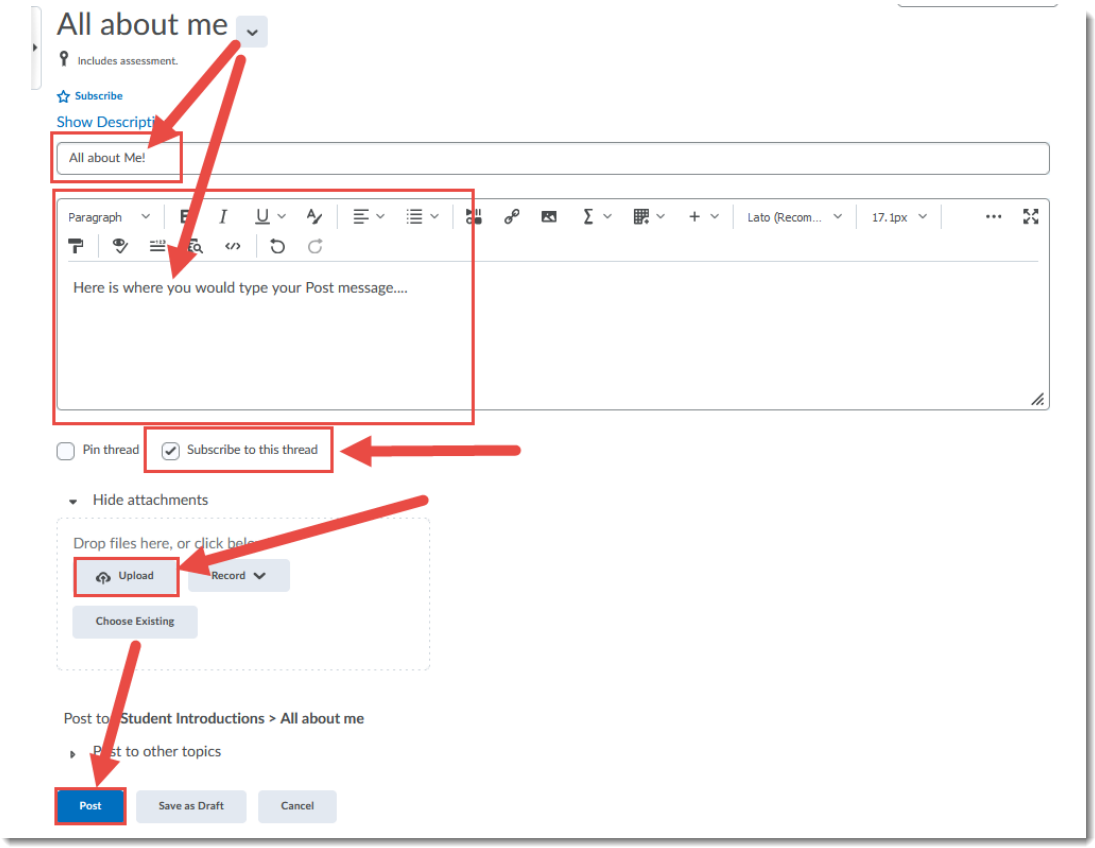
3. Click **Start a New Thread**.



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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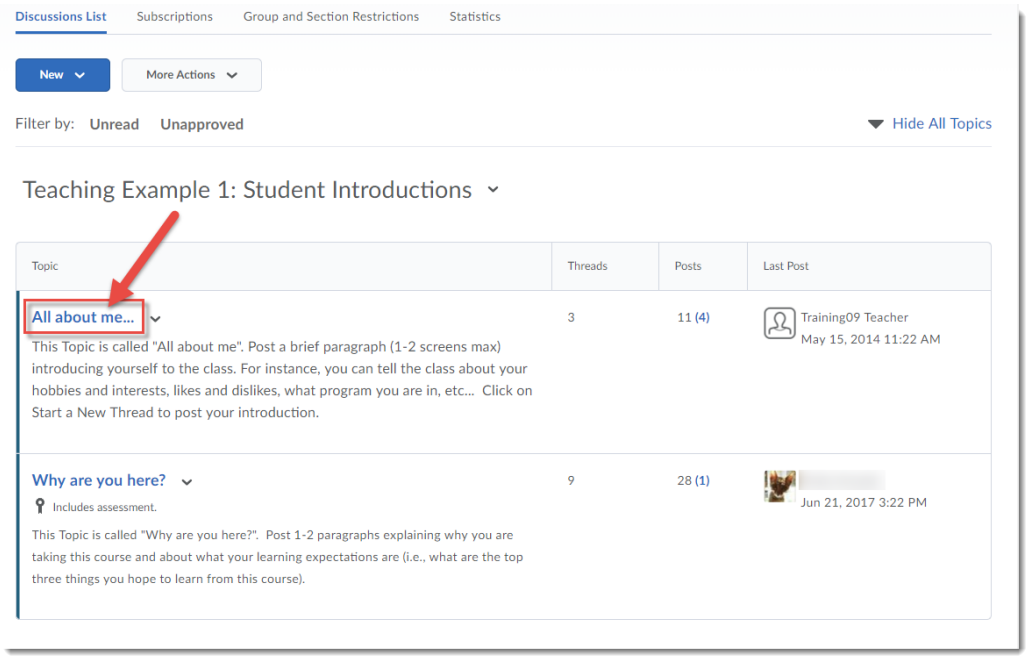
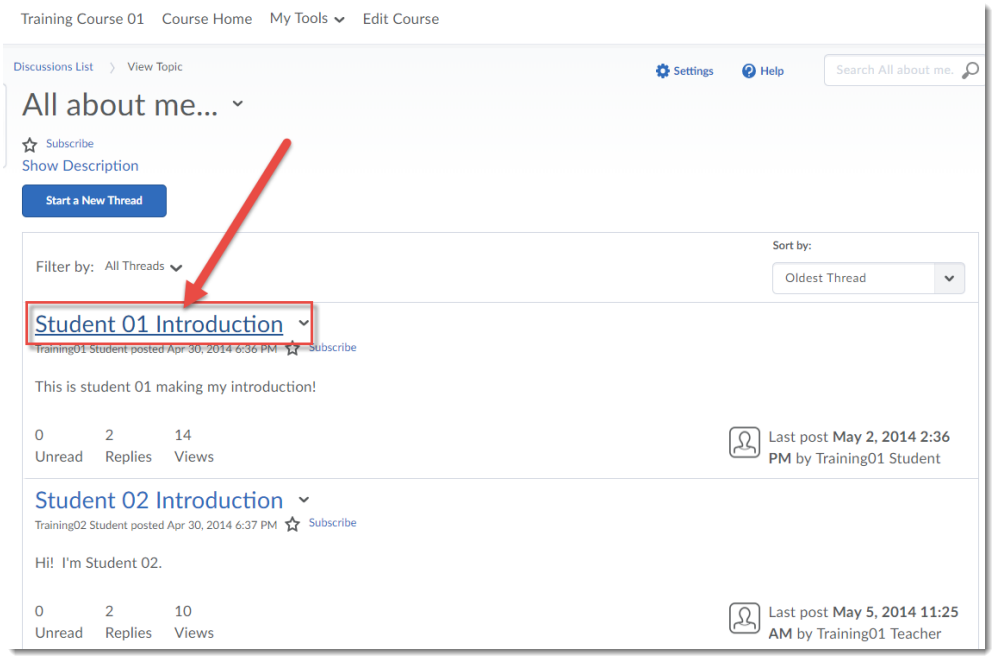
Steps for Replying to a Post

1. Go to the **Discussions** tool in your course.

2. Click on the title of the **Topic** you wish to post to.



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



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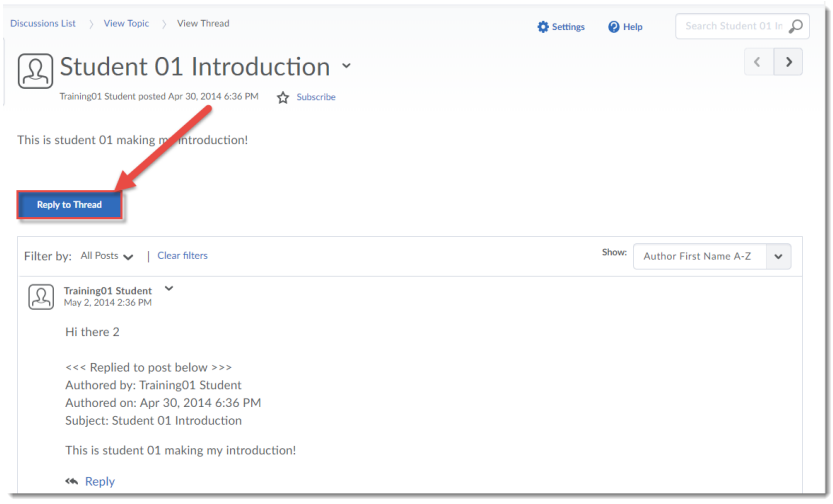
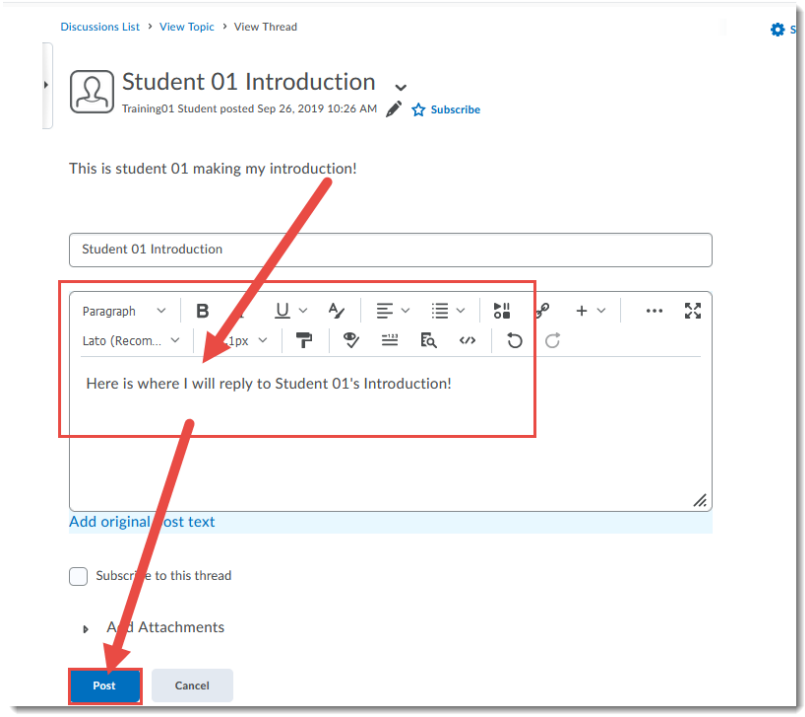
4. Click **Reply to Thread.**



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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