



Deleting a Post 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 delete your own post, or the post of a student.

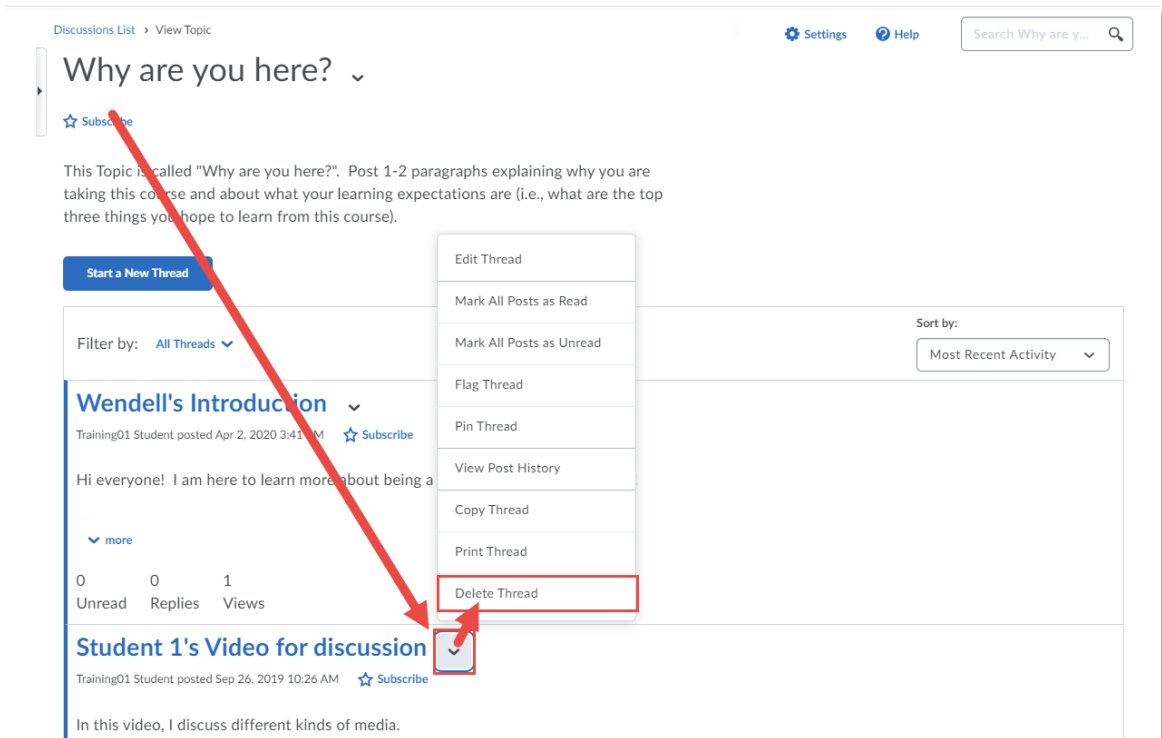
Steps

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

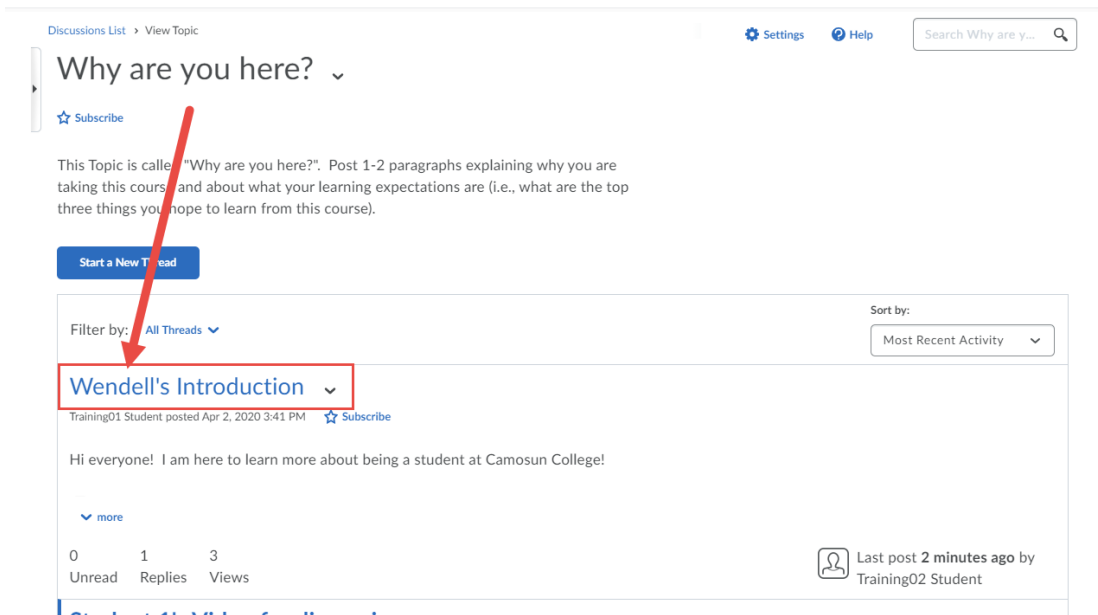
The screenshot shows the D2L Discussions tool interface. At the top, there are tabs for 'Discussions List', 'Subscriptions', 'Group and Section Restrictions', and 'Statistics'. Below the tabs are buttons for 'New' and 'More Actions'. A filter bar shows 'Filter by: Unread Unapproved' and a 'Collapse All Forums' button. The main content area shows a list of topics under the heading 'Introductions'. The first topic is 'Student Introductions', which is expanded to show a table of topics. The table has columns for 'Topic', 'Threads', 'Posts', and 'Last Post'. The first row in the table is 'Why are you here?', which is highlighted with a red box and a red arrow pointing to it from the 'New' button. Below the table, the details for the 'Why are you here?' topic are shown, including a description, the number of threads (1), the number of posts (1), and the last post by 'Training01 Student' on April 2 at 3:41 PM.



3. Click the down arrow next to the title of the post you want to edit, and select **Delete Thread**. Note that this will delete the original post AND all the replies to it. To delete just a **Reply**, see Step 4.

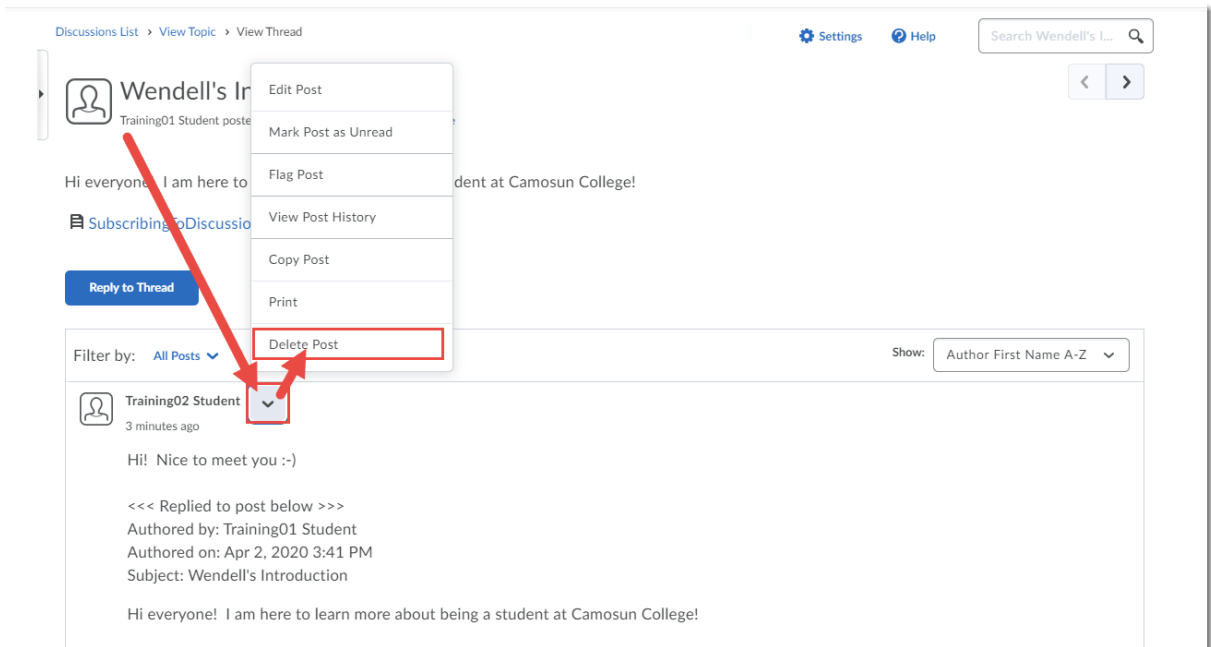


4. To delete a **Reply**, click on the title of the Thread containing that Reply.

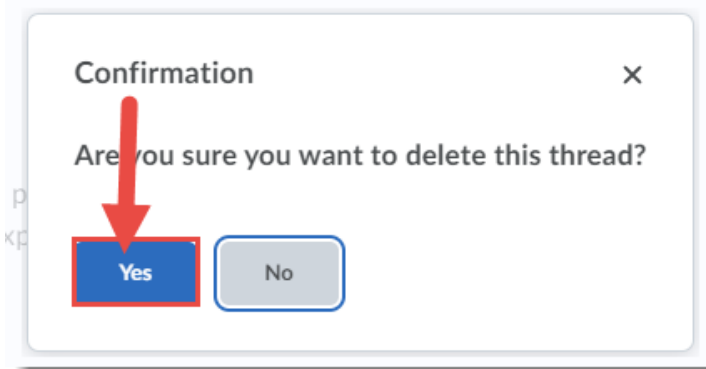


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5. Click the down arrow next to the title of the reply you want to edit, and select **Delete Post**.



6. For either scenario, in the Confirmation pop-up, click **Yes**.



Things to Remember

Only you, as the instructor, can delete posts and replies. Students can NOT delete their own posts or replies. Make sure to let the student know you are deleting their post (and why)!



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