



Filtering Posts in the Discussions Tool – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Discussions tool. 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 view discussion postings within a Topic using specific filters in a Discussion Topic.

Steps

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

Training Course 03 Course Home My Tools ▾ Collaborate Course Media My Media Edit Course ePortfolio

Discussions

Settings Help

Discussions list Subscriptions Group and Section Restrictions Statistics

New ▾ More Actions ▾

Filter by: Unread Unapproved ▾ Collapse All Forums

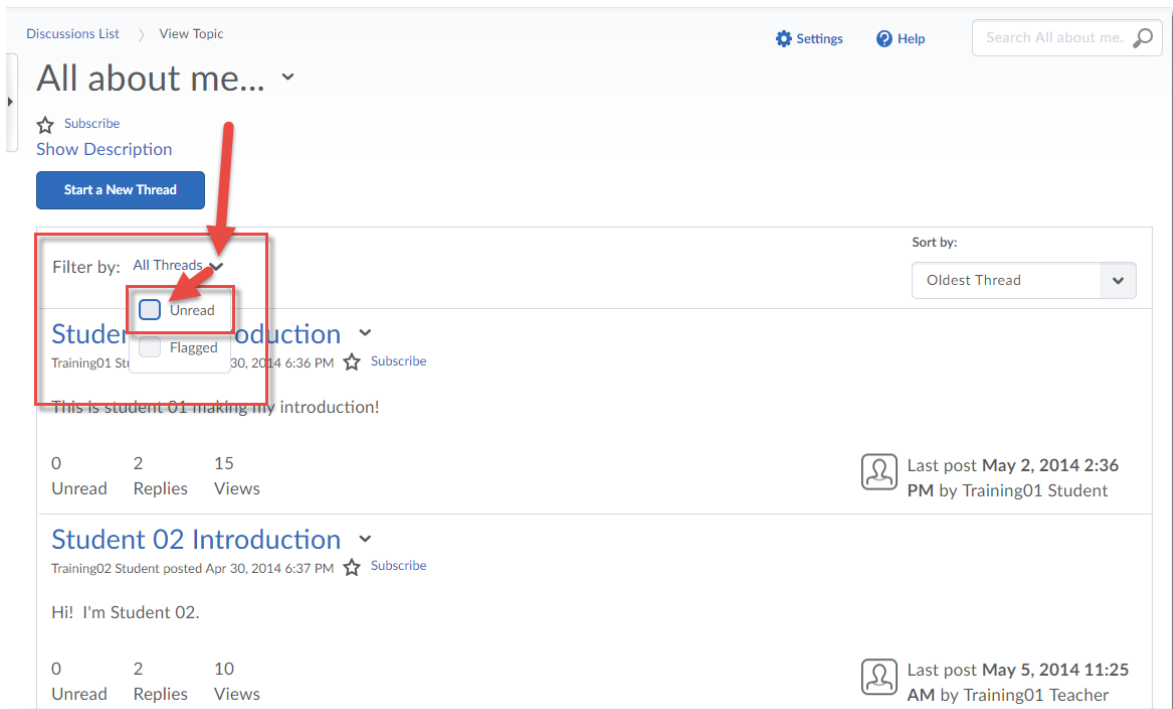
Introductions ▾
Click to expand: 0 Unread Posts (3 total) - 2 topics in Introductions Last post April 30 at 9:10 AM by Training03 Student

Student Introductions ▾

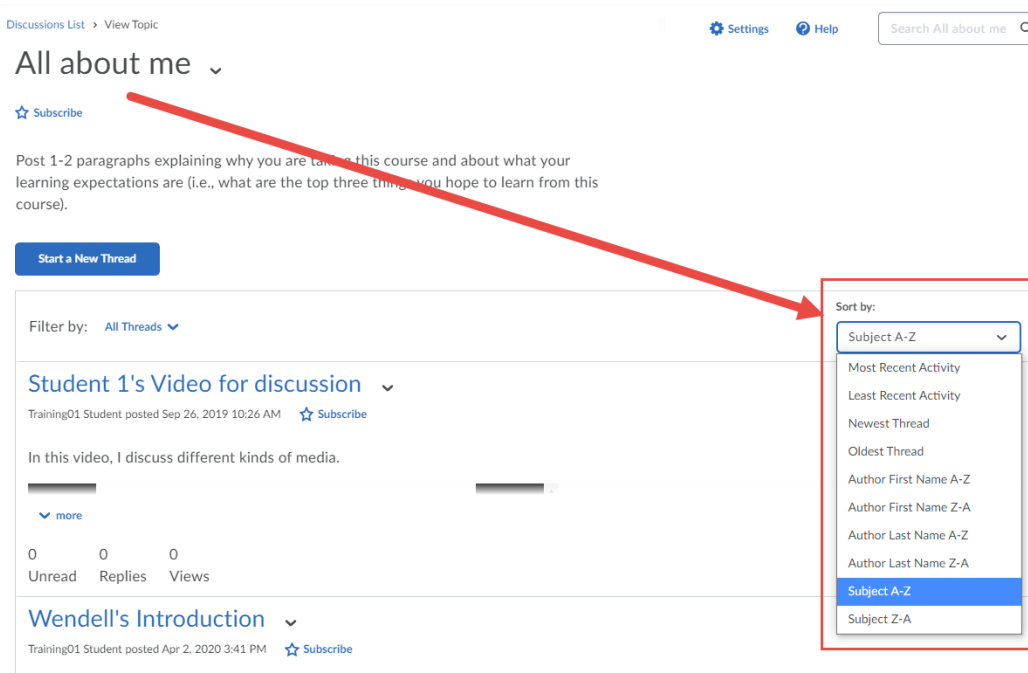
Topic	Threads	Posts	Last Post
All about me ▾ Post 1-2 paragraphs explaining why you are taking this course and about what your learning expectations are (i.e., what are the top three things you hope to learn from this course).	2	3	Training02 Student October 5 at 4:04 PM



3. You can Filter by **Unread** or **Flagged** Threads ...



4. Or you can click the **Sort By** drop-down menu to view threads in this Topic by **Most Recent Activity, Least Recent Activity, Newest Thread, Oldest Thread, Author First Name A-Z, Author First Name Z-A, Author Last Name A-Z, Author Last Name Z-A, Subject A-Z, Subject Z-A.**



5. You can also search for specific key words by typing them into the Search box at the top right, and clicking the magnifying glass.

The screenshot shows a course interface for 'Training Course 03'. At the top, there are navigation links: 'Course Home', 'My Tools', 'Collaborate', 'Course Media', 'My Media', 'Edit Course', and 'ePortfolio'. Below this is a breadcrumb trail: 'Discussions List > View Topic'. The main heading is 'All about me' with a dropdown arrow. A red box highlights a search box in the top right corner containing the word 'Video' and a magnifying glass icon. A red arrow points from the search box towards the left. Below the heading is a 'Subscribe' button. The main content area contains a post prompt: '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)'. Below this is a 'Start a New Thread' button. At the bottom, there are filter and sort options: 'Filter by: All Threads' and 'Sort by: Subject A-Z'. A discussion thread titled 'Student 1's Video for discussion' is visible, posted by 'Training01 Student' on Sep 26, 2019. The thread content starts with 'In this video, I discuss different kinds of media.' and has a 'more' link.

Things to Remember

While your filter choices (Unread or Flagged) will not be “remembered” the next time you go into the Topic you filtered, your last choice in the Sort by menu will be, so you may need to adjust that next time you go into the Topic.



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