



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 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 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**.

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Discussions

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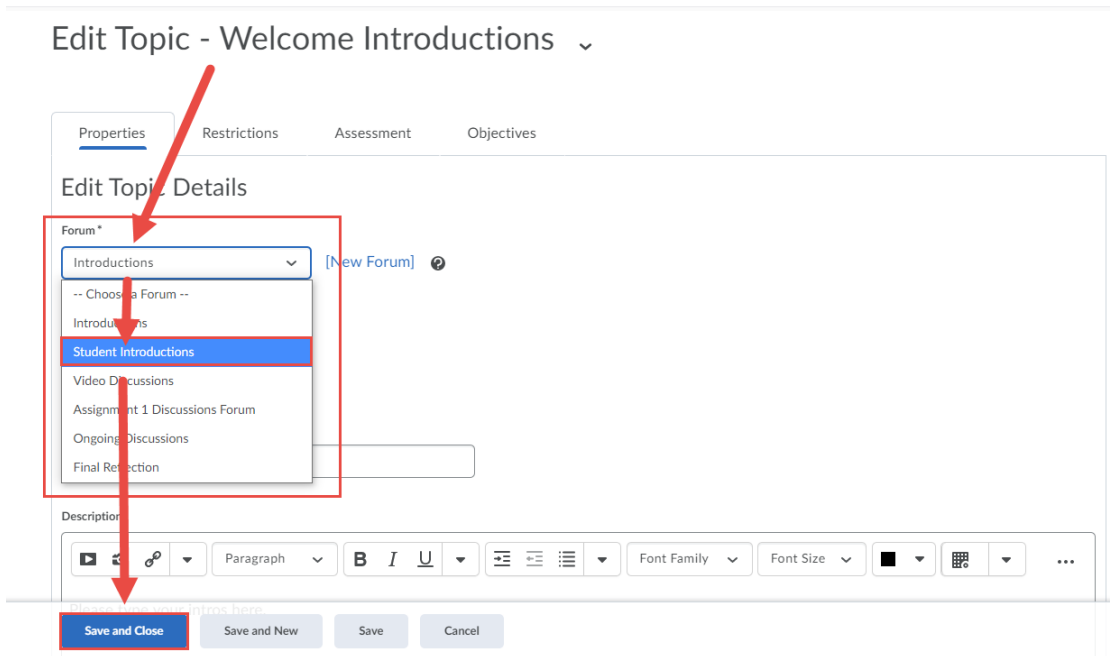
Filter by: Unread Unapproved

Introductions

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

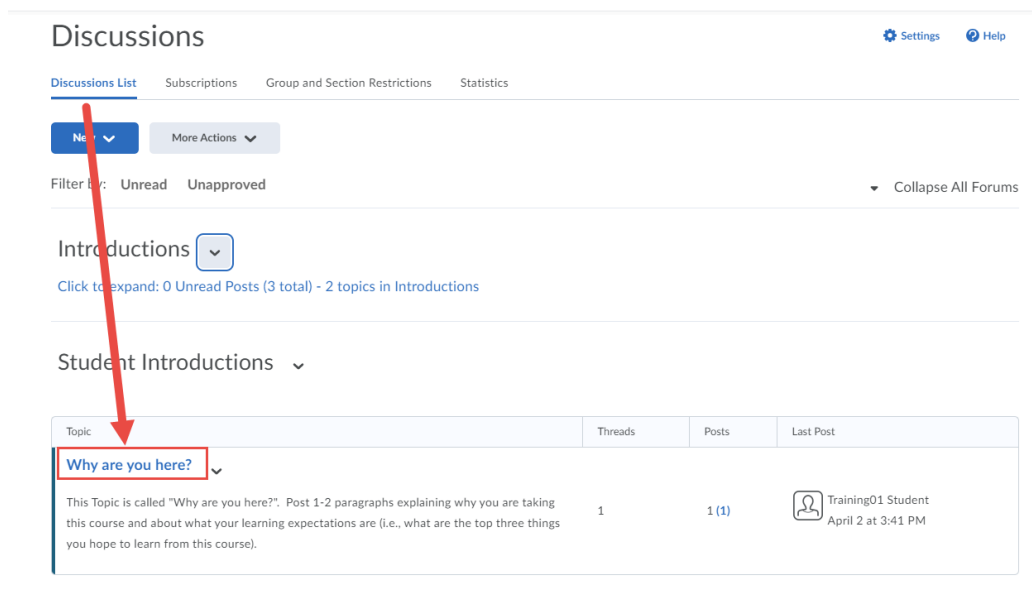


3. In the Forum drop-down, select the Forum you wish to move the Topic to. Click **Save and Close**.

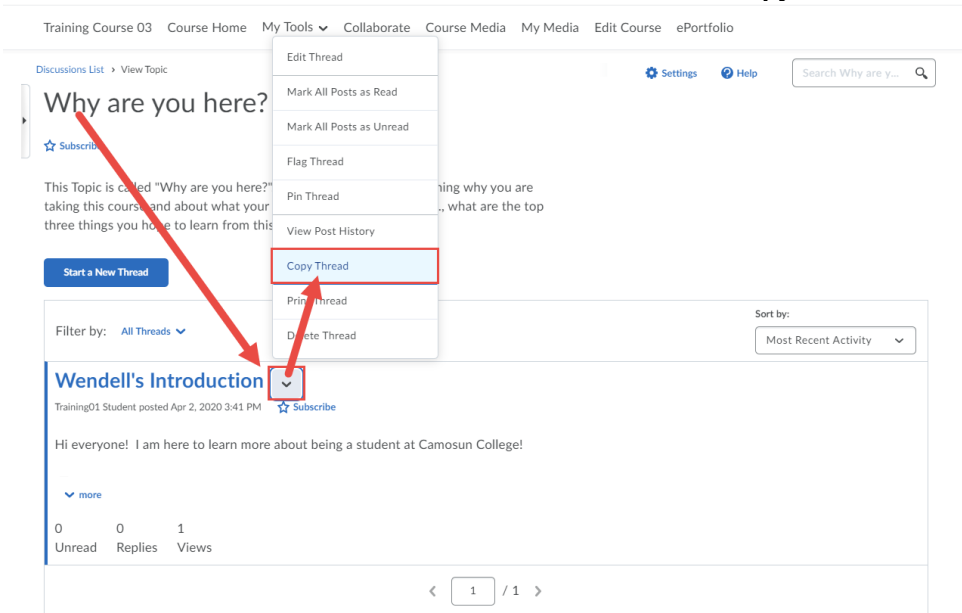


Steps for Moving a Thread

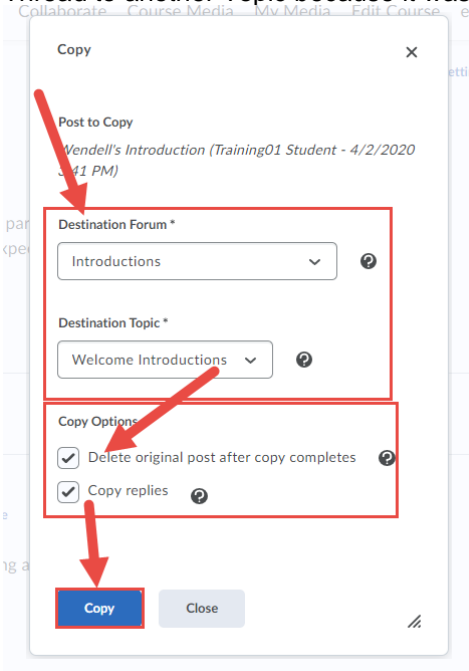
1. Go to the **Discussions** tool in your course.
2. Click on the title of the **Topic** containing the Thread you want to move.



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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