



Posting and Replying to a Discussion Topic in D2L – D2L Student Tutorial

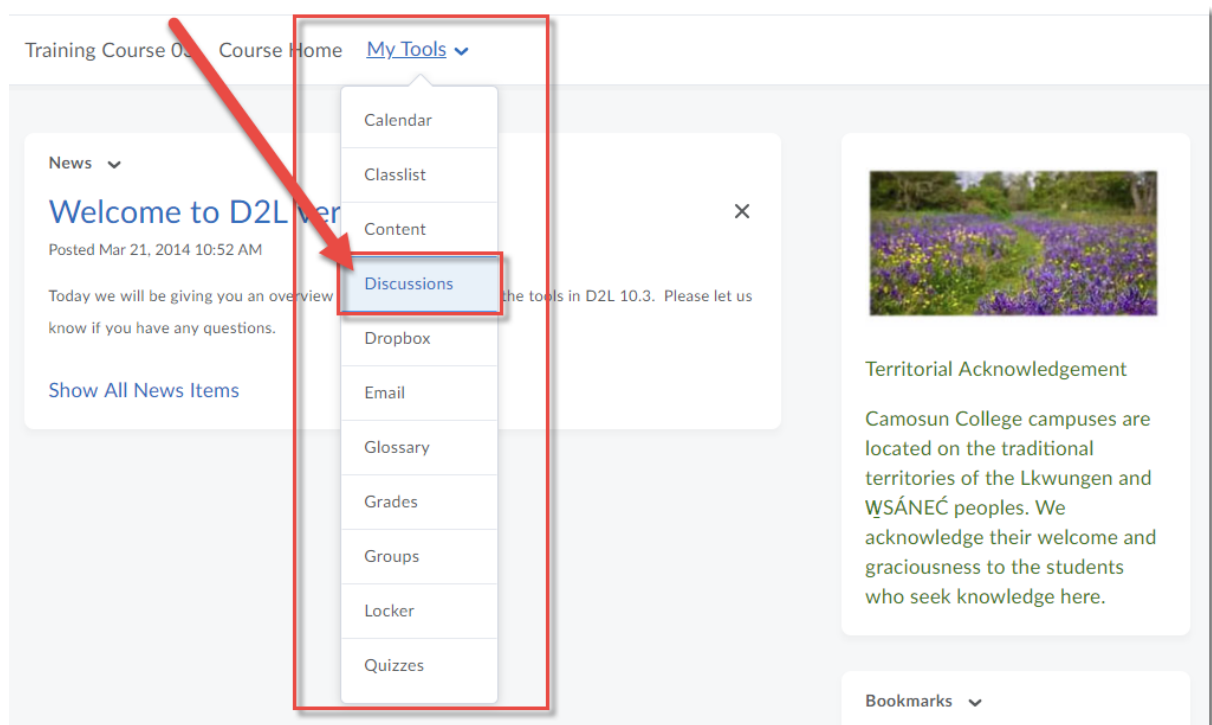
This tutorial is for students who have been asked by their instructor to use the **Discussions** tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

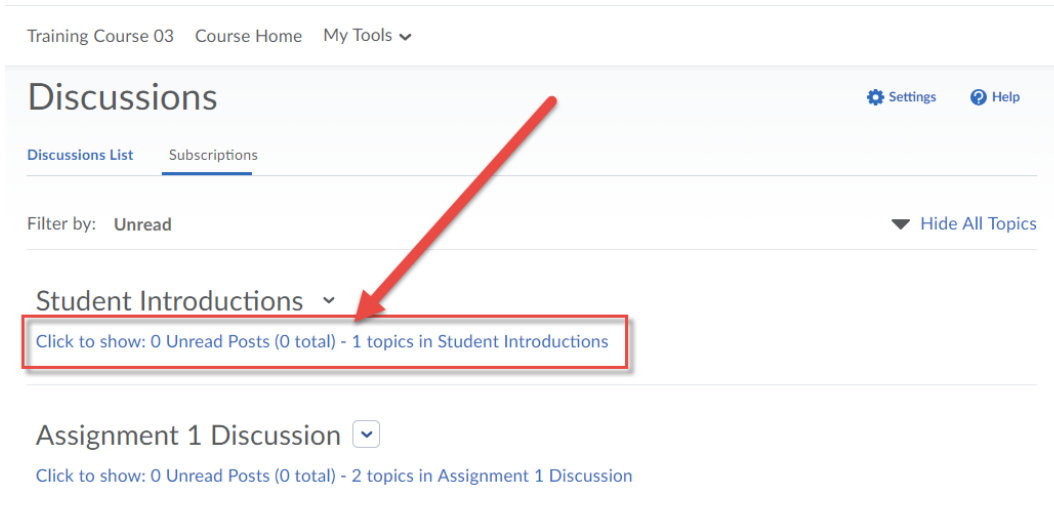
This tutorial will cover the steps involved with subscribing to a Discussion Topic so that you are emailed notifications whenever there is a post in that Topic.

Steps

1. Go to Camosun.ca, and log into D2L. Then go to your course site.
2. Click on the Tools drop-down menu for your course, and select **Discussions**. Note that you might also find **Discussions** on the navigation bar of your course if your instructor has placed it there.



3. Click on the “Click to show…” link to see a list of the Topics in the Forum you want to post to.



Training Course 03 Course Home My Tools ▾

Discussions

Settings Help

Discussions List Subscriptions

Filter by: Unread Hide All Topics

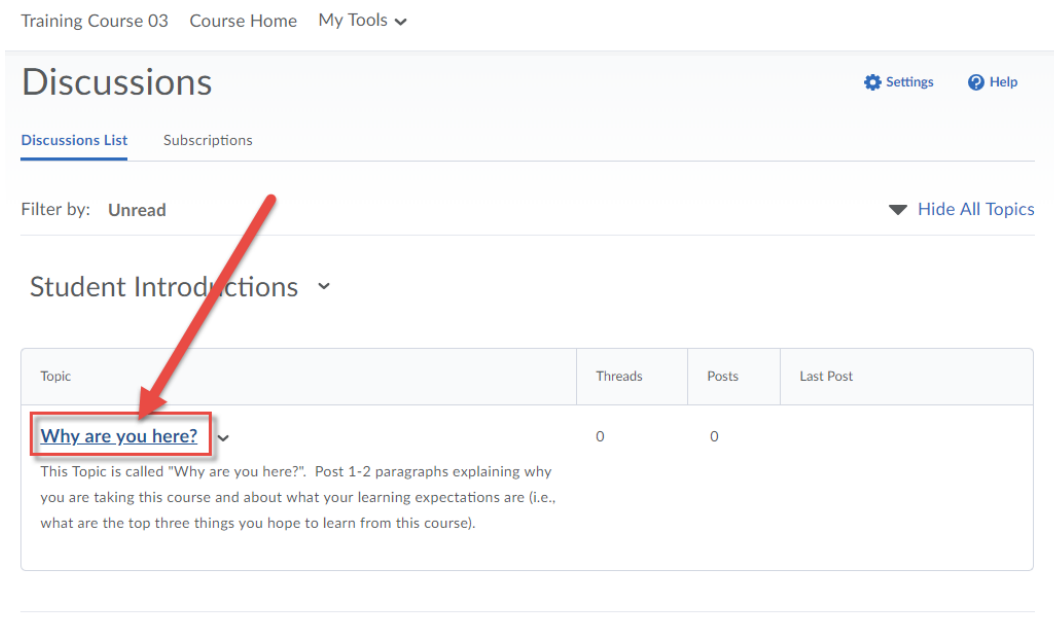
Student Introductions ▾

[Click to show: 0 Unread Posts \(0 total\) - 1 topics in Student Introductions](#)

Assignment 1 Discussion ▾

[Click to show: 0 Unread Posts \(0 total\) - 2 topics in Assignment 1 Discussion](#)

4. Click the title of the Topic you wish to post to.



Training Course 03 Course Home My Tools ▾

Discussions

Settings Help

Discussions List Subscriptions

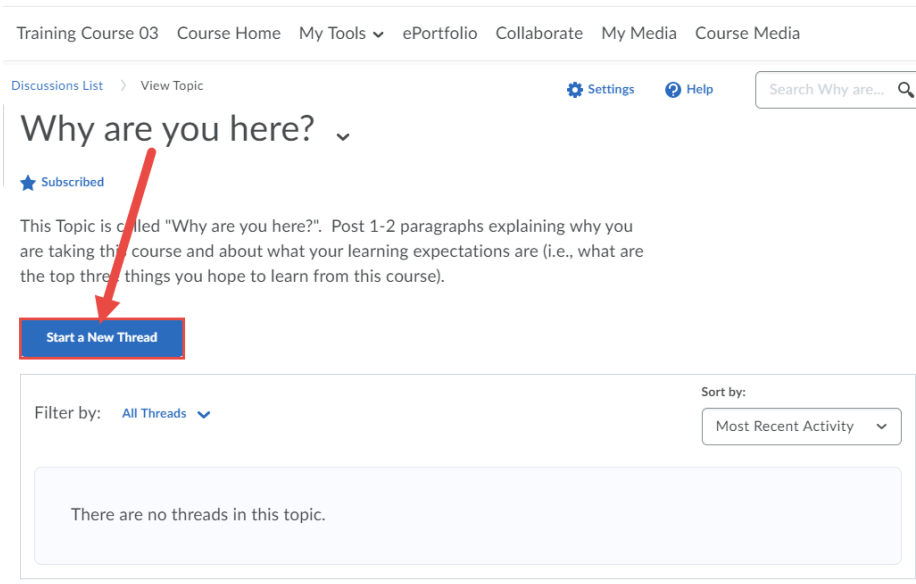
Filter by: Unread Hide All Topics

Student Introductions ▾

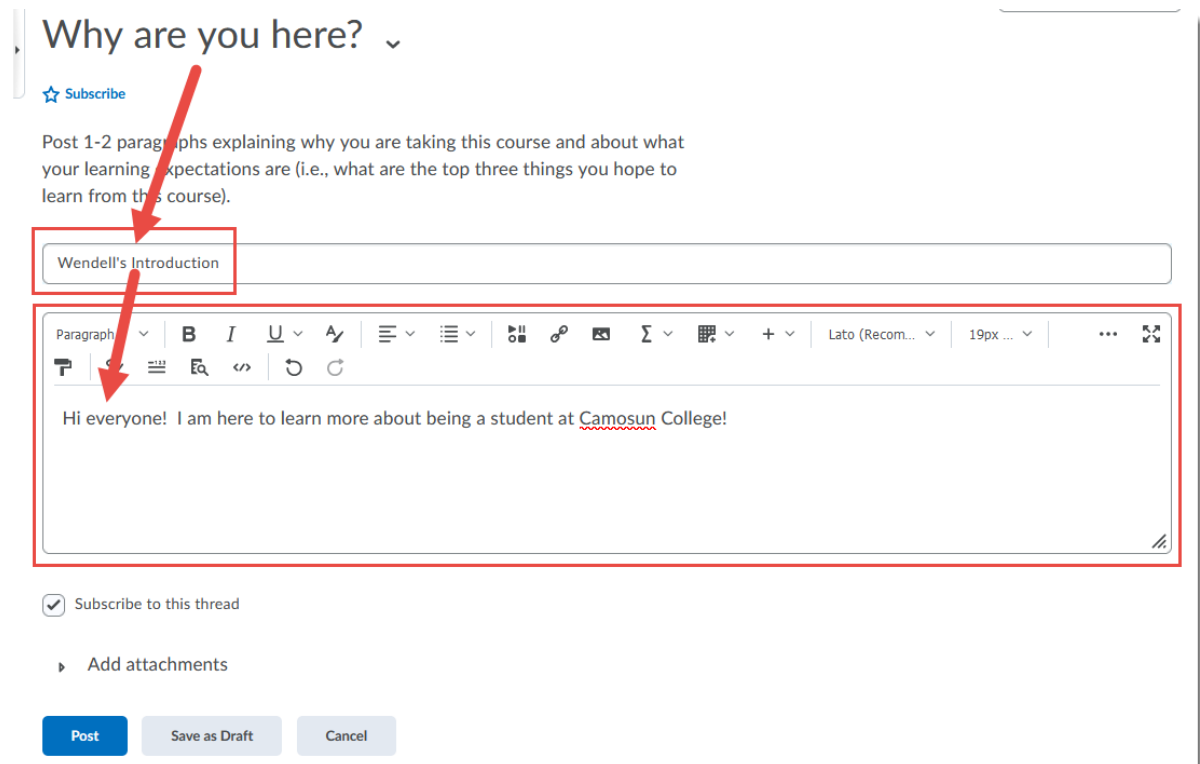
Topic	Threads	Posts	Last Post
Why are you here? ▾ This Topic is called "Why are you here?". Post 1-2 paragraphs explaining why you are taking this course and about what your learning expectations are (i.e., what are the top three things you hope to learn from this course).	0	0	



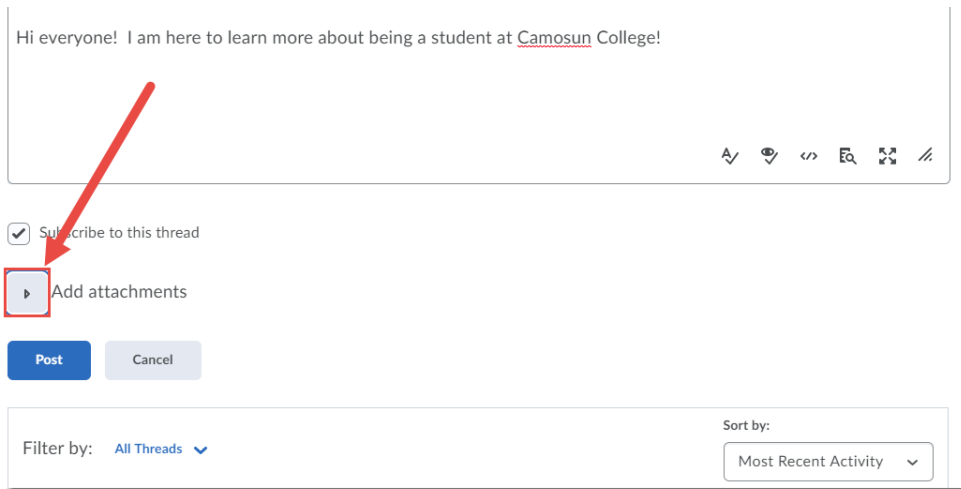
5. Click **Start a New Thread**.



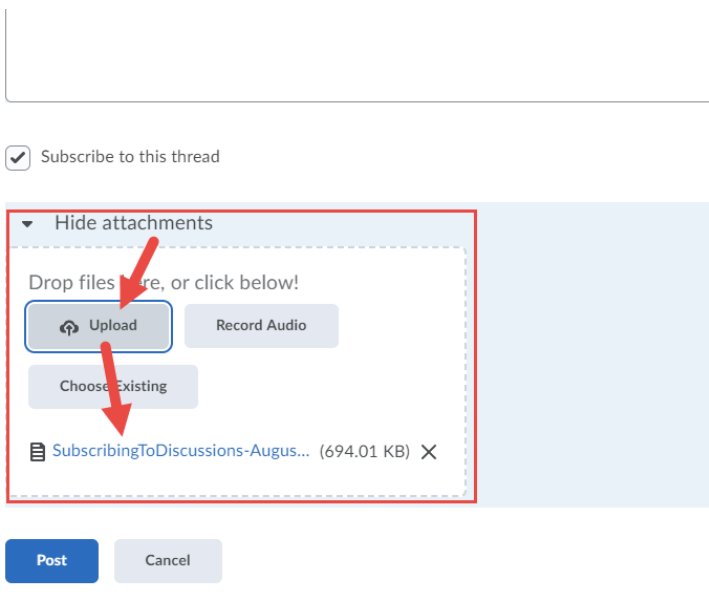
6. Give your post a **Subject** in the **Enter a subject** field – think about what will make the most sense to your instructor and fellow students because the Subject is the first thing they will see of your post. Add your post into the post box, following the instructions provided by your instructor. You can embed a video from Kaltura or YouTube by using **Insert Stuff** (the play button on the top, left) or insert an image using **Insert Image** (the camera icon at the top left).



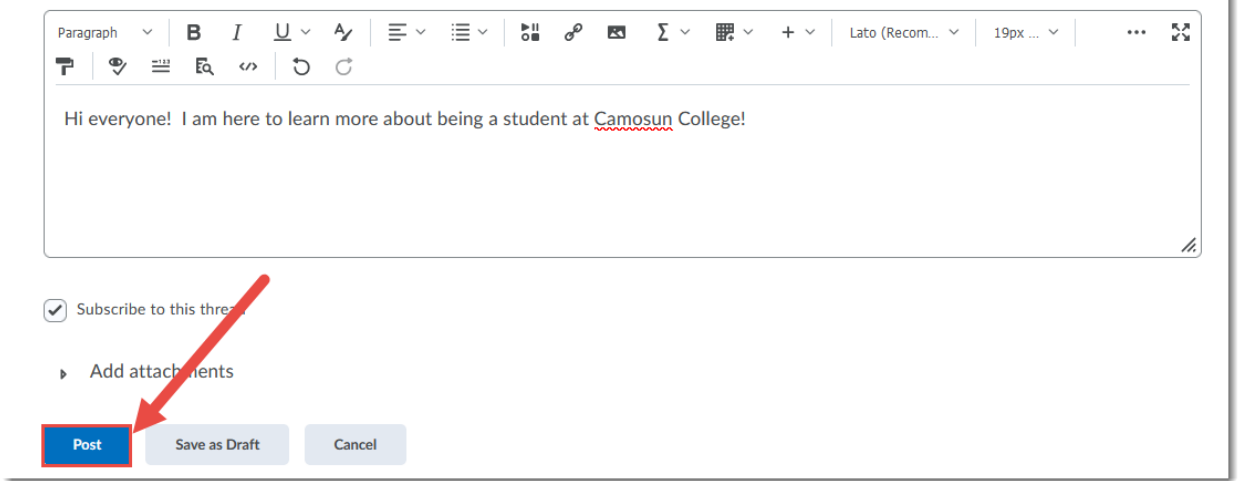
7. Add attachments if needed by scrolling down below the Post box, and clicking **Add attachments**.



Click **Upload**, and find the file you want to attach on your computer. It will then appear in the attachment box.

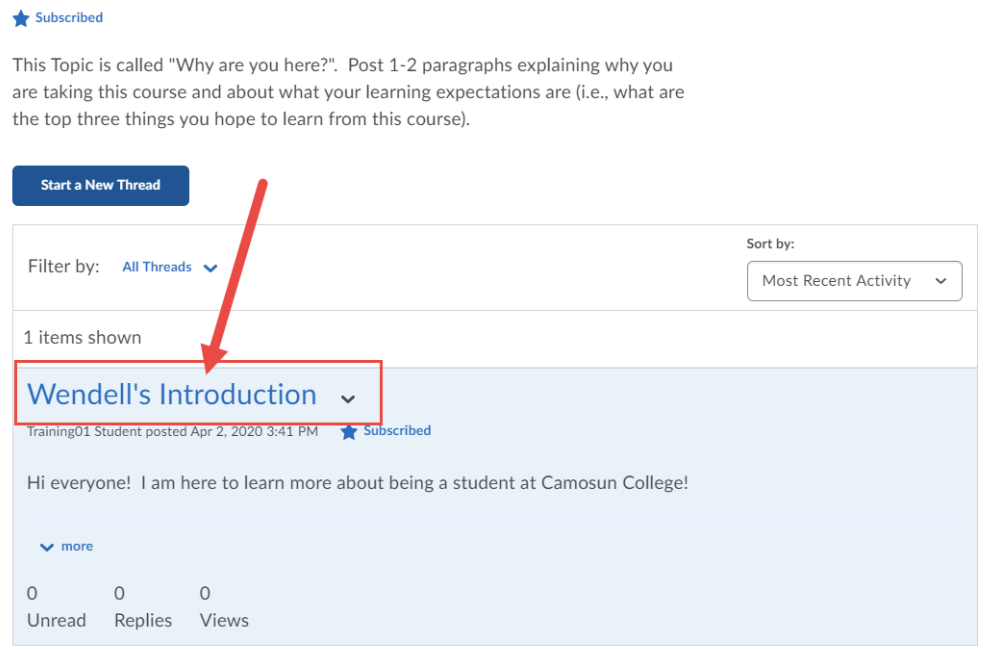


8. Click **Post**.



A screenshot of a text editor interface. At the top, there is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color (A), List, Indent, Link, Unlink, Table, and other icons. Below the toolbar, the text reads: "Hi everyone! I am here to learn more about being a student at Camosun College!". Below the text area, there is a checkbox labeled "Subscribe to this thread" which is checked. Below that is a link "Add attachments". At the bottom, there are three buttons: "Post" (highlighted with a red box and a red arrow), "Save as Draft", and "Cancel".

9. To **Reply** to someone else's post, go back into the **Topic**, and click on the title of someone's post.



A screenshot of a forum thread. At the top left, there is a blue star icon and the text "Subscribed". Below that, the text reads: "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).". Below this text is a blue button labeled "Start a New Thread". Below the button is a filter section with "Filter by: All Threads" and a "Sort by: Most Recent Activity" dropdown. Below the filter section, it says "1 items shown". Below that, there is a blue box containing the title "Wendell's Introduction" with a dropdown arrow, which is highlighted with a red box and a red arrow. Below the title, it says "Training01 Student posted Apr 2, 2020 3:41 PM" and "Subscribed". Below that, the text reads: "Hi everyone! I am here to learn more about being a student at Camosun College!". Below the text, there is a "more" link. At the bottom, there are three columns of numbers: "0 Unread", "0 Replies", and "0 Views".



10. Click **Reply to Thread**.

The screenshot shows a discussion thread interface. At the top, there are navigation links: 'Discussions List', 'View Topic', and 'View Thread'. On the right, there are 'Settings' and 'Help' icons, and a search box containing 'Wendell...'. The thread title is 'Wendell's Introduction' with a dropdown arrow. Below the title, it says 'Training01 Student posted Apr 2, 2020 3:41 PM' and 'Subscribed'. The main content of the thread is 'Hi everyone! I am here to learn more about being a student at Camosun College!' followed by an attachment 'SubscribingToDiscussions-A...' (694.01 KB). A red arrow points to a blue 'Reply to Thread' button located below the attachment. Below this, there is a filter section with 'Filter by: All Posts' and 'Show: Threaded'. A message box states 'There are no replies in this thread'. At the bottom, another blue 'Reply to Thread' button is visible.

11. Write your reply message, and click Post.

The screenshot shows the reply composition interface. The thread title 'Wendell's Introduction' is at the top. The main content of the thread is visible: 'Hi everyone! I am here to learn more about being a student at Camosun College!' and the attachment 'SubscribingToDiscussions-A...' (694.01 KB). Below this is a text input field containing 'Hi Wendell - nice to meet you!'. A red arrow points to this text. Below the text field is a rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, and underline. Below the toolbar, there is a preview area showing '<<< Replied to post below >>>' and 'Authored by: Training01 Student'. Below the preview, there is a checked checkbox for 'Subscribe to this thread' and a section for 'Add Attachments'. At the bottom, there are two buttons: a blue 'Post' button and a grey 'Cancel' button. A red arrow points to the 'Post' button.

