



## Saving Discussion Postings – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Discussions tool in D2L, as well as how to print files to PDF and download files to their computer. 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 save copies of student discussion postings to your computer.

### Steps

1. Go to your course homepage.
2. Go to the **Discussions** tool in your course.
3. Click on the title of the **Topic** containing the discussion postings you want to print. From here, you can either print individual Threads or print all the threads in the entire Topic. This second option is NOT recommended as the print screen will not sort the postings by Thread, but rather by date posted. So, for the purposes of this tutorial, we will print individual Threads.

Topic	Threads	Posts	Last Post
<b>All about me...</b>	3	11 (4)	Training09 Teacher May 15, 2014 11:22 AM
<b>Why are you here?</b>	9	28 (1)	 Jun 21, 2017 3:22 PM



- Click on the title of the **Thread** you want to print.

Training Course 01 Course Home My Tools Edit Course

Discussions List View Topic Settings Help Search All about me.

All about me...  
Subscribe  
Show Description  
Start a New Thread

Filter by: All Threads Sort by: Oldest Thread

**Student 01 Introduction** (highlighted with a red box and a red arrow pointing to it)  
Training01 Student posted Apr 30, 2014 6:36 PM  
This is student 01 making my introduction!  
0 Unread 2 Replies 14 Views  
Last post May 2, 2014 2:36 PM by Training01 Student

**Student 02 Introduction**  
Training02 Student posted Apr 30, 2014 6:37 PM  
Hi! I'm Student 02.  
0 Unread 2 Replies 10 Views  
Last post May 5, 2014 11:25 AM by Training01 Teacher

- Click on the drop-down menu (down arrow) next to the Thread title, and select **Print Thread**.

Discussions List View Topic Settings Help Search All about me.

All about me...  
Subscribe  
Show Description  
Start a New Thread

Filter by: All Threads Sort by: Oldest Thread

**Student 01 Introduction** (highlighted with a red box and a red arrow pointing to its drop-down menu)  
Training01 Student posted Apr 30, 2014 6:36 PM  
This is student 01 making my introduction!  
0 Unread 2 Replies 15 Views  
Last post May 2, 2014 2:36 PM by Training01 Student

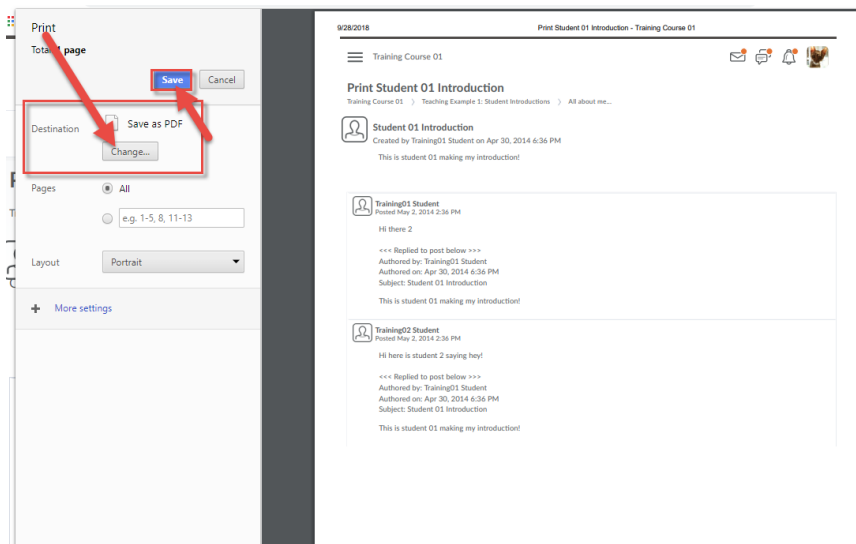
**Student 02 Introduction**  
Training02 Student posted Apr 30, 2014 6:37 PM  
Hi! I'm Student 02.  
0 Unread 2 Replies 10 Views  
Last post May 5, 2014 11:25 AM by Training01 Teacher

**Introduction of Teacher**  
Training03 Teacher posted May 1, 2014 1:53 PM  
Hi there!

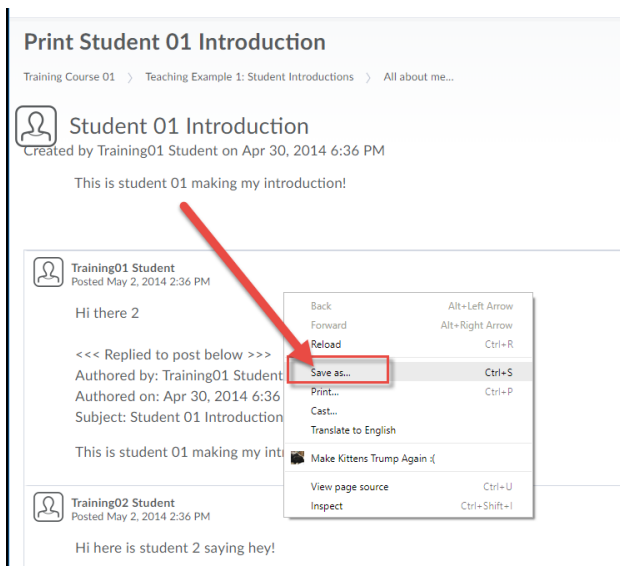
Drop-down menu for 'Student 01 Introduction':  
Edit Thread  
Mark All Posts as Read  
Mark All Posts as Unread  
Flag Thread  
Pin Thread  
View Post History  
Copy Thread  
**Print Thread** (highlighted with a red box)  
Delete Thread



- In the **Print** window that opens, you will then be able to print or save the thread postings to PDF (Click **Change...**, then use whatever the default for your computer is – in this case, “Save as PDF”) to save the file to your computer. Then click **Save** and save the PDF to your computer.



- If can also be able to save the Thread postings as an HTML file that you will then be able to copy and paste into WORD. To do this, open the Thread, then click your right mouse button, select **Save as...** and save the HTML file to your computer.



## Things to Remember

As outlined above, you can download discussion postings as PDFs, or as HTML files which you can copy and paste into WORD. **You cannot download discussion postings as a WORD document.**

Student posts will NOT copy to another course. And finally, because students lose access to their course sites 20 days after the end date of the course, you may advise them to also save their discussion posts if they want to keep them.



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