



Viewing Unread 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 only see unread discussion postings in a Discussion Topic.

Steps

1. Go to the **Discussions** tool in your course.
2. Next to **Filter by:**, click on **Unread**.

Training Course 01 Course Home My Tools Edit Course

Discussions

Settings Help

Discussions List Subscriptions Group and Section Restrictions Statistics

New More Actions

Filter by: **Unread** Unapproved Hide All Topics

Teaching Example 1: Student Introductions

Topic	Threads	Posts	Last Post
All about me... This Topic is called "All about me". Post a brief paragraph (1-2 screens max) introducing yourself to the class. For instance, you can tell the class about your hobbies and interests, likes and dislikes, what program you are in, etc... Click on Start a New Thread to post your introduction.	3	11 (4)	Training09 Teacher May 15, 2014 11:22 AM
Why are you here? Includes assessment.	9	28	Emily Schudel Jun 21, 2017 3:22 PM



- OR click on the title of the **Topic** you wish to view, then click on the drop-down menu next to **Filter by:**, and select **Unread**.

The screenshot shows a discussion forum interface. At the top, there are navigation links for 'Discussions List' and 'View Topic', along with 'Settings' and 'Help' icons, and a search bar. The main heading is 'All about me...'. Below this, there are options to 'Subscribe', 'Show Description', and a 'Start a New Thread' button. A red box highlights the 'Filter by:' dropdown menu, which is currently set to 'All Threads'. A red arrow points to the 'Unread' option in the dropdown menu. Below the filter menu, there are two discussion threads. The first thread is titled 'Student 01 Introduction' and has 0 unread, 2 replies, and 15 views. The second thread is titled 'Student 02 Introduction' and has 0 unread, 2 replies, and 10 views. The interface also includes a 'Sort by:' dropdown menu set to 'Oldest Thread'.

Things to Remember

Your filter choice will not be “remembered”, so next time you go into the **Discussions** tool, or into the Topic you filtered, all messages will appear and you will have to re-filter.



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