

## Create a discussion thread

The Discussions tool is a collaboration area to post, read and reply to threads on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

Note the following:

- Your instructor may choose to incorporate a word count as part of their assessment of your discussion posts. When enabled, a visual word count becomes visible in the Brightspace Editor for discussion posts. All words in a discussion post are counted, including filler words such as “the,” “if,” and “to.” The word count is dynamically displayed to you while you type in the Brightspace Editor (Discussions Reading View only) and it also appears next to posts you create in the Discussions Reading View and Grid View. You can view the word count for your posts only.
- When copying and pasting formatted content from other sources, the Brightspace Editor in the Discussions tool contains some limitations. For example, if you copy content from a document with APA formatting and paste it into a discussion thread, the formatting is not preserved. As a best practice for submitting assignments, D2L recommends using the Assignments tool. If you choose to use the Discussions tool, D2L recommends submitting documents as attachments in the tool, which preserves document formatting.

### To create a discussion thread

1. On the navbar, click **Discussions**.
2. Click the topic where you want to create a thread.
3. Click **Start a New Thread**.
4. Enter a subject.
5. Enter your post.
6. Set any of the following posting options:
  - To keep the thread at the top of the list, select **Pin Thread**.
  - To post anonymously, select **Post as Anonymous**.
  - To receive updates on the thread using your selected notification method, select **Subscribe to this thread**.
  - To attach a file, in the **Attachments** area, click **Browse** to locate the file that you want to attach.
  - To attach an audio recording, in the **Attachments** area, click **Record Audio > Record**. To make adjustments to your microphone selection and volume, click **Flash Settings**. To listen to your recording, click **Play**. To erase your recording, click **Clear**. If you have prerecorded audio and are using a supported browser, you can drag audio files onto the attachments upload target.
  - To attach a video recording, in the **Attachments** area, click **Record Video > Allow > Record**. When you finish recording, click **Stop**. To erase your recording, click **Clear**. To add the recording, click **Add**. If you have pre-recorded video and are using a supported browser, you can drag video files onto the attachments upload target.
  - To post your thread to more than one topic, click **Post to other topics**. Click **Add Topics**. Select the topics that you want your thread to appear in. To post in every topic simultaneously, select the **Select All** check box and then click **Add Topics**.

7. Click **Post**. If the topic is moderated, your post does not appear until a moderator approves it.

## View a discussion topic

If you are viewing a topic from the Discussions tool:

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, click on the name of the discussion topic. The properties of the discussion topic related to availability, locking information, and any other details set by an instructor, are listed directly below the name of the discussion topic.
3. From the **Filter by** drop-down list, select an option, by which you can sort the individual discussion posts.

If you are viewing a topic from the Content tool:

1. On the navbar, click **Content**.
2. Click on a module.
3. Click on the name of a discussion topic.  
Note: You cannot view the properties of the discussion topic when you view the topic using the Content tool.
4. From the **Filter by** drop-down list, select an option, by which you can sort the individual discussion posts.

## Reply to a discussion thread

1. On the navbar, click **Discussions**.
2. Locate the thread you want to reply to.
3. Do either of the following:
  - To reply to the main thread post, click **Reply to Thread**.
  - To reply to a particular post inside the thread or click **Reply**.
4. Enter your reply in the Brightspace Editor. To include the original post's text in your reply, click the **Add original post text** link. (If this option is already enabled by your course administrator, this message will not display.)
5. Set any of the following options:
  - To post anonymously, select **Post as Anonymous**.
  - To receive updates on the thread using your selected notification method, select **Subscribe to this thread**.
  - To attach a file, in the **Attachments** area, click **Browse** to locate the file you want to attach.
  - To attach an audio recording, in the **Attachments** area, click **Record Audio > Record**. To make adjustments to your microphone selection and volume, click **Flash Settings**. To listen to your recording, click **Play**. To erase your recording, click **Clear**. If you have pre-recorded audio and are using a supported browser, you can drag audio files onto the attachments upload target.
  - To attach a video recording, in the **Attachments** area, click **Record Video > Allow > Record**. When you finish recording, click **Stop**. Click **Clear** to erase your recording or **Add** to add the recording. If you have pre-recorded video and are

using a supported browser, you can drag video files onto the attachments upload target.

6. Click **Post**.

## Change discussion settings

1. On the navbar, click **Discussions**.
2. On the **Discussions List** page, click **Settings**.
3. Do any of the following:
  - To show topics in the View Topic and View Thread pages, select the **Always show the Discussions List pane** check box.
  - To hide topics in the View Topic and View Thread pages, clear the **Always show the Discussions List pane** check box.
  - To automatically include the original post when replying, select the **Reply Settings** check box.
4. Click **Save**.

## Subscribe to a discussion

1. On the navbar, click **Discussions**.
2. Do either of the following:
  - On the **Discussions List** page, from the context menu of the forum or topic you want to receive notifications of new posts for, click **Subscribe**.
  - On the **View Topics** page, beside the thread you want to receive notifications for, click **Subscribe**.
3. In the **Customize Notifications** pop-up window, select your **Notification Method**. If you do not have an email address set up in your user profile to receive notifications, in the **Customize Notifications** pop-up window, click the **Add an email address in a new window** link. Click the **Enable email notifications** link, then set your email preferences in the **Email Settings** pop-up window. Click **Save**.
4. Click **Subscribe**.

## Unsubscribe from a discussion

1. On the navbar, click **Discussions**.
2. Do either of the following:
  - From the context menu of the forum or topic you are subscribed to, click **Unsubscribe**.
  - Beside a thread you are subscribed to, click **Subscribed**.
3. In the confirmation pop-up window, click **Yes**.