DISCUSSIONS OVERVIEW - STUDENT GUIDE

To access Discussions, select Collaboration from the course navigation bar and then click on Discussions.

Discussions are your course message boards that are organized into forums and topics by your instructor.

- **Forums** are the main folder where discussion topics reside.
- **Topics** reside inside a forum. Discussion postings (threads) are made to topics.
- Click on **Settings** to choose your layout options (Reading view or Grid view). In Reading view, the full text of every post displays once you click on a thread. In Grid view, a list of posts appear at the top of the page, showing the subject, author and date of each post. Click on a subject line to read the post.

**Note:** You can only create threads or reply to threads within topics, not forums. Click on a topic name to view and reply to messages.
HOW TO CREATE A NEW THREAD (POST)

1. To make a new post, click on the topic and then click **Start a New Thread**.
2. Enter a subject and a message (post). You can add video, images and links via the tools on the HTML editor tools. Click on **Add attachments**, to attached files or record audio.
3. If you would like to receive updates on the thread via your selected notification settings (email), select **Subscribe to this thread**.
4. When you are done, click **Post**.

If the topic is moderated, your post will not appear until your instructor approves it. Moderated topics will display a Moderated beside the topic name in Discussions List. Inside the topic, all threads track how many Unapproved replies each thread contains. Inside the thread, any posts requiring approval display a Approve Post in the subject header.

If a topic is assessible, and has one or more rubrics attached to it, you will see a Rubrics section in the collapsible Discussions area at the top of the topic that contains links to any rubrics associated with the topic. To preview the expectations for the topic, click on the rubric. It will open in a pop-up window.

Note: The rubric does not display any personalized feedback or results.
HOW TO REPLY TO A THREAD (POST)

1. Click on the thread that you want to reply to.

2. Click on **Reply to Thread** to reply to the main thread post or click 👈 to reply to a particular post inside the thread.

3. Enter a subject and message.

4. Click **Post**.

HOW TO HIDE FORUM AND/OR TOPICS

1. From the Discussions List, select **Hide All Topics** or **Hide Topics within a forum**.
ADDITIONAL FUNCTIONS

For additional functions, from a discussion topic’s dropdown menu, you can choose to mark a thread as read or unread, flag a thread (to make it easier to find later on or print a thread) or print a thread.

SUBSCRIPTIONS

You can subscribe to a forum, topic or thread. Depending upon how your notifications are set up, notifications/alerts may be sent to your email.

Forum subscription - from the dropdown menu next to the forum, select Subscribe.

Topic subscription - from the dropdown menu next to the topic, select Subscribe.

Thread subscription - From the thread, select Subscribe.
HOW TO VIEW SUBSCRIPTIONS

To view your subscriptions, from the Discussion List page click **Subscriptions**.

HOW TO UNSUBSCRIBE

**Forum subscription** - from the dropdown menu next to the forum, select **Unsubscribe**.

**Topic subscription** - from the dropdown menu next to the topic, select **Unsubscribe**.

**Thread subscription** - From the thread, select **Unsubscribe**.

SET UP NOTIFICATIONS

Set up your personal notifications so that you receive email notifications for new posts in a forum, topic or thread that you subscribe to.