



iLearn: Reply to a Discussion Thread

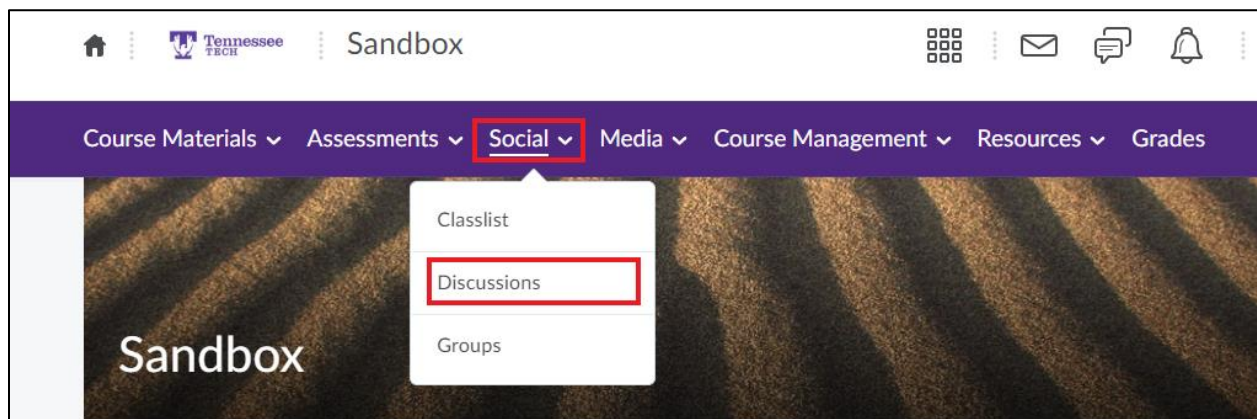
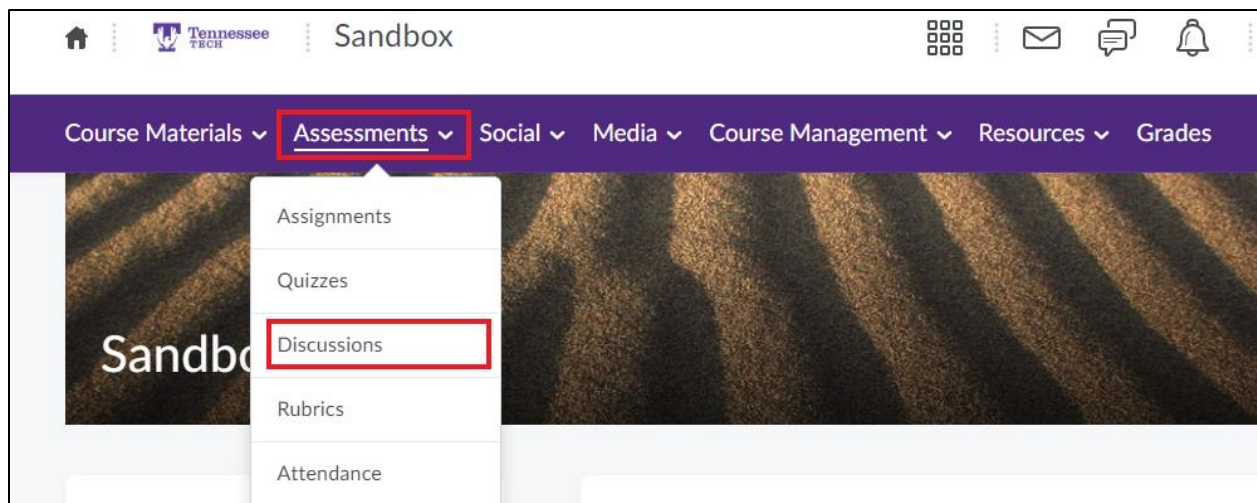
Center for Innovation in Teaching and Learning

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.

****Important:** When copying and pasting formatted content from other sources, the HTML 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 Reply to a Discussion Thread:

- On the navbar, click either **Assessments** or **Social**.
- On the drop-down menu, click on **Discussions**.





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- Locate the thread you want to reply to.
- Do either of the following:
 - To reply to the main thread post, click **Start a New Thread**.

What are your goals? ▾

☆ Subscribe

Start a New Thread

Filter by: All Threads ▾

Sort by: Most Recent Activity ▾

- To reply to a particular post inside the thread, click **on the title of the post you want to respond to**.

Filter by: All Threads ▾

Sort by: Most Recent Activity ▾

Future Goals ▾

Natalie Whitaker posted Oct 6, 2020 12:51 PM ☆ Subscribed

Here is an example of a discussion post.

0 0 0
Unread Replies Views

< 1 / 1 >

- Once on that thread, click **Reply to Thread**.

Here is an example of a discussion post.

Reply to Thread

Filter by: All Posts ▾ | Clear filters

Show: Oldest First ▾

- Enter your reply in the HTML 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.)
- Set any of the following options:



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- To receive updates on the thread, select **Subscribe to this Thread**.
- To attach a file, in the **Attachments** area, click **Browse** to locate the file you want to attach.

TYPE HERE |

Pin thread Subscribe to this thread

▶ Add attachments

Post to: Ice Breaker > What are your goals?

▶ Post to other topics

Post Cancel

- To attach an audio recording, in the **Attachments** area, click **Record Audio > Record**
 - To adjust your microphone, 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

Pin thread Subscribe to this thread

▼ Hide attachments

Drop files here, or click below!

Upload Record

Choose Existing Record Video Record Audio

Post to: Ice Breaker > What are your goals?

▶ Post to other topics

Post Cancel

- To attach a video recording, in the **Attachments** area, click **Record > Video > Allow > Record**



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- When you finish recording, click **Stop**
- To erase your video recording, click **Clear**

- To add your video recording, click **Add**
- If you have pre-recorded video and are using a supported browser, you can drag audio files onto the attachments upload target

The screenshot shows the iLearn interface for replying to a discussion thread. At the top, there are checkboxes for "Pin thread" (unchecked) and "Subscribe to this thread" (checked). Below this is a "Hide attachments" dropdown menu. The main area is a dashed box containing the text "Drop files here, or click below!". Inside this box are three buttons: "Upload", "Record" (highlighted with a red box), and "Choose Existing". A dropdown menu is open from the "Record" button, showing three options: "Record Video" (highlighted with a red box), "Record Audio", and "Record Video". Below the dashed box, there is a "Post to: Ice Breaker > What are your goals?" section with a "Post to other topics" link. At the bottom are "Post" and "Cancel" buttons.

- Click **Post**

The screenshot shows the iLearn interface for replying to a discussion thread. At the top is a rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, and background color. Below the toolbar is a text area with the placeholder "TYPE HERE |". Below the text area are checkboxes for "Pin thread" (unchecked) and "Subscribe to this thread" (checked). Below this is an "Add attachments" link. The "Post to: Ice Breaker > What are your goals?" section is visible, with a "Post to other topics" link. At the bottom are "Post" and "Cancel" buttons, with the "Post" button highlighted by a red box.