



iLearn: Reply to a Discussion Thread

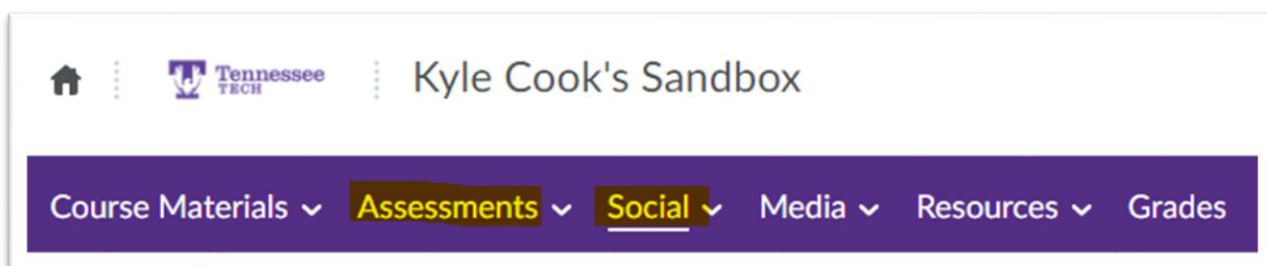
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The **Discussions** tool is a collaboration area to post, read and reply to threads on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

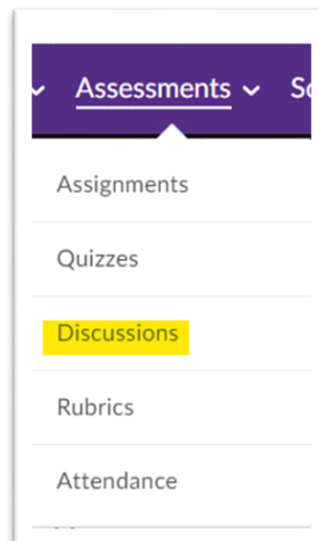
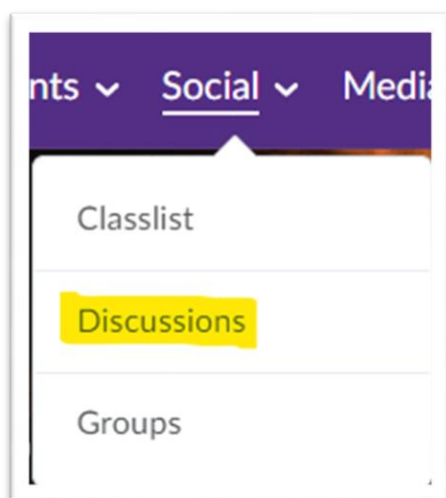
****Important:** When copying and pasting formatted content from other sources, the HTML Editor in the Discussions tool contains some limitations. For example, if you copy content from a document with APA formatting and paste it into a discussion thread, the formatting is not preserved. As a best practice 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**.

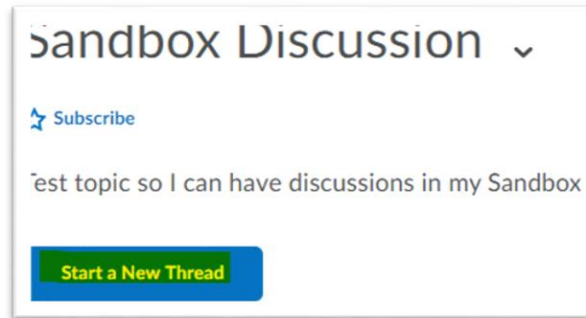




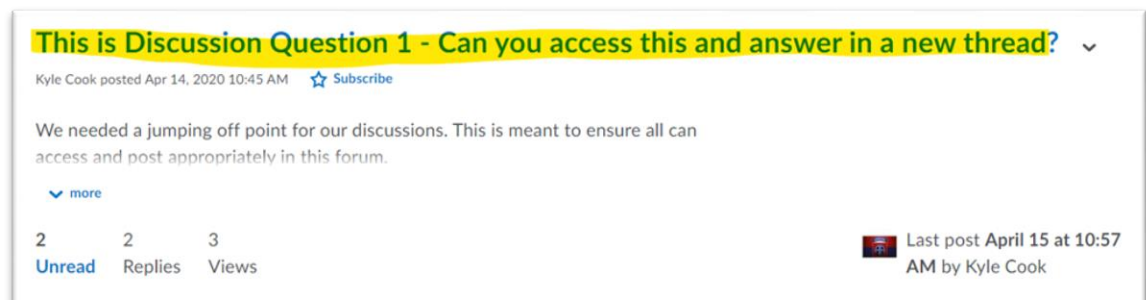
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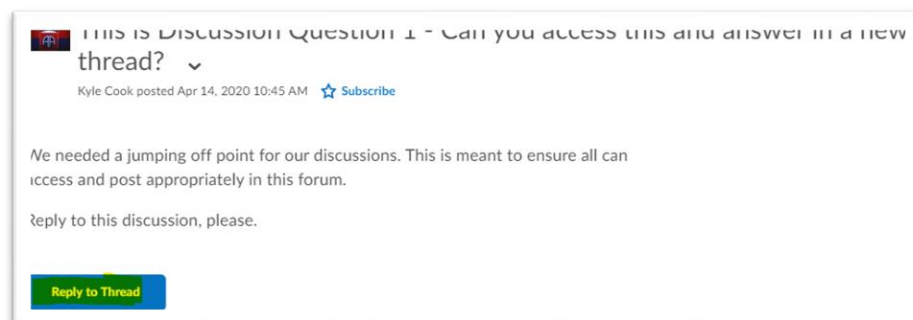
- Locate the thread you want to reply to.
- Do either of the following:
 - To reply to the main thread post, click **Start a New Thread**.



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



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



- 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:
 - To receive updates on the thread, select **Subscribe to this Thread**.



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- 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 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

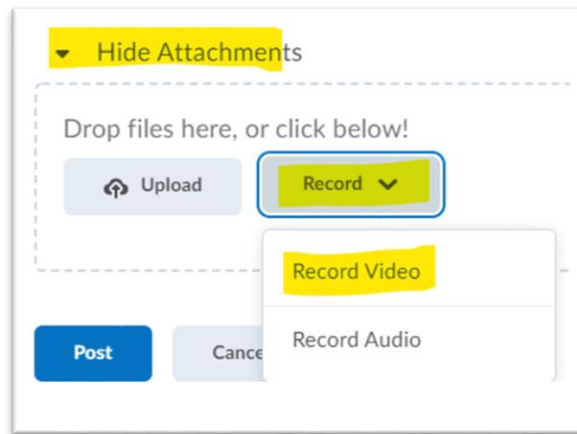
- To attach a video recording, in the Attachments area, click **Record Video > Allow > Record**
 - When you finish recording, click **Stop**
 - To erase your video recording, click **Clear**
 - To add your video recording, click **Add**



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- If you have pre-recorded video and are using a supported browser, you can drag audio files onto the attachments upload target



- Click **Post**

