D2L Brightspace:  
HOW TO POST AND REPLY TO A DISCUSSION BOARD

The Discussion Board area is a course collaboration tool where students and faculty can post, read and reply to messages on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

To access the Discussions tool:

1. After entering D2L Brightspace through Panther Central, select your class from the “My Courses” widget.
2. Click Assignments on the navigation bar.
3. Click Discussions.

To post a message in Discussions:

1. Click on the blue hyperlink of the topic where you want to post a message.
2. Click “Start a New Thread” in the upper left corner of the screen.
3. Enter a Subject.
4. Enter your Message.
5. Click the Spell Checker icon to check for misspellings.
6. (Optional) Select Subscribe to this thread to receive updates on the thread via your selected notification method.
7. (Optional) Click Add attachments to locate a file you want to attach. You can attach as many files as you want.
8. Click “Post” in the lower left corner of the screen to submit your message to the discussion board for your teacher and classmates to see.

To reply to a message in a Discussion Board:

1. Locate the message you want to reply to.
2. Click on this message to open it, and then click “Reply to Thread” in the upper left corner of the screen.
3. Enter your reply in the Message field, similar to posting.
4. Click “Post” in the lower left corner of the screen.

Note: Users can change or delete their own posts. Discussion posts are read by the entire class (students and faculty).