

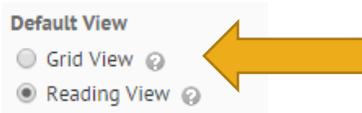
In the *Discussion* tool in a course, your instructor may create topics for discussion. Students can respond to the topic, reply to messages from classmates, and view all of their classmates' responses. Instructors may also post topics for small group discussion.

**NOTE:** The following guide uses images and descriptions with the *Discussion* board in Grid View (the default) instead of Reading View, which is another viewing option. You are able to switch this setting by:

1. Access your course, click the **Discussions** tab, and select **Settings** on the right side of the screen.



2. Select the **radio button** next to your preferred view setting under *Default View* and click **Save**.



## Post New Thread

To post to a discussion:

1. Access your course and click the **Discussions** tab.
2. Click the blue topic title to view the discussion and read any instructions about the post
3. Select **Start a New Thread**.  
**NOTE:** Some professors may require you to write a post before you can see what other students have posted on the discussion board.
4. Enter a title for the post in the *Subject* text box.
5. Compose your message in the text box. Use the features in the text editor to change the typeface, font color, size, etc.  
**TIP:** Create your post in Microsoft Word and paste into the text box. You may lose work in D2L if you are on a page too long before submitting your post.
6. Click **Add a File** beneath the text box if you need to add an attachment and select **Upload**, navigate to and highlight the file, and click **Open**.
7. Click **Post** when the post is complete.

## Reply

1. Select the desired discussion board from the *Discussion List*.
2. Click the **name** of the post to read the content.
3. Select **Reply** within the post to compose a response.
4. Create the response, adding any necessary attachments, and click **Post**.