

Brightspace Discussions

Learn how to use the Discussions tool to find Discussions, understand how Discussions are organized in Forums and Topics, read and post messages, respond to messages, and read feedback to your posts.

Access Discussions

Click on **Communication > Discussions** in the navigation bar. This will show you a list of all of the discussions to which you have access.

If you're working on a project with a group, your instructor might create a discussion forum or topic just for your group.

Discussions

[Settings](#) [Help](#)

[Discussions List](#) [Subscriptions](#)

Filter by: **Unread** [Hide All Topics](#)

Module 1 ▾

Topic	Threads	Posts	Last Post
Introductions ▾ Please introduce yourself here.	4	11 (1)	 Arien Crosby Nov 23, 2015 12:20 PM

Your favourite book ▾

Topic	Threads	Posts	Last Post
Make a suggestion! ▾	2	2 (2)	 Arien Crosby Jan 18, 2016 11:44 AM

Forums and Topics

Discussions are organized into two main levels:

Forums: These might often correspond with other organizational units within the course. For example, your instructor might create a forum for each week or module of your course, or for major projects or assignments.

Topics: Within forums, there are Topics. You might have a Discussion Topic for that week's discussions about the readings. Or you might have one for an assignment.

Posting Messages

Within topics, you can make posts, or respond to what other people have posted. Say that you need to introduce yourself as part of the syllabus for Module 1.

1. Click on the topic
2. Click *Start a New Thread*; the **Compose** screen will appear



3. The **New Post** screen contains the **Brightspace Editor** with all the usual composition options: you can insert pictures or media, create links to external websites, format text with bold, italics or underline, use text justification or lists, change font face, size or colour, or insert equations or tables

New Post Details

Subject

Post

Paragraph ▾ | **B** *I* U ▾ | *A* | ▮ ▮ ▮ ▾ | ▮ ▮ ▮ ▾ | 🎧 🔗 + ▾ | ⋮ 🗑

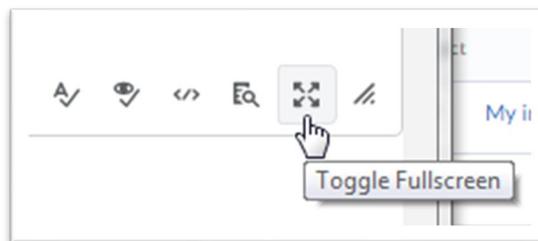
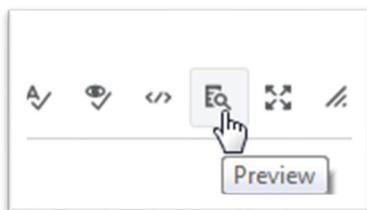
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Post Options

Post Save as Draft Cancel

4. If you can't see everything, click the ellipsis to show the missing options on the next line
5. You can enter a subject and then enter your text in the box below
6. You can also **Preview** your text as it will appear when posted, or toggle the entry box to full-screen mode



7. Clicking the **Subscribe to this thread** box will allow you to get updates any time someone posts a new message in response to the same thread
8. Under **Attachments**, you can attach a file to your message. You can:
 - a. upload a file from your harddrive (**Add a File > My Computer**)
 - b. select a file from your file locker (or, if this is for a group assignment, from a group locker – **Add a File > My Locker** or **Group Locker**)

- c. record a response directly into Brightspace (**Record Audio** – requires Flash)
9. To post your message, click **Post**

Respond to a Message

Responding to a **Message** in a Discussion is easy.

1. Click on the topic title to open the topic
2. Click on the message title

 Mark Unread  Print

<input type="checkbox"/>				Subject
<input type="checkbox"/>				▼ My introduction
<input type="checkbox"/>				▼ My introduction

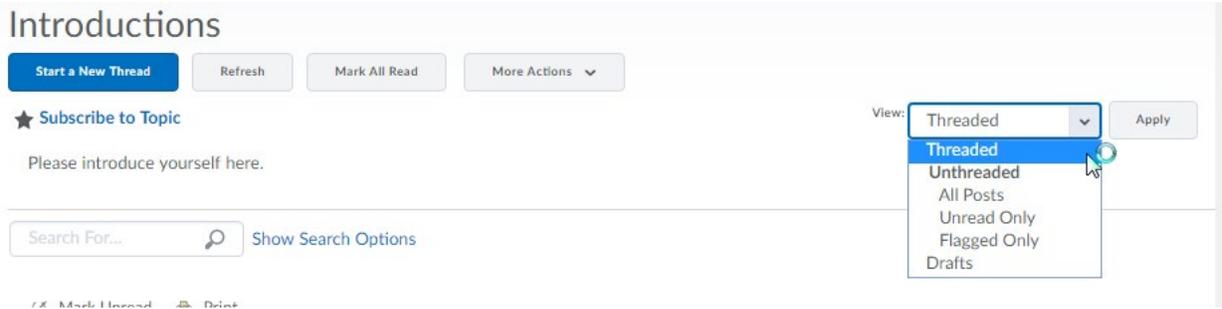
Click **Reply**; the Reply window will appear

- a. Type your message in the entry field, just like when you're writing an original message; you can add a file or record an audio response
- b. When you're done, just click **Post**
- c. Your message response shows up underneath the original thread.

Sorting Messages

You can sort messages in a number of different ways.

Use the Show menu to view them threaded, sort by date, author name, or subject, or choose to show posts with file attachments first. Click **Apply** to apply your choice.

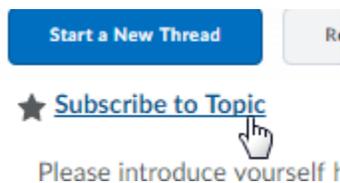


The default view for discussions in Brightspace is Threaded.

A thread consists of the original message and all the replies to that message. In Threaded view, a reply will be indented, and the reply to the reply will be indented again, as you can see here.

<input type="checkbox"/>				Subject	Authored By	Date
<input type="checkbox"/>				▼ My introduction	Jane Student	Mar 18, 2014 11:06 AM
<input type="checkbox"/>				▼ My introduction	Jane Student	Mar 18, 2014 11:08 AM
<input type="checkbox"/>				My introduction	Arien Crossby	Nov 23, 2015 12:20 PM
<input type="checkbox"/>				▼ This is my introduction	Jane Student	Apr 5, 2013 10:46 AM
<input type="checkbox"/>				▼ This is my introduction	Jane Student	Mar 17, 2014 3:52 PM
<input type="checkbox"/>				This is my introduction	Jane Student	Mar 17, 2014 3:52 PM
<input type="checkbox"/>				▼ Introduction from the instructor	Arien Crossby	Feb 28, 2013 2:08 PM

You can subscribe to responses to this thread by clicking on **Subscribe to Topic**. Click it again to unsubscribe.



You can also search within a thread using a keyword, or click the arrows to move to the next thread in the topic.

  [Show Search Options](#)

Notifications

Any time there have been new messages posted in a Discussion since the last time you logged in, you'll automatically get a notification in the Updates widget on your Course Home page (if your instructor has enabled this widget), as well as the Update Alerts icon at the top of the page.

