Daylight Discussions Student Guide

Accessing Discussion Tool

To access **Discussion** tool, click **Communication** group links and select **Discussions**

Announcements

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Discussions

⚙ Settings   ❓ Help

Discussions List   Subscriptions

Filter by: **Unread**

▷ Show All Topics

Course Lounge ⌄ ←—— Forum

This is the Forum that students should use to post an introduction about their self and post questions about the course.

Click to show: 1 Unread Posts (1 total) - 2 topics in Course Lounge ←—— Discussion Topics

Graded Discussions ⌄

Click to show: 2 Unread Posts (4 total) - 2 topics in Graded Discussions

Participate in discussions with other learners

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.

Watch an overview of the Discussions tool

Change discussion settings

1. On the navbar, click 💬 **Discussions**.
2. On the **Discussions List** page, click ⚙ **Settings**.
3. Do any of the following:
    1. To show topics in the View Topic and View Thread pages, select the **Always show the Discussions List pane** check box.
    2. To hide topics in the View Topic and View Thread pages, clear the **Always show the Discussions List pane** check box.
    3. To automatically include the original post when replying, select the **Reply Settings** check box.
4. Click **Save.**

Create a discussion thread

To create a discussion thread

1. On the navbar, click 💬 **Discussions**.

2. Click the topic where you want to create a thread.

3. Click Start a **New Thread**.

4. Enter a subject.

5. Enter your post.

6. Set any of the following posting options:Click Post. If the topic is moderated, your post does not appear until a moderator approves it.

    - To keep the thread at the top of the list, select **Pin Thread**.

    - To post anonymously, select **Post as Anonymous**.

    - To receive updates on the thread using your selected notification method, select **Subscribe to this thread**.

    - To attach a file, in the **Attachments** area, click **Browse** to locate the file that you want to attach.

    - To attach an audio recording, in the A**ttachments** area, click **Record Audio** > **Record**. To make adjustments to your microphone selection and volume, click **Flash Settings**. To listen to your recording, click **Play**. To erase your recording, click **Clear**. If you have prerecorded 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 recording, click **Clear**. To add the recording, click **Add**. If you have pre-recorded video and are using a supported browser, you can drag video files onto the attachments upload target.

    - To post your thread to more than one topic, click Post to other topics. Click **Add Topics**. Select the topics that you want your thread to appear in. To post in every topic simultaneously, select the **Select All** check box and then click **Add Topics**.

7. Click **Post**. If the topic is moderated, your post does not appear until a moderator approves it.

Watch how to engage in discussions

Meeting accessibility standards in HTML authored content

Learners can use an accessibility checker in the HTML editor to ensure that the content they add to Brightspace Learning Environment meets accessibility standards for their peers and instructors.

The accessibility checker is available on the HTML Editor bar. After you add content to the HTML Editor, you can click the checker to ensure that the HTML page meets conformance to WCAG and Section 508 accessibility standards.

The accessibility checker reviews content for use of the the following items:

- Use of paragraphs as headings

- Sequential headings

- Adjacent links

- Ordered list structure

- Unordered list structure

- Contact ratio of text to background colors

- Image ALT text

- ALT text filename

- Table caption

- Complex table summary

- Table caption and summary

- Table heading scope, markup, and headers

The checker indicates if there are no identified accessibility issues, or offers suggestions to fix any found issues.

Reply to a discussion thread

1. On the navbar, click The discussions icon **Discussions**.

2. Locate the thread you want to reply to.

3. Do either of the following:

   - To reply to the main thread post, click **Reply to Thread**.

   - To reply to a particular post inside the thread, or click The reply icon ⬅ **Reply**.

4. 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.)

5. Set any of the following options:

   - To post anonymously, select **Post as Anonymous**.

   - To receive updates on the thread using your selected notification method, select **Subscribe to this thread**.

   - 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 make adjustments to your microphone selection and volume, 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**. Click **Clear** to erase your recording or **Add** to add the recording. If you have pre-recorded video and are using a supported browser, you can drag video files onto the attachments upload target.

6. Click **Post**

Subscribe to a discussion

1. On the navbar, click 💬 **Discussions**.

2. Do either of the following:

   - On the **Discussions List** page, from the context menu of the forum or topic you want to receive notifications of new posts for, click ✦ **Subscribe**.

   - On the **View Topics** page, beside the thread you want to receive notifications for, click **Subscribe**.

3. In the **Customize Notifications** pop-up window, select your **Notification Method**. If you do not have an email address set up in your user profile to receive notifications, in the **Customize Notifications** pop-up window, click the **Add an email address in a new window** link. Click the **Enable email notifications** link, then set your email preferences in the **Email Settings** pop-up window. Click **Save**.

4. Click **Subscribe**.

Unsubscribe from notifications

1. On the navbar, click 💬 **Discussions**.

2. Do either of the following:

   - From the context menu of the forum or topic you are subscribed to, click ☆ **Unsubscribe**.

   - Beside a thread you are subscribed to, click ✦ **Subscribed**.

3. In the confirmation pop-up window, click **Yes**.

View a discussion topic

If you are viewing a topic from the Discussions tool:

1. On the navbar, click 💬 **Discussions**.

2. On the **Discussions List** page, click on the name of the discussion topic. The properties of the discussion topic related to availability, locking information, and any other details set by an instructor, are listed directly below the name of the discussion topic.

3. From the **Filter** by drop-down list, select an option, by which you can sort the individual discussion posts.

If you are viewing a topic from the Content tool:

1. On the navbar, click 📖 **Content**.

2. Click on a module.

3. Click on the name of a discussion topic.

4. Note: You cannot view the properties of the discussion topic when you view the topic using the Content tool.

5. From the **Filter** by drop-down list, select an option, by which you can sort the individual discussion posts.