Daylight Discussions Student Guide

Accessing Discussion Tool

To access Discussion tool, click Communication group links and select 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 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 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 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.