D2L's Brightspace: Editing Discussions

Quick Summary

Discussions in Brightspace can be edited inside a Content Module or on the Discussions page, however certain attributes can only be edited in one place or the other. See the instructions below for a detailed list of what can be edited in each location, as well as detailed step-by-step instructions.

Important: If you want to add a due date to your discussion, you *must* do that from its location in the Content Modules.

Additional Resources on Discussions:

Getting Started | Creating Discussions | Participating In and Grading Discussions

Video

If you prefer to watch a video, select the link: Brightspace Discussions Part 3: Editing

Terminology & Structure

Brightspace uses unique terminology for discussion, organizing them into the following structures:

Forum
A container to organize your discussions.

Topic
The prompt to which your students will reply. Topics live inside of Forums to help keep them organized.

Thread
Students and/or instructors create threads to respond to topics.

Editing Discussions

You can make some basic edits to your Discussion Topics from the Module in which they live. For more advanced edits, especially concerning grading and organization structure within the Forums, you will need to revisit the Discussion page from the Teal Navigation Bar. Topic title, prompt, visibility, and start/end dates can be edited in either location.

Editing Discussions from Content Modules
From a content module, you can edit the following:

- Title
- Prompt
- **Due Date***
- Start/End Dates
- Release conditions (example: Must complete a quiz before participating in the discussion)

- Exemptions

***This is the _only_ way to add a due date to a discussion.**

Step 1: Select "Content" from the teal navigation bar and then select the module where the discussion lives from the Table of Contents on the left.
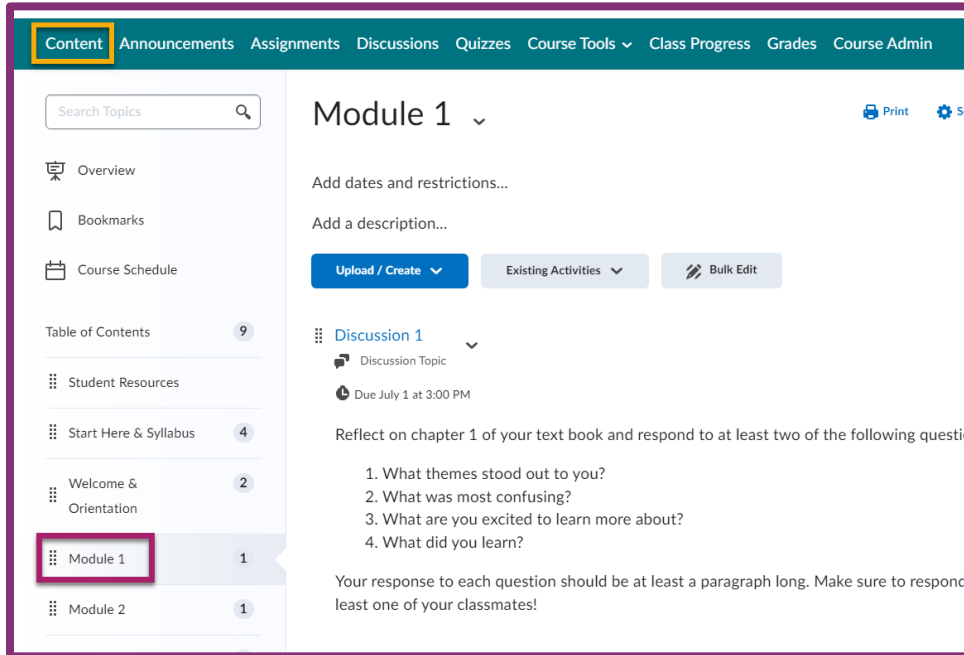
Step 2: Select the dropdown arrow next to the discussion title and select "Edit Properties in Place."
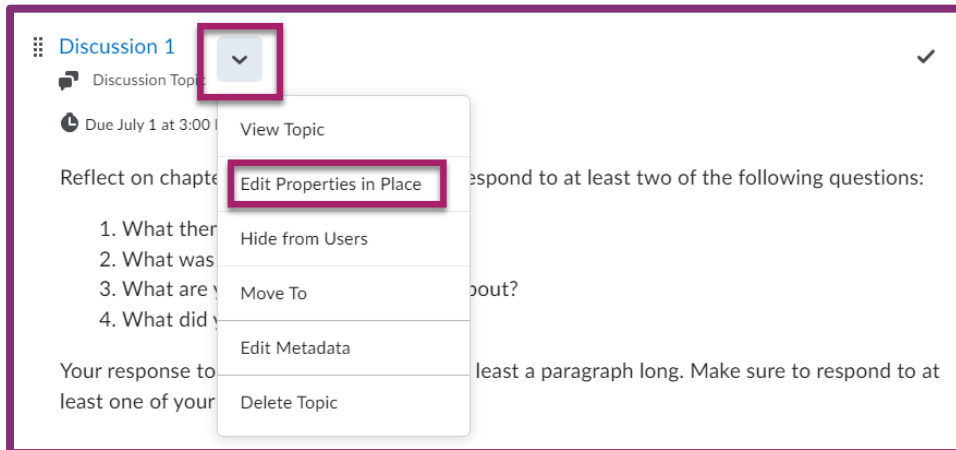
- **To edit the title:** Select the title, make changes, and then click anywhere on the screen. Make sure to select the blue "Update" button at the bottom if this is the only thing you are changing.
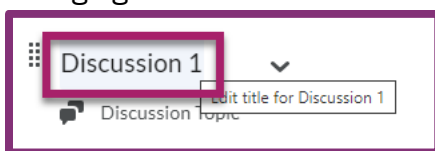
- **To edit the prompt:** Scroll down to the prompt and select the text.

Reflect on chapter 1 of your text book and respond to at least two of the following questions:

1. What themes stood out to you?
2. What was most confusing?
3. What are you excited to learn more about?
4. What did you learn?

Click anywhere in this box!

Your response to each question should be at least a paragraph long. Make sure to respond to at least one of your classmates!

This will bring up the text editor. Make your changes and then select the "Update" button below.

Paragraph ∨ | **B** | *I* | U ∨ | A∕ | ≡ ∨ | ☰ ∨ | ▶ | ⚭ | 🖼 | + ∨ | ⋯ | ⤢

Reflect on chapter 1 of your text book and respond to at least two of the following questions:

1. What themes stood out to you?
2. What was most confusing?
3. What are you excited to learn more about?
4. What did you learn?

Your response to each question should be at least a paragraph long. Make sure to respond to at least one of your classmates!

Update   Cancel   🟢 100%

Step 3: Select "Add dates and restrictions."

⠿ Discussion 1 ∨   👁 ✓ 🗑

💬 Discussion Topic

Add dates and restrictions…

Paragraph ∨ | **B** | *I* | U ∨ | A∕ | ≡ ∨ | ☰ ∨ | ▶ | ⚭ | 🖼 | + ∨ | ⋯ | ⤢

Reflect on chapter 1 of your text book and respond to at least two of the following

- **To edit Start, Due, and End dates:** Select the text that says "Add [start/due/end] date…"
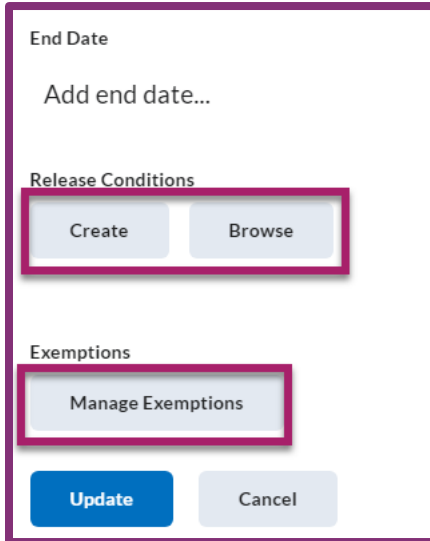
Start Date

Add start date…

Due Date

Add due date…

End Date

Add end date…

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- **To edit Release Conditions or Exemptions:** Select the appropriate button.


Step 4: Select the "Update" button at the bottom.
This will return you to the module.

Editing Discussions from the Discussions Page
You will need to return to the Discussions page to edit the following:

- Forum titles
- Topic organization in the Forum structure
- Group restrictions
- Participation and approval settings
- Anything related to grading the discussion: Points, gradebook setting, rubrics, learning objectives, and evaluation settings.
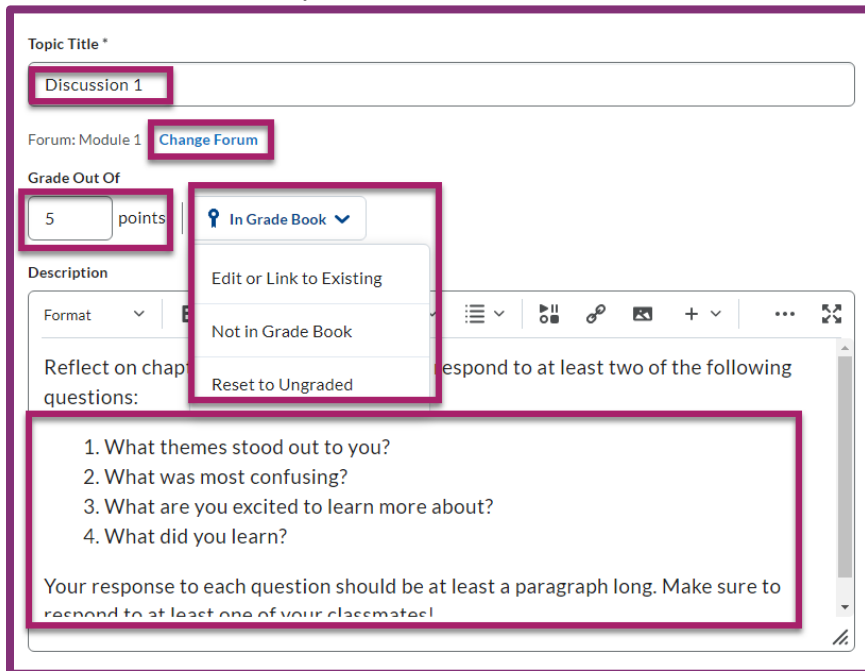
**Step 1: Select the Discussions link in the teal navigation bar.**
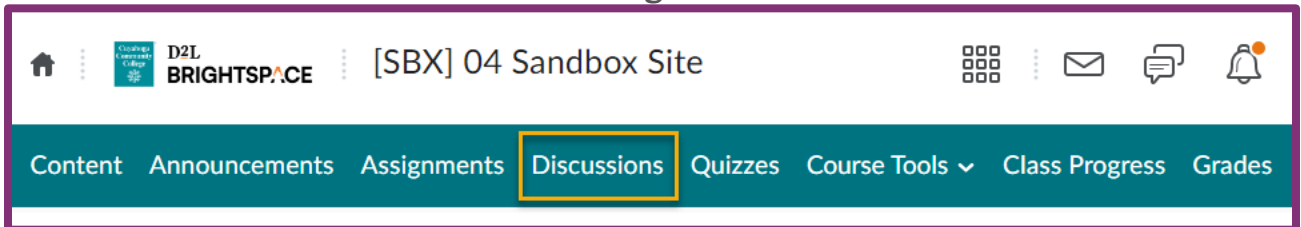
Step 2: Select the dropdown arrow next to the Discussion Topic title and select "Edit Topic."
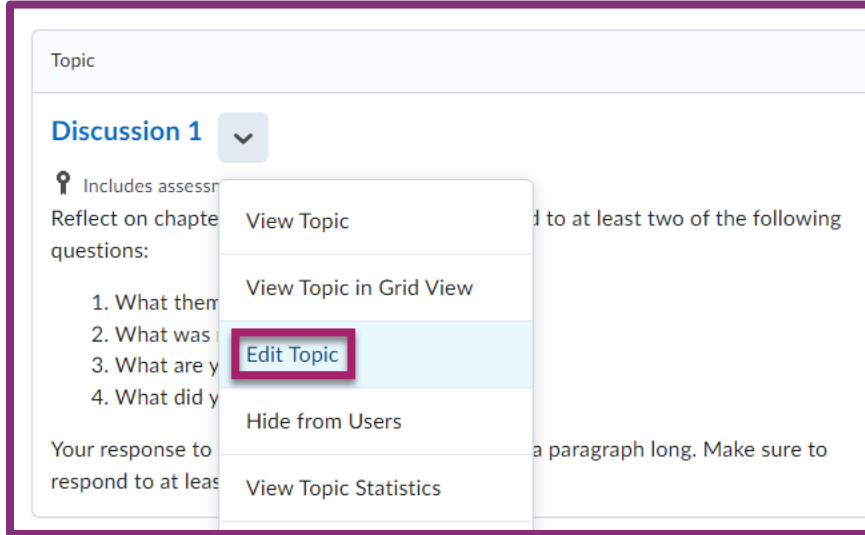
Step 3: Edit title, Forum location, points, gradebook settings, and prompt.
Use the text boxes in the left panel.

Step 4: Edit Availability Dates & Conditions, Post & Completion, and Evaluation & Feedback.
You will see the same options under these menus as when you created the discussion.

Availability Dates & Conditions	▷
Always available	
Post & Completion	▷
No settings applied	
Evaluation & Feedback	▷
No rubric added	
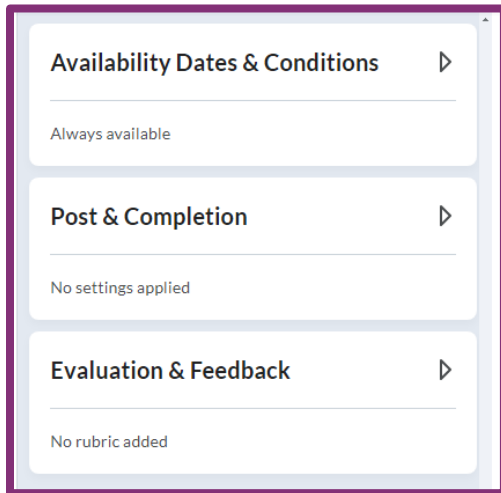
Step 5: Select Save and Close.

Need Help?

- For help migrating or creating your discussions, please contact the Help Desk.
- For help creating engaging discussion prompts, organizing discussions into your course design, or selecting appropriate settings for your discussions, please make an appointment with the Instructional Design Team.
  - Book a Virtual Appointment
  - Email Us to meet in-person