



DISCUSSIONS

# LP+365

HELP GUIDE  
VERSION 2.0

## 1. Overview

The **Discussions** tile is located on the **Class/Subject Dashboard** and allows users to create or participate in discussions relevant to the class.

The tile displays a counter of new or modified discussions for the day for a user. New discussions lists can be created by student and teachers who are permitted to the **Class/Subject Dashboard**.

A discussion list is a place to share information and discuss topics; be that between student and teachers or between learners themselves. Discussions can be utilized in variety of purposes, such as brainstorming goals for your project or discussing a common interest.

## 2. Create a discussion

1. Navigate to the Class/Subject dashboard from where you wish to create a discussion.

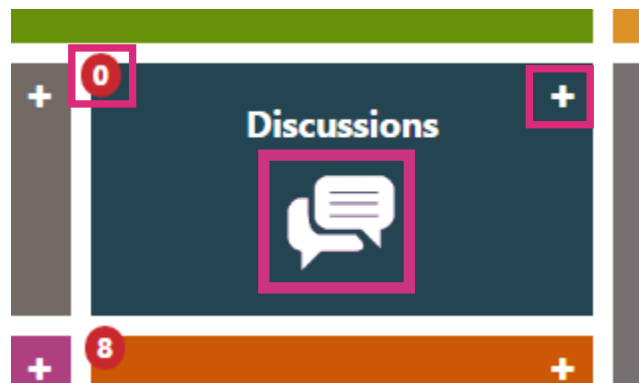


FIGURE 1 THE DISCUSSIONS TILE ON CLASS DASHBOARD

2. On the Discussions tile click on the plus **+** symbol as shown in Figure 1 in order to launch a new browser window: **Add a Discussion** as seen in Figure 2.

FIGURE 2. ADD A DISCUSSION

3. Add the following:
  - **Subject:** this should be the subject of your discussion. This is a required field.
  - **Body:** this should contain the main descriptive text for your discussion

- **Question:** select this option if the discussion is a question and you require answers.
- **Save button:** will save the discussion.

### 3. Viewing Discussions.

Clicking on the title of the **Discussions** tile or icon will launch a new browser tab displaying a list of all your class discussions pages as shown in Figure 3.

You can create and manage discussions from this view and the changes appear on the **Discussions** tile on your **Class/Subject Dashboard**.

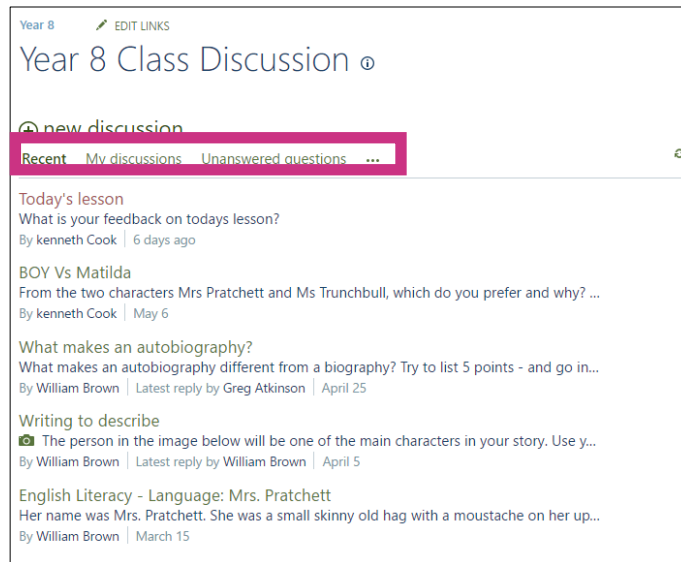


FIGURE 3. VIEW DISCUSSIONS

Clicking on a **Discussion** title will launch the discussion. There are several views that can be used to filter the discussions list:

- **Recent** – shows all discussions
- **My discussions** – shows the items which were created by the user
- **Unanswered questions** – shows the items which have not yet been answered if **I am asking a question and want to get answers from other members** was selected during the discussion creation.
- **Answered questions** – shows the items which have been answered if **I am asking a question and want to get answers from other members** was selected during
- **Featured** – shows the threads which have been marked Featured.

### 3.1 Edit your own discussion topic

Teacher or Admin permissions allow you to edit discussions or the original topic that students or teachers have posted in your **Class/Subject** Dashboard.

Student permissions do not allow you to edit a discussion that was created by someone else.

To edit your own topic or a discussion, click the title of the discussion from the list. In the discussion bar you want to edit, click **Edit** as shown in Figure 4. Make the changes that you want, and then click **Save**.

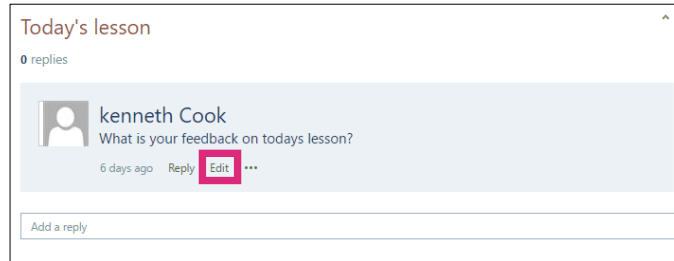


FIGURE 4. EDITING A DISCUSSION

### 3.2 Replying to a discussion

To reply to a topic or a discussion; click the title of the discussion from the list.

In the **Discussion** bar that you want to reply to; click **Reply** as shown in Figure 5. Type the reply that you want for the subject and body of the message.

Click the **Format Text** tab in the global navigation to apply any formatting and the **Insert** tab to add tables, media, pictures, and files as required. Once done click on **Reply** at the bottom of the text box to post.

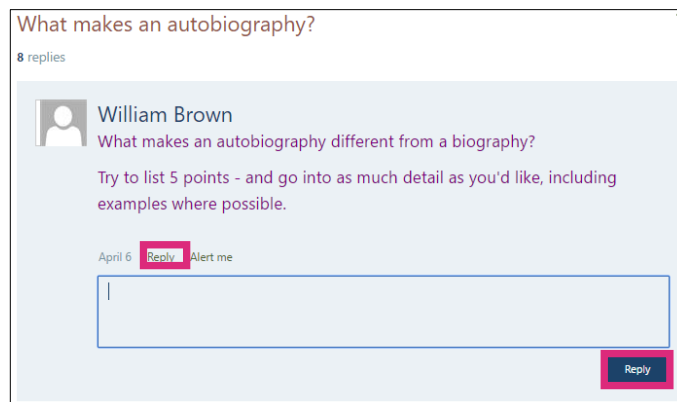


FIGURE 5. REPLY TO A DISCUSSION

### 3.3 Edit your reply to a discussion

To edit; click the title of the discussion from the list.

In the reply you want to amend click **Edit**. Make the changes that you want, and then click **Save** as shown in Figure 6.

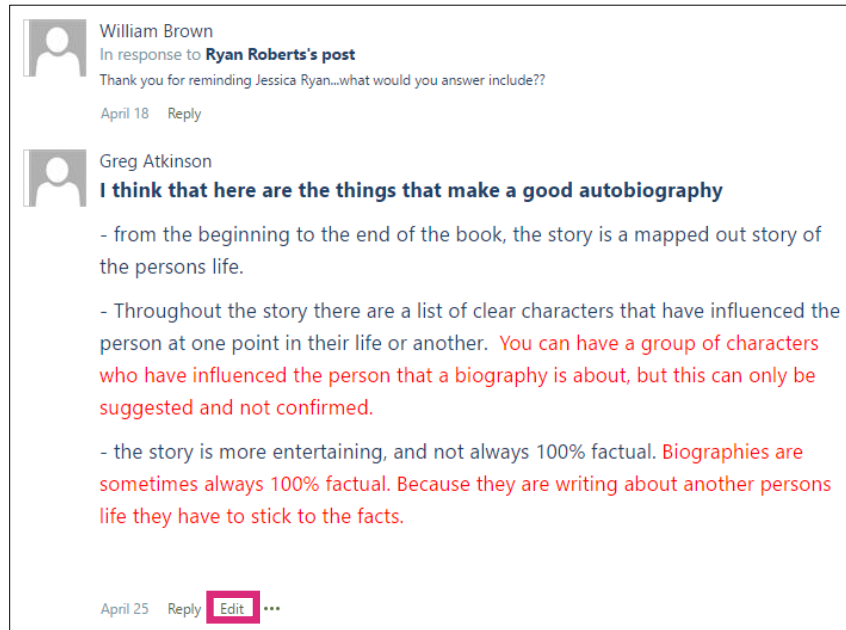


FIGURE 6. EDITING YOUR ORIGINAL REPLY IN A DISCUSSION

## 4. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Create a discussion board](#)

**Purchased Support? Log a call <https://tigeronline.lpplus.net>**

**Free Online Support: <https://adopt.lpplus.net/lp365/Pages>**

**Get in touch by email: [lp365@lpplus.com](mailto:lp365@lpplus.com)**