



DISCUSSIONS

LP+365

HELP GUIDE
VERSION 2.1

1. Overview

The **Discussions** tile is located on the **Class/Subject Dashboard** and allows both teachers and students 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 permissioned 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.

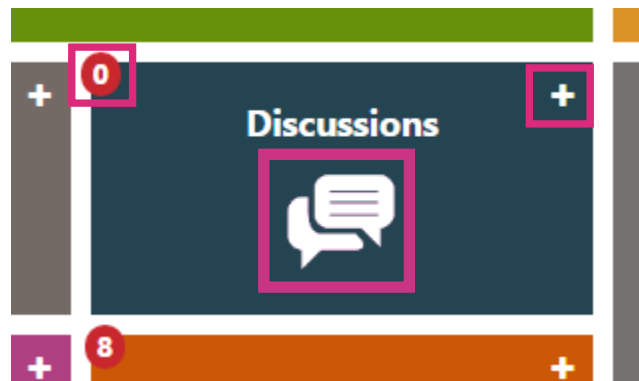


FIGURE 1 THE DISCUSSIONS TILE ON CLASS DASHBOARD

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.

Add a Discussion ×

Subject *

Body

Question I am asking a question and want to get answers from other members.

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**.

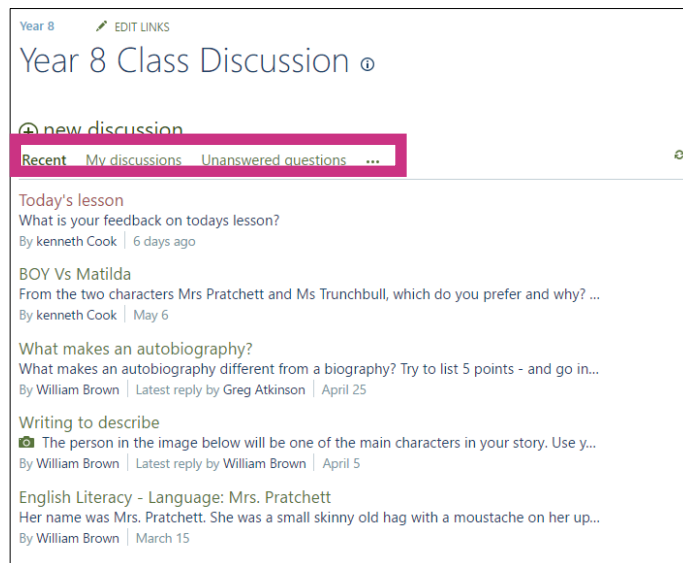


FIGURE 3. VIEW DISCUSSIONS

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**.

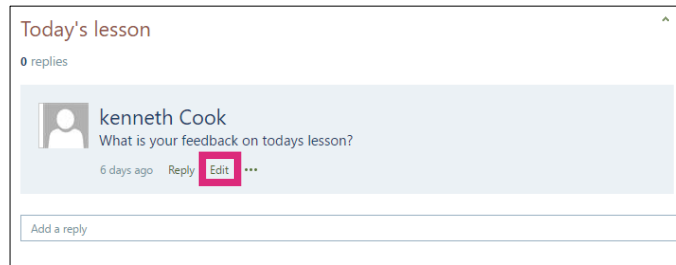


FIGURE 4. EDITING A DISCUSSION

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.

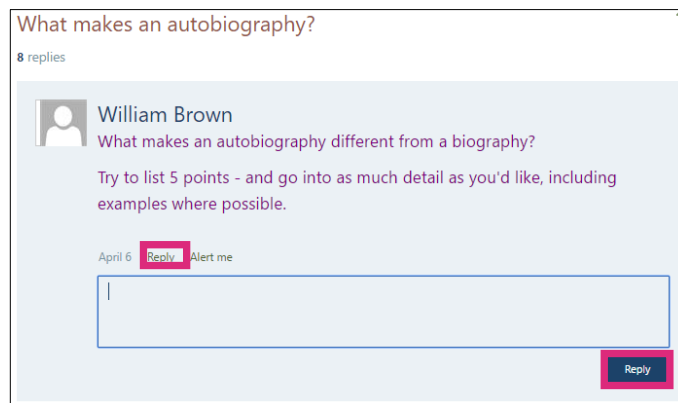


FIGURE 5. REPLY TO A DISCUSSION

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.

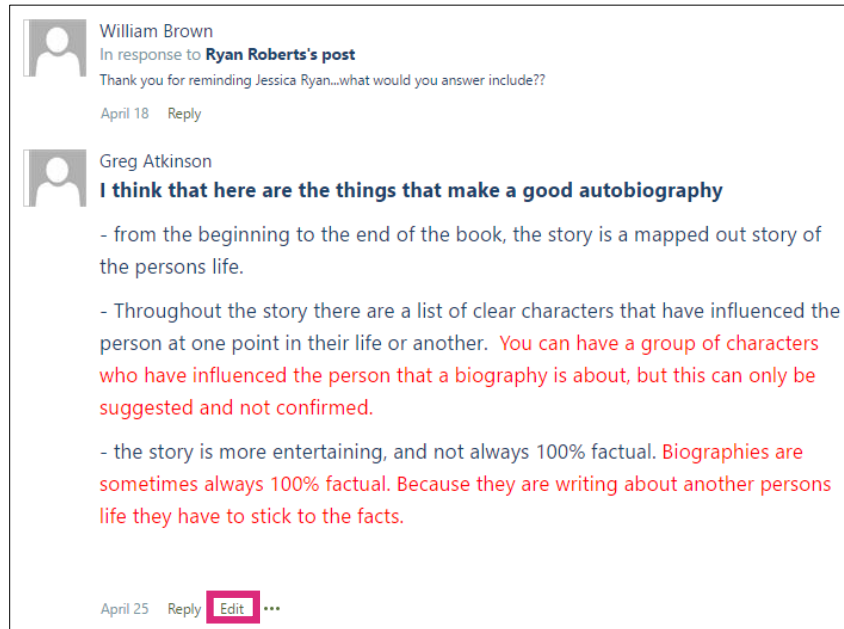


FIGURE 6. EDITING YOUR ORIGINAL REPLY IN A DISCUSSION

4. Additional Guides.

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

- [Create a discussion board](#)

Free Online Support: <http://lpplus.com/support-home>

Get in touch by email: lp365support@lpplus.com