Understanding Discussions Board Organization and Numbers in D2L

1. In D2L, select the course you intend to edit.

2. Select Discussions on the Navigation bar.

3. Within Discussions, select a topic from the Discussion List. Forums can contain Topics that are used for discussions. Numbers indicate how many threads and posts, as well as how many are unread.
4. Observe the Reading Pane on the left. The Reading Pane is a general overview of all Forums and Topics. Topics are indented below Forums. Numbers indicate how many unread messages are in each Forum and Topic. Individual discussion threads appear on the right-hand side. Statistics below each thread show information about its messages. Select on of the Questions by clicking on it.
5. The initial post appears on top; replies are shown below.

6. Go back the Reading Pane on the left-hand side and click on the **Topic**. The **Reading Pane** now reflect the new unread message count. If you have not read a Topic, the numbers in the Reading Pane will reflect that information.

   The **Reading Pane** should now reflect a new unread message count, displaying a number less than before clicking on the initial Topic.

You should now know how to use the Reading Pane in a Discussion Forum, and how to interpret the numbers that show up in the Reading Pane.

For further support, email [facultyd2l@okstate.edu](mailto:facultyd2l@okstate.edu) or call (405) 744-1000.