



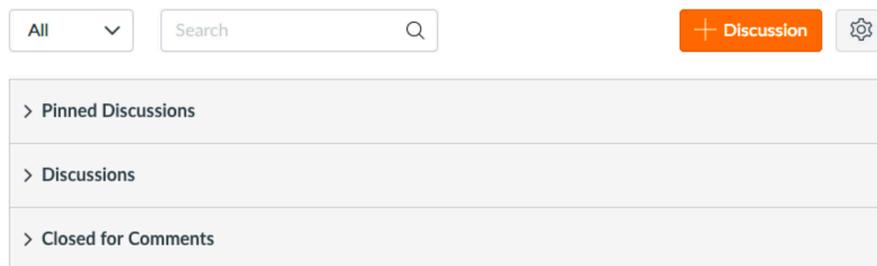
## Using the discussion tool in Canvas

The online discussion boards in Canvas can be used to communicate, share ideas, and collaborate with students.

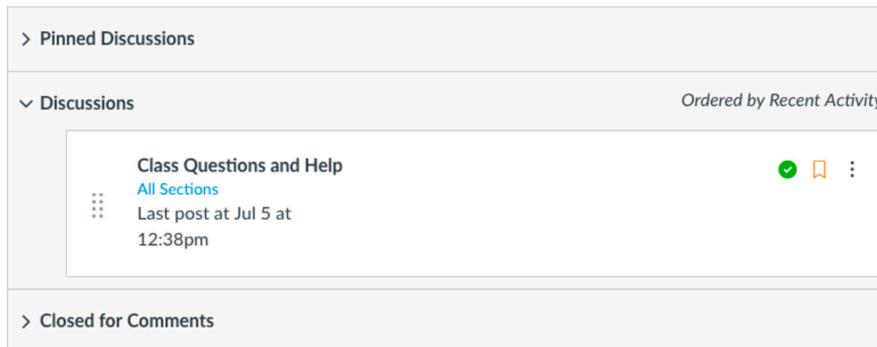
Click the Discussions option in your course navigation menu.

## Discussions

There are three main areas of the Discussions section. Pinned Discussions are topics that you, the instructor, have pinned to the top to be more visible. Discussions are topics that are open for student participation but not organized in any particular order. Closed for Comments are topics that are still visible but not open to any additional posts.



Click the arrow to the left of one of the categories to expand it. In the example below, a discussion topic called Class Questions and Help has been created.



To move a discussion from Discussions to Pinned or Closed for Comments, click the six-dot icon to the left of a topic and drag-and-drop it to the category you want.



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To the right of each discussion topic are three icons. The check box indicates whether the discussion is Published or Unpublished. The bookmark indicates that the discussion topic has been subscribed to. Instructors and students can click this icon to be notified when new posts and responses are created. The three-dot "snowman" icon allows you to access additional options such as editing or deleting the discussion topic.

