How do I view an announcement thread as an instructor?

You can view threaded replies to announcements when replies are enabled. You can view threaded replies inline in a split screen sidebar.

You can quote a threaded reply when responding to a user in a thread.

https://embed.app.guidde.com/playbooks/cASo1n8iS6PK4JoJFLTzZ5

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Open Announcements

Open Announcements

In Course Navigation, click the **Announcements** link.

Open Announcement

Open Announcement

Click the name of the announcement [1].

Note: If the announcement has replies, you can view the number of unread replies and the number of replies [2].

Open Threaded Replies

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If course users have replied to an announcement reply, you can view the reply thread by clicking **# of replies, # of Unread** link.

View Inline Threaded Replies

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Threaded replies expand and display [1]. View the name of the user who posted the reply as well as the date and time the reply was posted [2].

View Split Screen Thread Replies

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To view threaded replies in a split screen sidebar, click the **View Split Screen** button.

View Split Screen Thread Reply Options

When viewing split screen thread replies, you can collapse and expand the discussion thread replies sidebar. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the thread replies sidebar, click the **# of replies** link [1].

View the read and unread replies [2].

To view threaded replies options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, edit the reply, quote the reply, or delete the reply.

To collapse the discussion thread replies sidebar, click the **Close** icon [4].

Manage Threaded Reply

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To manage a threaded reply, click the reply **Options** icon [1]. Then select one of the following menu options:

- **Mark as Read/ Unread** [2]: Mark this reply as read or unread.
- **Mark Thread as Read** [3]: Mark the whole thread as read.
- **Mark Thread as Unread** [4]: Mark the whole thread as unread.
- **Go to Topic** [5]: Select the topic of the thread.
- **Edit** [6]: Edit the reply.
- **Quote Reply** [7]: Start a reply by including a copy of the reply.
- **Delete** [8]: Delete the reply.

View Your Reply

View Your Reply

View your reply that includes the quoted reply.

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