How do I view and sort announcement replies as an instructor?

You can view all replies in an announcement by scrolling or searching content. Announcement replies are hierarchical, collapsible, and expandable.

Note: Not all announcements may allow replies. Additionally, announcement replies may be disabled in Course Settings or at the account level.

https://embed.app.guidde.com/playbooks/hJr2xhq8HnEhi3Lsao2hNk

Open Announcements

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

Open Announcement

Open Announcements
Click the name of an announcement.

View Announcement

View Announcement

Each announcement displays a toolbar that allows you to view and navigate announcement replies [1].

Announcements include an announcement [2] and any announcement replies [3].

You can view the total number of replies and the number of unread replies [4].

You can receive notifications for announcement activity by subscribing to the announcement. To subscribe to an announcement, click the **Subscribe** icon [5]. You are automatically subscribed to

any announcements you create or reply to. To unsubscribe, click the **Subscribe** icon again.

Note: Notifications from subscribed announcements are based on your notification settings.

Search, Filter, or Sort

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To search for replies or specific authors, enter your terms in the **Search** field [1].

To filter replies, click the **Filter** drop-down menu [2]. You can filter by all replies or unread replies.

To sort replies by newest or oldest, click the **Sort** button [3].

View Replies

View Replies

In announcement replies, you can view the name of the user who posted the reply [1], the date and time their reply was posted [2], the date and time the reply was last edited [3], and the date and time the last threaded reply was posted [4].

Unread replies are indicated by the **Unread** icon [5].

If you allow users to like replies in an announcement, a Like icon and link display next to each reply [6]. To like a reply, click the **Like** link.

To mark an individual reply as read, click the **Mark as Read** link [7].

View Threaded Replies

View Threaded Replies

To view individual threaded replies, click the threaded reply link [1]. Then view the threaded reply [2].

By default, threaded replies display inline on the same page as the announcement. To view threaded replies in a split screen view, click the **View Split Screen** button [3].

To expand all threaded announcement replies, click the **Expand Threads** button [4].

View Split Screen

View Split Screen

To view threaded replies in split screen view, click the threaded reply link [1]. The threaded reply displays in the Thread sidebar [2].

To return to inline viewing, click the **View Inline** button [3].

Manage Replies

Manage Replies

To view the Options menu for a reply, click the **Options** icon [1].

To mark a reply as read, click the **Mark as Read** option [2].

To mark a reply and all its threaded replies as read, click the **Mark Thread as Read** option [3].

To mark a reply as unread, click the **Mark Thread as Unread** option [4].

To view the announcement, click the **Go To Topic** option [5].

To edit a reply, click the **Edit** option [6].

To reply by quoting the selected reply, click the **Quote Reply** option [7].

To delete a reply, click the **Delete** option [8].

View Deleted Reply

View Deleted Reply
You can view the name of the user who deleted a reply and the date and time the reply was deleted.

Reply

Reply

To reply to an announcement, click the **Reply** button [1].

To reply to a reply, click the **Reply** link [2].

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