

How do I view or reply to an announcement thread as a student?

You can view announcement replies and threaded announcement replies within an announcement.

If announcement replies are enabled by your instructor, you can respond to an announcement or respond to a reply thread. When responding to a thread, you can quote a threaded reply.

Note: If the Reply options do not display, your instructor has not enabled replies for the announcement.

<https://embed.app.guidde.com/playbooks/ahBt5gxB7H3gdaxhYnj2bd>

Embed this Video

Open Announcements

Open Announcements

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

Open Announcement

[Open Announcement](#)

Click the name of the announcement.

Expand Threaded Replies

[Expand Threaded Replies](#)

If users have responded to a reply, the replies are threaded underneath the parent reply. By default, threads display inline on the same page as the announcement. To view threaded replies in a split screen view, click the **View Split Screen** button [1].

To expand all threads, click the **Expand Threads** button [2].

Individual threads display a link indicating the number of replies and the number of unread replies [3]. To view an individual reply thread, click the threaded replies link.

Note: Unread replies will have a blue dot indicator on the upper-left corner of the author's image [4].

View Inline Threaded Replies

View Threaded Reply

Inline threaded replies expand and display [1]. You can 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

View Thread

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].

Reply in Thread

Reply in Thread

To reply to a reply or threaded reply, click the **Reply** link [1]. Using the [Rich Content Editor](#), you can reply to the announcement, include links, photos, equations, media, or [@mention course users](#).

To post your reply, click the **Reply** button [3].

Quote Reply

Quote Reply

To reply to a thread by referencing a reply, click the **Options** icon [1], then click the **Quote Reply** link [2].

Post Quoted Reply

Post Quoted Reply

By default, the **Include quoted reply in message** toggle is on [1] and the quote displays [2]. To exclude quoted text from your response, disable quoting by clicking the toggle off.

Using the Rich Content Editor, you can reply to the announcement, include links, photos, equations, media, or [@mention course users](#) [3].

To post your reply, click the **Reply** button [4].

View Your Reply

View Your Reply

View your reply.

Manage Threaded Reply

View Reply Options

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

- **Mark as Read** [2]: Mark this reply as read.
- **Mark Thread as Read** [3]: Mark the whole thread as read.
- **Mark Thread as Unread** [4]: Mark the whole thread as unread.
- **Go to Parent** [5]: Select the top reply in 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.

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