

Transcript for Foundational Skills Video: How to comment on a discussion thread on Canvas



Chapman Learning Commons

Hi, my name is Tiffany, with the Chapman Learning Commons. This video will help you learn how to comment on a discussion thread on Canvas.

1. First, click on the “Discussion” tabs on the left hand side of your computer screen.
2. Then, you will see the page with a list of different discussions that you can join in and comment in your course.
3. Select and click on the discussion that you want to participate in and write your comment in Canvas. Here, I will pick the “Foundational Skills Video Discussion.”
4. To comment, click on the “Reply” option. This will open a text editor where you can type your response, add images, links, and media.
5. Then, you can start writing your comment.
6. If you want to attach an image, you can click on the Insert Tab on the top left corner of your text editor. Choose Image, then Upload Image. Here I will upload an image from my computer.
7. To pick the image file you want to attach, double-click on it. You will see the image appear on your screen here, and that’s how you know it’s been uploaded successfully. Click submit to attach your image to your discussion post.
8. After finishing writing your comment, you can click on “Post Reply” to officially post your comment on the discussion thread in Canvas.
9. Then, boom! You just finished commenting on a discussion thread on Canvas.
10. If you want to edit your response after you comment on the discussion thread on Canvas, you can click on the gear icon in the upper right corner of your own discussion post.
11. Choose the “Edit” option. Then, you will be able to see the text editor again for you to make the edit. Note that if you cannot see the edit option, this might be because your instructor has not enabled this option in your course.
12. Once you finish making your edit, you can click on the “Done” button.

And there you go! Now you know how to comment on a discussion thread in Canvas. I hope that this video has been helpful to you.

Our team is constantly working to bring you more resources to make online learning easier.

Thanks for watching!

For more information, visit learningcommons.ubc.ca.



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