Discussion Board – Find and Organize

Discussion Board Forums can appear throughout a course. Student groups may also have a private Discussion Board with Forums available only to those who are a part of the group. The Discussion Board tool centralizes all of the Forums in the course. You can adjust how many items are displayed on the Discussion Board.

Finding Threads

The search capability is helpful in locating Threads that mention certain terms or topics within the Forum discussion. Follow these step-by-step instructions to search Threads:

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<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>You can locate Threads based on criteria you define by clicking <strong>Search</strong>.</td>
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</tbody>
</table>
To search for a word used in Threads complete the following steps:

a. Type the word to search in Search field.

b. Select Current Forum, Current Discussion Board, or All Forums in Course.

c. Select date parameters.

d. Click Go.

The Thread that matches your search criteria displays.
Organizing Threads

There are two ways to view a Discussion Board: the List View and the Tree View. Click List View or Tree View to change the appearance of the Discussion Board. Follow these step-by-step instructions to organize, search, and view Threads:

<table>
<thead>
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List View is the default setting for Blackboard.
It does not show the reply posts to each original Thread.
List View allows you to sort Threads by column heading titles.

a. In this example, click Author.
   If the triangle is pointing up, the sort order is ascending.
   If the triangle is pointing down, the sort order is descending.

b. Click Author again to change the sort order.
Forum: Tell Us About Yourself

Click Tree View to switch views.

Click plus or minus sign to expand or collapse Threads. You can also click Collapse All or Expand All buttons at the top of the page to collapse or expand all Threads at one time. When you expand you can see any of the responses to a posting.

Note: Collapse All and Expand All is only available in the Tree View. Also, column heading titles do not display.
There are several actions you can perform to help you organize Threads. Click the check box next to the desired Thread or Threads and then click **Thread Actions** drop down menu. A list of actions displays:

- Mark as Read - Identifies that you have read the Thread
- Mark as Unread - Identifies that you have not read the Thread
- Set Flag - Use to highlight a Thread for future reference
- Clear Flag - Use to remove the flag

**Note:** If you are in List View, click **Message Actions** to see the drop down menu with the list of actions above.
To mark a Thread as read complete the following steps:

a. Check box next to post.
b. Click the **Thread Action** you wish to use. In this example, click **Mark as Read** for Tiffany Parker’s post.

**Note:** There is “0” under Unread Posts since we marked this post as being read.

The Collection feature lets you gather specific posts and filter, sort, and print them. It is also a good way to organize posts for quick reading, printing, or saving. To select posts, click the appropriate check boxes and then click **Collect**.
All Threads with two posts display on the Collection screen. To select a filter option complete the following steps:

a. Select Threads based on criteria by clicking **Filter**. This displays filter options.
   - Filter by Author - filter posts by author
   - Filter by Status - filter posts by all or only those that are published
   - Filter by Read Status - filter posts by read or unread
   - Filter by Tags - Filter posts by showing all tags or none

b. Select filter option.

c. Click **Go**.

Click **Print Preview** to view how the Collection screen will print.
The Collection listing displays the selected Threads in a printable format and your printer options window displays. You can print the listing or save to a file.