

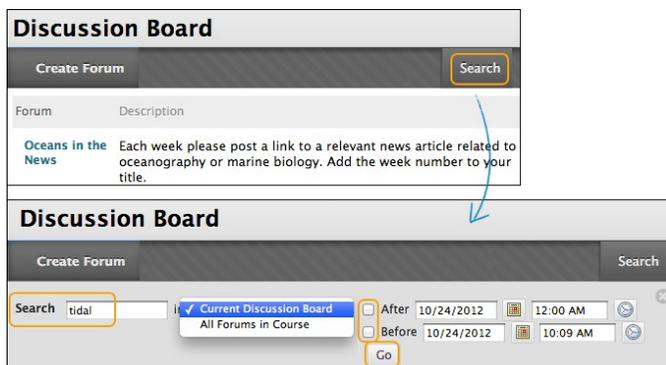
SEARCH AND COLLECT DISCUSSIONS

In the discussion board, you can search for specific text, such as a phrase, word, or part of a word. The results appear on a search results page.

HOW TO SEARCH DISCUSSIONS

1. Access the discussion board, a forum, or a thread.
2. On the action bar, click **Search**. The **Search** field expands.
3. Type a search criterion in the **Search** box.
4. In the drop-down list, select an area to search:
 - Current Discussion Board
 - All Forums in Course
 - Current Forum
 - Current Thread

Note: The options in the drop-down list depend on where your search began. **All Forums in Course** includes any group discussion boards in your course. Students do not see results from group discussion boards unless they are members of that group.
5. To further narrow your search results, select the **After** and **Before** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.
6. Click **Go**.



On the **Search Results** page, you can read and print the results. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the Filter function and the **Sort By** and **Order** drop-down lists on the action bar.

On this page, you can also reply to posts and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the thread's page.

HOW TO COLLECT POSTS

On a thread page, you can read all the posts made to the initial post. If many posts appear, you can reduce the list using the collect function. After collecting posts, you can filter, sort, print, and tag them. To learn about tagging posts, see [How to Tag Threads](#).

The collect function is also available from the forum page where you can gather all the posts made to different threads. After collecting posts, filter and sort the messages to further organize them.

Use the following steps to collect posts in a thread.

Note: To select all but a few posts in a long list in a thread, click **Select: All** on the action bar. All check boxes for all the posts are selected and you can clear the check boxes for the posts you do not need.

1. Access a forum and select a thread.
2. On the thread's page, select the check boxes of the posts to collect. If a post has replies and you want them to appear on a collection page, select the check boxes for those messages.
3. On the action bar, point to the **Message Actions** drop-down list and select **Collect**.

The screenshot shows a forum thread interface. At the top, the thread title is "Thread: Project Aims to Harness the Power of Waves". Below the title is an action bar with "Select: All", "None", "Message Actions" (a dropdown menu), "Expand All", "Collapse All", "14 Posts in this Thread", and "0 Unread".

The first post is by Alyssa Dubois, posted 5 days ago. It has a 5-star overall rating. The text of the post discusses renewable energy from ocean waves in Oregon. A link to a New York Times article is provided: http://www.nytimes.com/2012/09/04/us/project-aims-to-harness-wave-energy-off-the-oregon-coast.html?_r=0. A "Reply" button is visible below the post.

The second post is by Mei Wong, posted 2 hours ago. It has a 4.5-star overall rating. The text mentions wave energy in the UK. A link to a YouTube video is provided: http://www.youtube.com/watch?v=ZcA3e8_j8XA.

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On this page, you can also reply to posts and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the thread's page.

HOW TO FILTER POSTS AFTER SEARCHING OR COLLECTING

To narrow your search results or sort a collection, you can use the filter function. If you print the posts after filtering, they print in the order they appear on the page.

Note: If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the **Search Results** or **Collection** page, click the **Filter** function on the action bar to expand the field. Select options from the following drop-down lists:
 - **Author:** Select All or select an author.
 - **Status:** Show All or select a status.
 - **Read Status:** Select Show All, Read, or Unread posts.
 - **Tags:** Show All tags or select a tag. You need to enable the tag function at the forum level for this drop-down to appear.
2. Click **Go** to apply the selections. You can further organize the results using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.
3. Click the **X** to close the **Filter** field.



HOW TO SORT POSTS AFTER SEARCHING OR COLLECTING

To narrow your search results or sort a collection, you can use the Sort by and Order drop-down lists. If you print the posts after sorting, the posts print in the order they appear on the page.

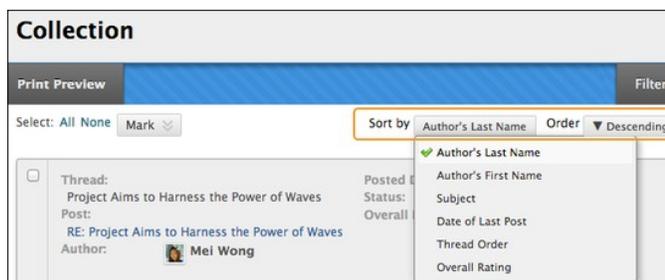
Note: If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the **Search Results** or **Collection** page, point to **Sort by** on the action bar to access the drop-down list.
2. Select an option:

Note: If you enabled the rating of posts, you can also sort by **Overall Rating**.

- Author's Last Name
- Author's First Name
- Subject
- Date of Last Post
- Thread Order

3. On the action bar, point to **Order** to



access the drop-down list.

- Sort posts in ascending or descending order.

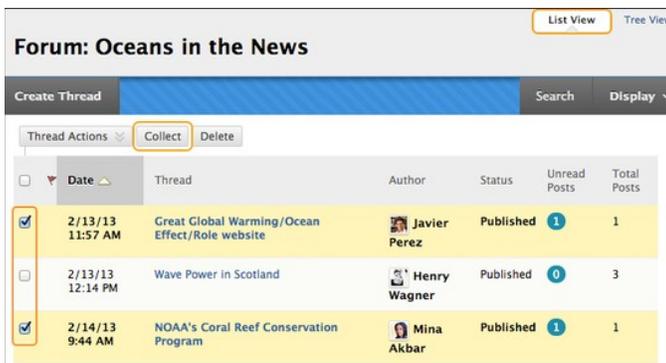
HOW TO TAG THREADS

Tags are text labels that act like bookmarks. You can tag posts to group similar messages together. For example, if the subject of scientific notation is discussed often, tag each of the posts on this topic. Students can read, filter, and search messages using these tags, but they cannot create tags.

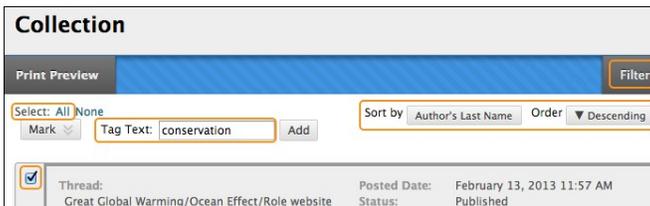
In a forum's settings, you must enable **Allow Post Tagging** so you can create tags.

Tip: For faster discussion board loading, you can disable post tagging when forum usage is heavy. When you enable tagging again, all tags are restored.

- Access the forum containing the threads to tag.
- In **List View**, select the check boxes for the thread or threads to tag. You can select all the threads in a forum by selecting the check box in the header row.
- On the action bar, click **Collect**.



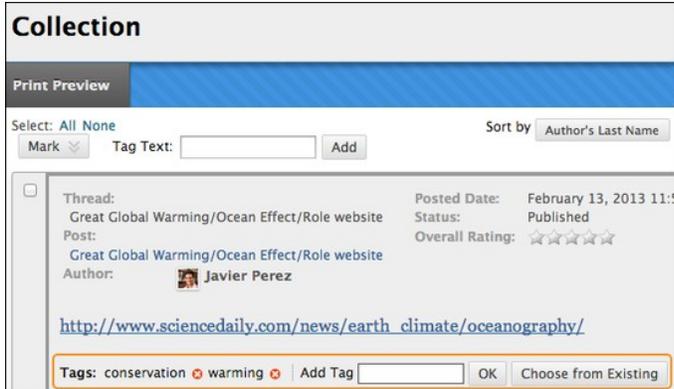
- On the **Collection** page, you can filter and sort your results.
- Type a tag name in the **Tag Text** box.
- Select the check boxes of the messages to assign the tag name to. To select all the messages, click **Select: All** above the list.
- Click **Add** next to the **Tag Text** box.



ON THE COLLECTION PAGE

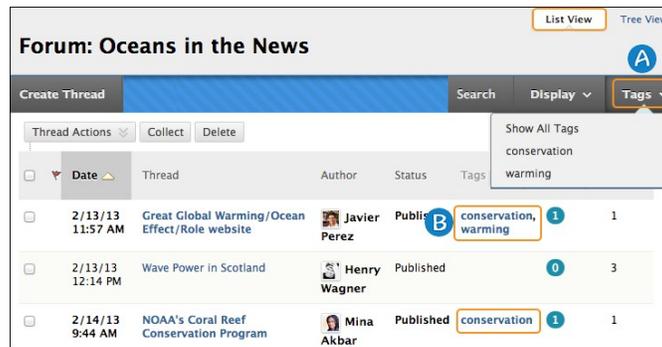
On the **Collection** page, the tag you provided appears below each message you selected. If you provide multiple tags, all appear. You can include more tags following the same steps. To delete a tag, click the red **X** next to it.

Alternatively, you can add a tag to an individual message. Below the message, type the tag in the **Add Tag** box and click **OK** or click **Choose from Existing** to choose a tag from a list of tags that appear on the **Collection** page.



ON THE FORUM PAGE

On the forum page, all tags appear in the **Tags** column. The column is only visible in **List View**.



1. On the action bar, click **Tags** to access the drop-down list and select a tag or **Show All Tags**. After you make a selection, only those messages appear on the forum page.
2. To sort messages by tag, click a tag in the **Tags** column. The messages with that tag appear on a collection page.