

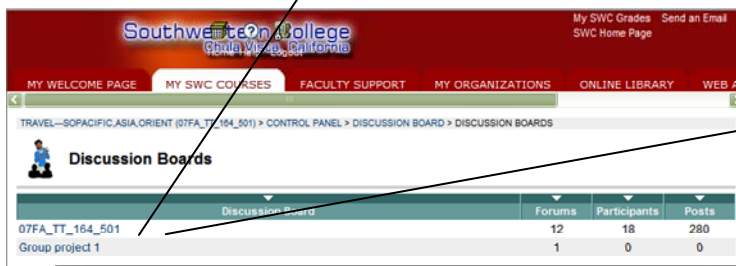
Collecting and Printing Messages in the Discussion Board

The Discussion Board is another communication tool that can be used to enhance a course. Any messages in a forum can be collected and printed.

Step 1: Click on the **Discussion Board** link in *Course Tools* area of Control Panel.



Step 2: Click the name of the **Discussion Board** where you want to sort the messages.



This will take you into the discussion where you can read, post, and reply to messages

Step 3: Click the **FORUM** you wish to use.



This will allow you to see all of the conversation threads

Step 4: Select the messages you want to view by either selecting them each individually or clicking on the **select all** button into the option bar.

Click individual box(es) to view selected messages

Click the select all button to checkmark all visible threads

Collect will put all the messages you selected in a page you can read and/or print

Click on the **PRINT** button to print the page

Forum managers can create and apply text labels of their own choosing to messages in a Forum; other Discussion Board users can read, filter, and search messages using the tags, but cannot create new ones. Tags allow arbitrary message grouping independent of thread or thread status.

Filter and sorting options

Message threads that will be printed