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.

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

**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.**

**Message threads that will be printed**

**Filter and sorting options**

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