

## Sorting Messages in the Discussion Board

Forums can appear throughout a Course, in any area where an Instructor chooses. Each group may also have a private Discussion Board with Forums available only to those users that are a part of the group. All Forums that are not a part of a group are accessible from various points in the Course or by going to the Discussion Board tool. The Discussion Board tool centralizes all of the Forums in the Course.

Please keep in mind that when users open the Discussion Board tool they will only see those Forums they can access. Instructors, Administrators, and other user roles with similar permissions can only view unavailable Forums. The unavailable status of a Forum is displayed on the Discussion Board page, beneath the name of the Forum.

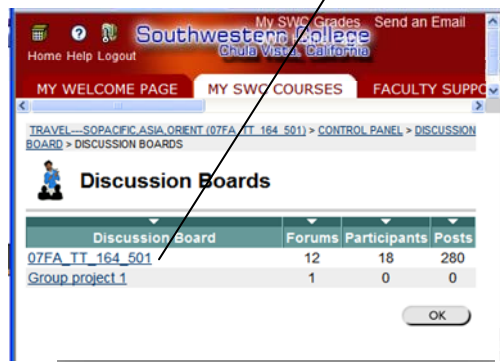
**Step 1:** Click on the **Control Panel** button on the bottom-left of the welcome screen



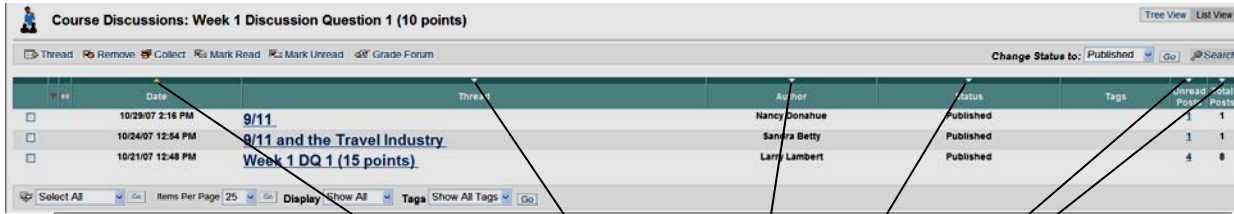
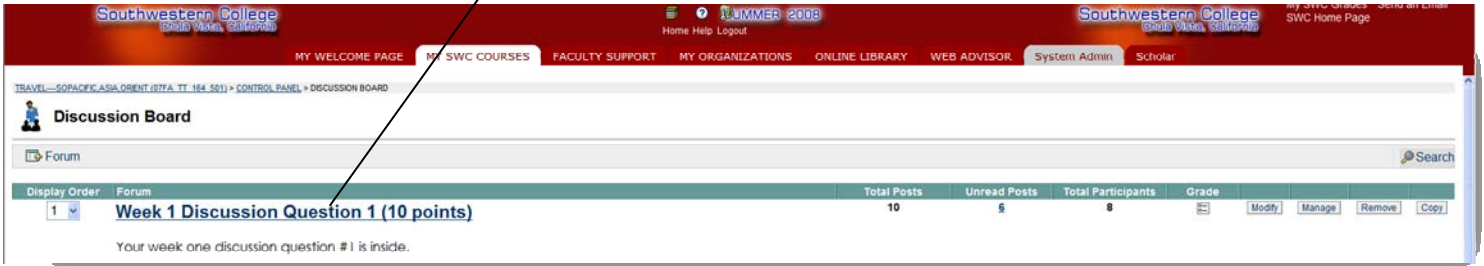
**Step 2:** Click on the **Discussion Board** link in *Course Tools* module



**Step 3:** Click on the **FORUM NAME** you wish to sort in



**Step 4:** Click the name of the **Discussion Board** where you want to sort the messages.



**STEP 5:** Click on the **diamond shape** that appears on the top of the column. When the diamond points **UP** the information in that column is the primary sort and is in **ASCENDING** order.

Pointing **DOWN** means **DESCENDING** order