

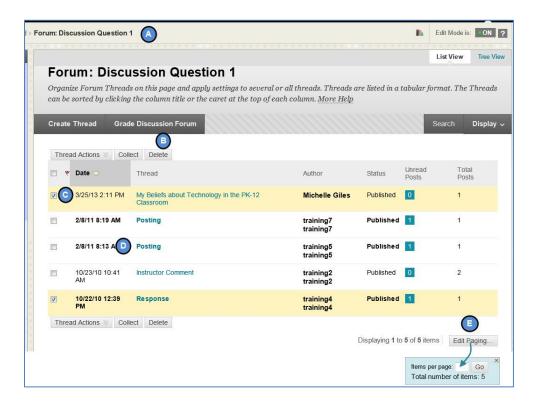
Viewing the Discussion Forum

When you access a forum, a list of threads appears. The following columns display information for each thread:

- Date: Displays the date the thread was created.
- Author: Displays the name of the user who created the thread.
- Status: Indicates whether the thread is published, hidden, locked, unavailable, or a draft.
- Unread Posts: Displays the number of posts not yet accessed.
- Total Posts: Displays the total number of posts, including both read and unread posts.

To sort a column, click the column heading or drop down arrow.

Forum Features



- A. Use the breadcrumbs to navigate to a previous page. Do not use the browser navigation controls because page load errors may occur.
- B. Use the action bar functions to perform various actions, including:

- o Create Thread: Add a new thread to a forum.
- Search: Search for discussion board content. By default, the search field appears collapsed to save screen space.
- o Grade Forum: Grade posts, if you have enabled grading for the forum.
- Thread Actions: Make a selection from the drop-down list. Edit the status of the selected threads and perform other actions, such as marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.
- Delete: Remove selected threads from a forum. You cannot restore deleted threads. Use the Make Unavailable function in the Thread Actions drop-down list to completely hide threads from users without actually deleting the threads.
- Collect: Gather selected threads onto one page where you can sort, filter, and print them
- C. Select multiple threads' check boxes or select the check box in the header row to select all threads for an action, such as deleting.
- D. Click a thread title to read the posts. Forum titles containing unread posts appear in bold type.

Click Edit Paging to determine the number of items to view per page. Type a number in the box and click Go. Click the X to close the pop-up box.