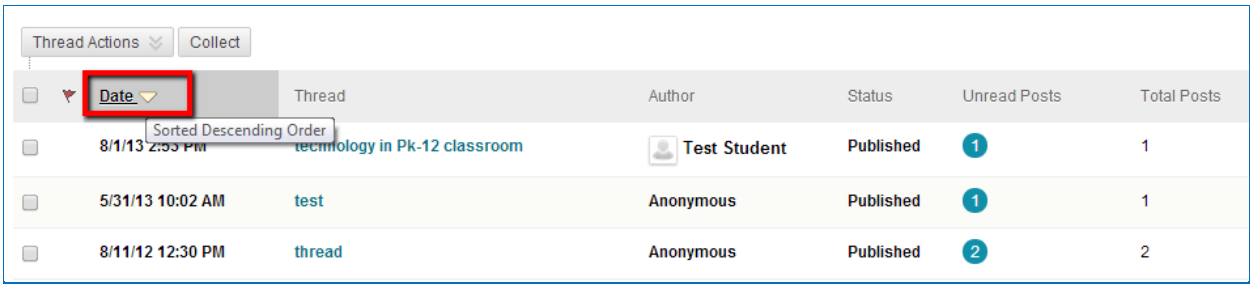
Viewing a Discussion Forum

When you click the title of a forum in a Discussion Board, a list of threads appears. The following columns display information for each thread:

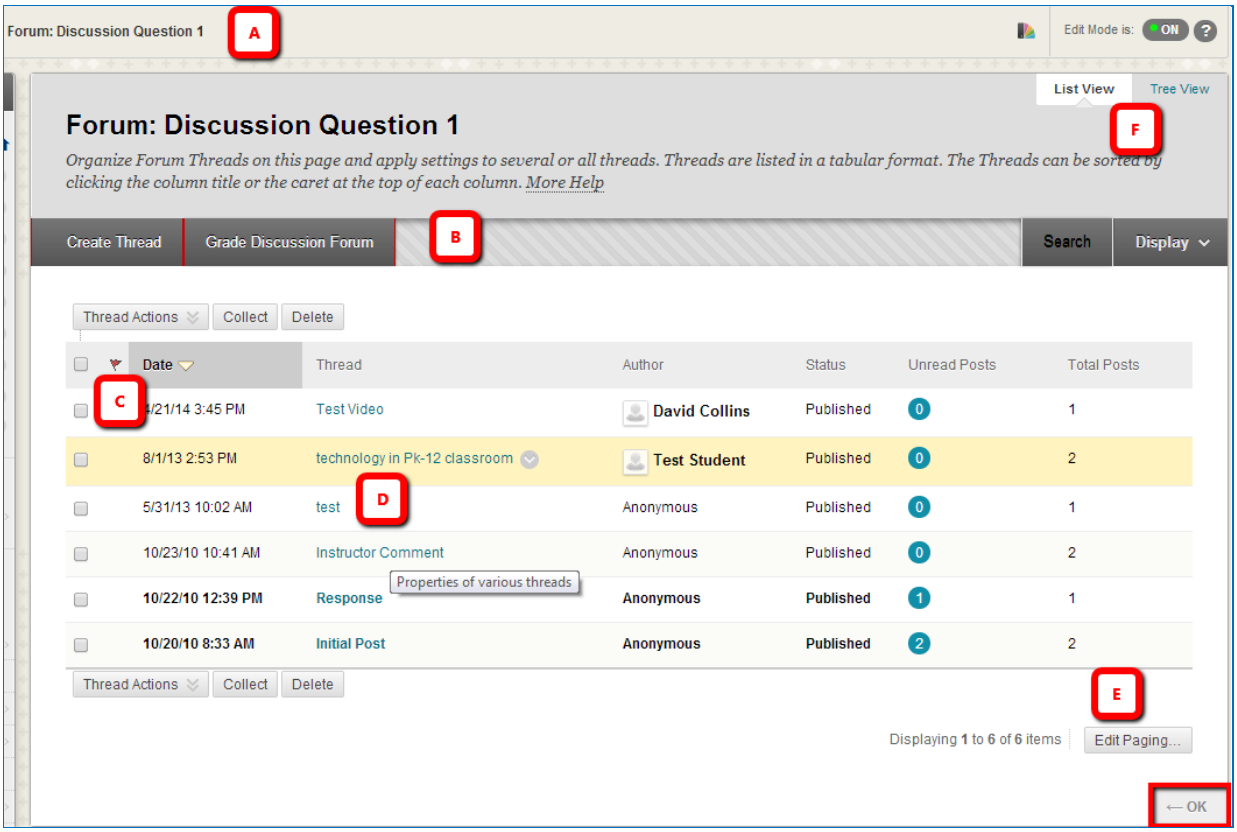
- **Date:** the date the thread was created.
- **Thread:** the name that the author has given the thread.
- **Author:** the name of the user who created the thread.
- **Status:** indicates whether the thread is published, hidden, locked, unavailable, or a draft.
- **Unread Posts:** the number of posts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

To sort by a column, click the column heading or drop-down arrow. Click again to switch between Ascending and Descending order.



Forum Features

When you open a forum, the interface provides a variety of functions for managing and displaying the content.



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 and other buttons to perform various actions, including:

- **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.
- **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' checkboxes, or select the checkbox in the header row to select all threads for an action, such as deleting.

D. Click a thread title to read the posts. Thread titles containing unread posts appear in bold type.

E. 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 without saving changes.

F. Switch between List View and Tree View to change the layout of the threads and gain access to a different set of functions.

Click **OK** or use the breadcrumbs to return to the main Discussion Board page.