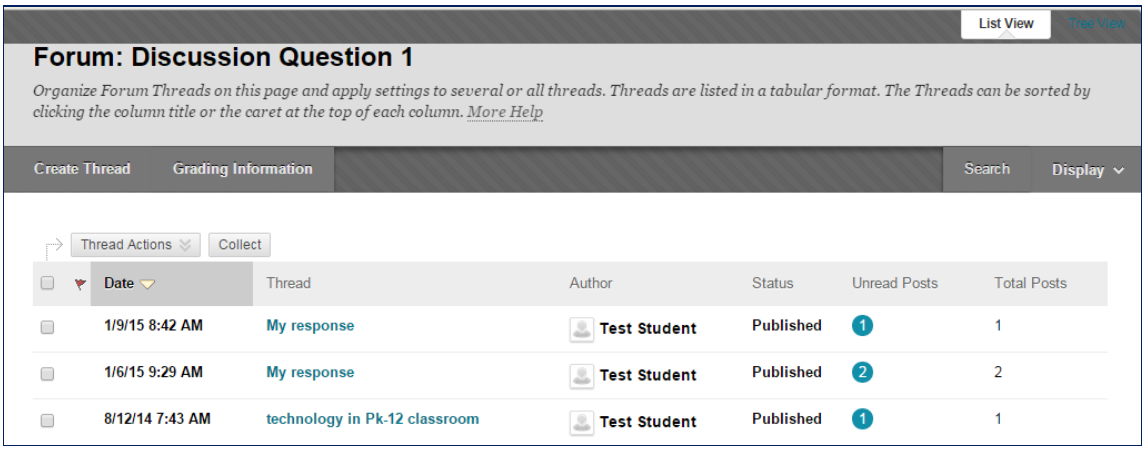
Blackboard 9.1 Viewing and Collecting DB Messages

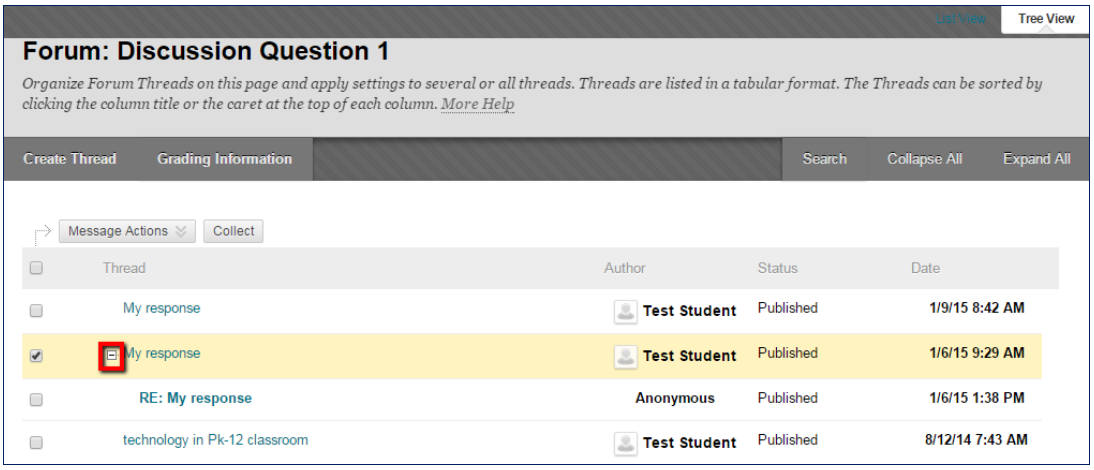
List View and Tree View

There are two different views available for Discussion Board forums: List View and Tree View. You can switch between these views via the tabs at the top-right of the Forum page. Depending on the color scheme used, it may be difficult to see the text on these tabs.

- **List View** displays the threads in a list that you can sort by Date, Title, Author, Status, number of Unread Posts, and Total Posts in ascending or descending order. It also allows you to filter the list and display only Published threads or include any of your own Hidden or Draft messages.

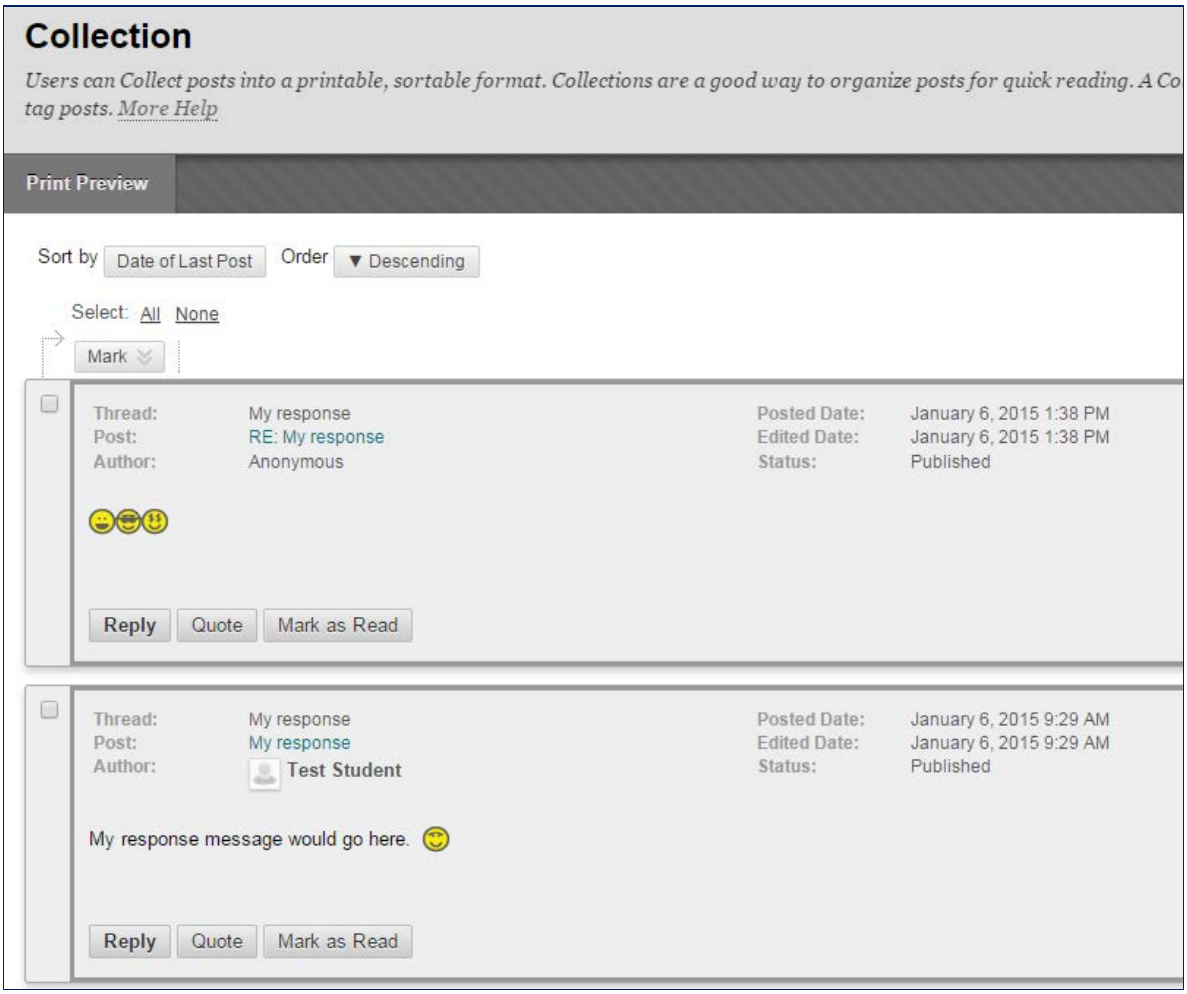


- **Tree View** does not provide sorting or filtering capability. However, it does provide + icons to expand threads and see who replied when. The **Collapse All** and **Expand All** buttons hide and show, respectively, rows for all replies in all threads.



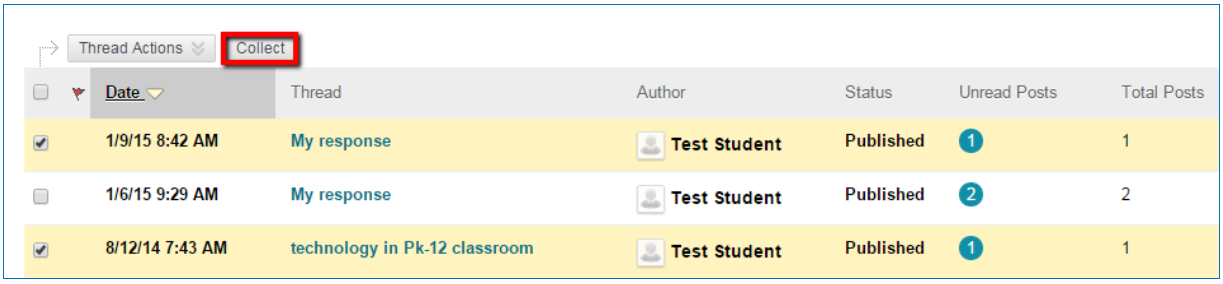
Collecting Messages

List View also displays direct links to the posts in each thread that you have not read, or that you have marked as Unread. Clicking one of those links displays a Collection page with just the unread messages.

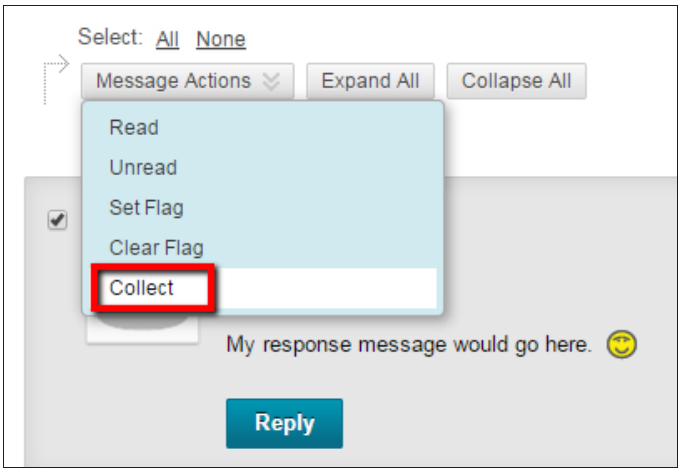
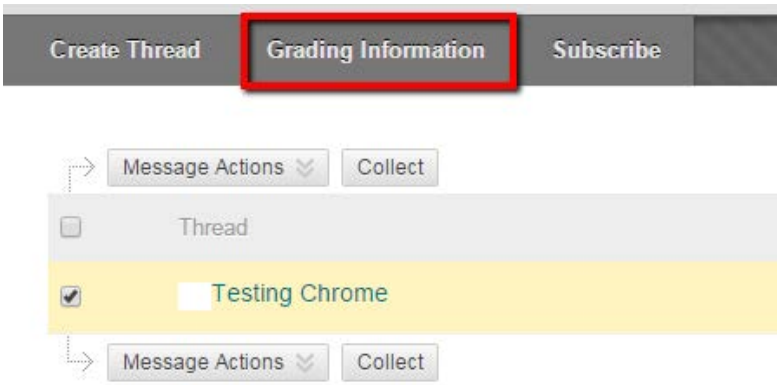


On the Collection page, you can mark messages as Read or Unread, sort and filter by various attributes, or click **Print Preview** to display the collection in your browser's Print window.

On the Forum page, using List View, you can collect messages from more than one thread. Check the checkboxes for all threads you would like to collect, and click the **Collect** button above or below the list.



The third way to collect messages is within a thread. Open the thread, check the checkboxes for one or more messages, point to **Message Actions**, and click **Collect**.



Lastly, if a forum is graded, you can select one or more threads in which you have participated and click the **Grading Information** button to create a collection.