Collecting Discussion Posts

On the Thread Detail page, you can read one thread at a time. To read multiple threads from the same forum, use the Collect button.

The Collect function is also available from the Forum page, where you can gather all the posts made to different threads. After collecting posts, filter and sort the messages to further organize them.

A student posts a question to request help, and seven classmates reply. The student can collect the initial post and the replies on one collection page to read or print.

To select all the posts in a thread, click the Select All checkbox above the Message List. All checkboxes for all the posts are selected whether they are expanded or collapsed.

Follow these steps to collect some or all posts in a thread:

1. Navigate to the Discussion Board, and open a forum.

2. On the Forum page, select the checkboxes of the threads to collect. In Tree View, the collection can include or exclude selected replies: Click the plus (+) icon to expand a thread, and select or deselect the appropriate checkboxes for those messages.

3. Click the Collect button above or below the list of threads.
4. On the Collection page, you can read and print the results. On the action bar, click Print Preview to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the Filter button and the Sort By and Order drop-down lists on the action bar.

On this page, you can also reply to posts and mark messages Read or Unread. Click the Quote button to include the post’s text as part of your reply. To view the responses to a post, click the post’s hyperlinked title to navigate to the Thread Detail page.