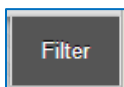


Filtering Discussion Posts after Searching or Collecting

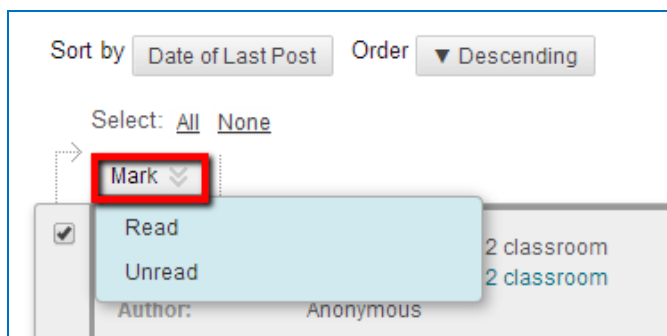
To narrow your search results or sort a collection, you can use the **Filter** button. If you print the posts after filtering, they print in the order they appear on the page.

If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the Search Results or Collection page, click the **Filter** button on the action bar to expand the field.



2. Select options from the following drop-down lists:
 - **Author:** Select All or select an author.
 - **Status:** Show All or select a status.
 - **Read Status:** Show All, Read, or Unread posts.
 - **Tags:** Show All Tags or select a tag, if any tags are applied to the messages.
3. To mark postings as Read or Unread, click the checkbox for each message or the **All** link to select all postings; then point to the **Mark** button and select either **Read** or **Unread**.



4. Click **Go** to apply the selections. You can further organize the results using the **Sort By** and **Order** drop-down lists.

Collection
Users can Collect posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. A Collection must be created to tag posts. [More Help](#)

Print Preview Filter

Author: Status: Read Status: Tags:

Sort by: Order:

Select:

Mark

Thread:	technology in Pk-12 classroom	Posted Date:	August 18, 2014 3:45 PM
Post:	technology in Pk-12 classroom	Edited Date:	August 18, 2014 3:45 PM
Author:	Anonymous	Status:	Published

I think that using technology in the classroom is a great idea. My nieces and nephews are all very well acquainted with technology. The youngest is 5 and is already learning how to build webpages! Of course, I know that not all schools are equipped to handle this instruction. I know of some schools that give out laptops to students and use Moodle and other technologies in their instruction, but I am not sure that this is the norm. I would love to be able to see how this is being implemented, but I am not in a classroom.

5. Click the **X** or the **Filter** button to hide the Filter fields; click **OK** to return to the Forum page.

