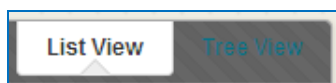


Using List View and Tree View

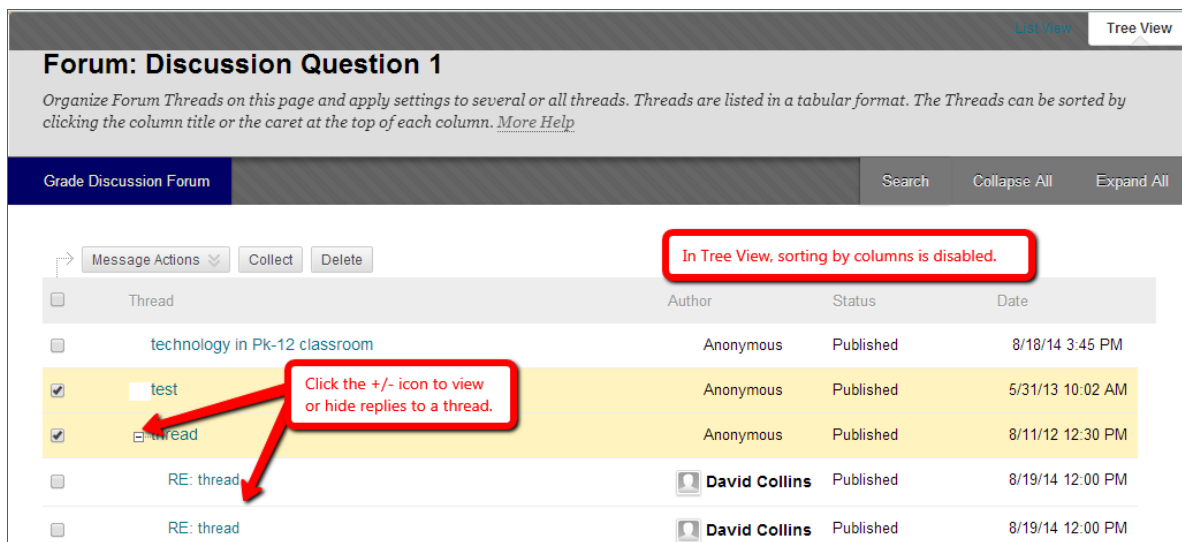
After you click a forum title, a page loads displaying all forum threads. View the page in either List View or Tree View. This choice remains in effect until you change it. You may change it at any time. Change the view on the forum page, in the upper-right corner.



The two views have different capabilities. For example, in Tree View, users can mark replies to threads as Read or Unread, or set flags on them, but cannot sort or filter threads. The view has a **Message Actions** menu button. In List View, users can filter which threads display based on their publication status, but can mark only entire threads as Read or Unread via the **Thread Actions** menu button.

Tree View

Click **Tree View** to show the thread starter messages and their replies. From the action bar, you can create threads, collect, or delete posts.



Forum: Discussion Question 1

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Grade Discussion Forum Search Collapse All Expand All

Message Actions Collect Delete

In Tree View, sorting by columns is disabled.

Thread	Author	Status	Date
technology in Pk-12 classroom	Anonymous	Published	8/18/14 3:45 PM
test	Anonymous	Published	5/31/13 10:02 AM
thread	Anonymous	Published	8/11/12 12:30 PM
RE: thread	David Collins	Published	8/19/14 12:00 PM
RE: thread	David Collins	Published	8/19/14 12:00 PM

Click the +/- icon to view or hide replies to a thread.

If a thread contains unread posts, the thread-starter title appears in bold type. On the action bar, use the **Collapse All** and **Expand All** functions to hide or see all posts included in all threads.

Select the checkbox next to a thread and make a selection from the **Message Actions** drop-down list on the action bar. You can select multiple threads or select the checkbox in the header to select all threads. Actions include marking threads read or unread and setting or clearing flags. Flagging marks threads for later attention.

List View

Click **List View** to present the threads in a table format. Threads containing any unread posts appear in bold type.

<input type="checkbox"/>	<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	<input type="checkbox"/>	8/18/14 3:45 PM	technology in Pk-12 classroom	Anonymous	Published	0	1
<input type="checkbox"/>	<input type="checkbox"/>	5/31/13 10:02 AM	test	Anonymous	Published	0	1
<input type="checkbox"/>	<input type="checkbox"/>		thread	Anonymous	Published	0	3
<input type="checkbox"/>	<input type="checkbox"/>		Posting	Anonymous	Published	1	1
<input type="checkbox"/>	<input type="checkbox"/>		Posting	Anonymous	Published	1	1
<input type="checkbox"/>	<input type="checkbox"/>		Posting	Anonymous	Published	1	1
<input type="checkbox"/>	<input type="checkbox"/>		Instructor Comment	Anonymous	Published	1	1
<input type="checkbox"/>	<input type="checkbox"/>		Response	Anonymous	Published	1	1
<input type="checkbox"/>	<input type="checkbox"/>		Initial Post	Anonymous	Published	1	1

- A. From the action bar, you can create threads, grade the forum, search for discussion text, or filter which threads are displayed.

NOTE: Depending on the settings you made when creating the forum, different functions appear on the action bar. For example, if you allowed tagging, a Tags function appears.

- B. To sort the threads by a particular column, click the column heading.
- C. The **Thread Actions** menu provides ten options for actions to perform on all selected threads. Check the checkboxes next to one or more threads, and make a selection from the drop-down list.

You can select multiple threads or select the checkbox in the header to select all threads. The actions include:

- marking threads read or unread;
- setting or clearing flags to mark threads for later attention;
- editing the status of the selected threads; and
- subscribing or unsubscribing to email alerts for threads, if enabled.

In both views, the nearby **Collect** button allows you to group selected threads for display on a continuous scroll; the **Delete** button allows you to delete selected threads. When deleting, you will be prompted for confirmation.