

Sorting Discussion Posts after Searching or Collecting

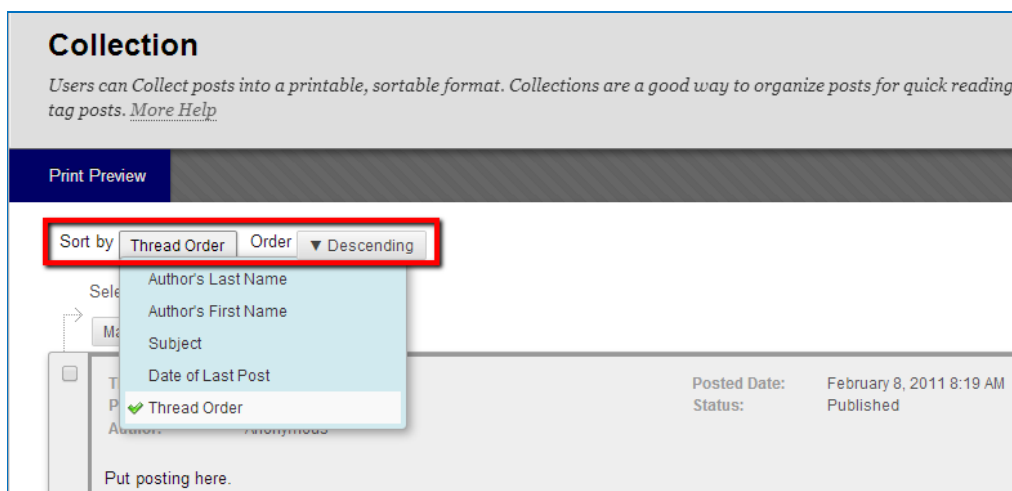
To narrow your search results or sort a collection, you can use the **Sort by** and **Order** drop-down lists. If you print the posts after sorting, the posts print in the order they appear on the page.

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, point to the **Sort By** button on the action bar to access the drop-down list.
2. Select an option:
 - Author's Last Name
 - Author's First Name
 - Subject
 - Date of Last Post
 - Thread Order

If you have enabled the rating of posts, you can also sort by Overall Rating.

3. On the action bar, point to **Order** to access the drop-down list.
4. Sort posts in ascending or descending order.



The screenshot shows a Blackboard interface for a 'Collection'. At the top, there is a header with the title 'Collection' and a sub-header 'Print Preview'. Below this, there is a 'Sort by' dropdown menu with 'Thread Order' selected, and an 'Order' dropdown menu with 'Descending' selected. A red box highlights these two dropdown menus. Below the sorting options, there is a list of posts. The first post is visible, showing the title 'Put posting here.', the author 'Anonymous', and the posted date 'February 8, 2011 8:19 AM'. The status is 'Published'. The 'Thread Order' option is highlighted in the dropdown menu.