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.

![Screenshot of sorting options](image-url)