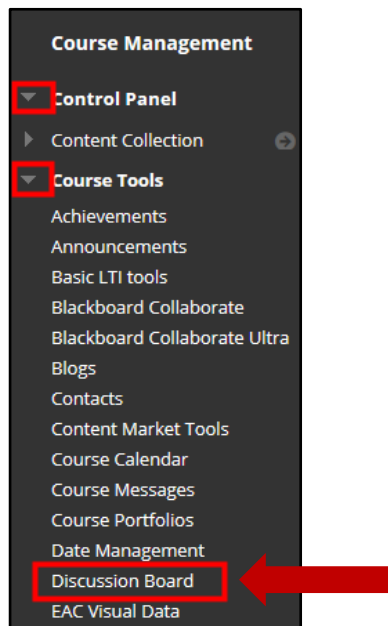


## Collecting and Printing Discussion Board Posts

1. In **Course Management > Control Panel > Course Tools**, click on **Discussion Board**.



2. If you have set up Discussion Boards for groups, you will see the main Discussion Board at the top, followed by the group Discussion Boards. Click on the Discussion Board you need to collect.

**Discussion Board**  
*This page lists every discussion board, including those that are specific to groups. Click a Discussion Board to access the forums.*

DISCUSSION BOARD	FORUMS	PARTICIPANTS	POSTS
<b>2183-OED-BLCK-TRAINING-01</b>	1	0	5
Sign Up Sheet 1 for July 11	1	0	0
Sign Up Sheet 2 for July 12	1	0	0
Sign Up Sheet 3 for July 13	1	0	0
Sign Up Sheet 4 for July 14	1	0	0
Practice Presentation	1	0	0
Carle Group 1	1	0	0
Carle Group 2	1	0	0
Carle Group 3	1	0	0
Carle Group 4	1	0	0

Displaying 1 to 10 of 10 items Show All Edit Paging...

In this example, we use the main Discussion Board for the course.

## Collecting and Printing Discussion Board Posts

3. Once on the desired Discussion Board page, click on the **forum title**.

Discussion Board

*Discussions are a good way to encourage students to think critically about your coursework and interact with each other around individual course lessons or for your course in general. [More Help](#)*

Create Forum

Delete

FORUM	DESCRIPTION	TOTAL POSTS
<a href="#">Coffee House - Class Introductions</a>	Let's get to know each other... Please share: - who you are - why you're taking this course - your career goals Thank you!	0

4. The discussion threads will be displayed. Make sure you are in **List View** and that **all threads** are displaying (see bottom of page).

Click the **checkbox** on the top of the far left column to select all the posts or select the desired threads. Click the **Collect** button.

Forum: Coffee House - Class Introductions

*Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)*

Create Thread   Subscribe   Alignments   Search   Display ▾   Tags ▾

Thread Actions ▾   **Collect**   Delete

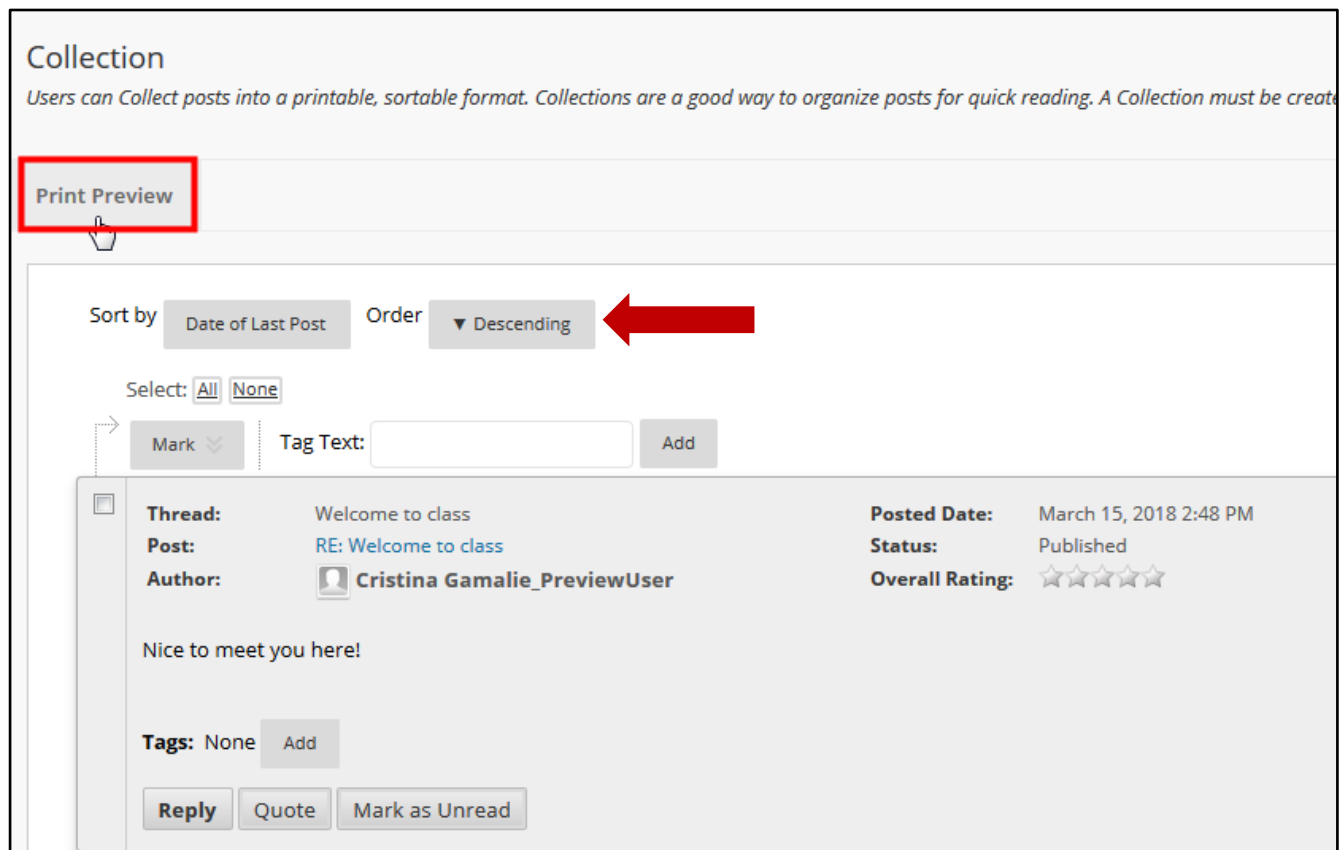
<input checked="" type="checkbox"/>	DATE ▾	THREAD	AUTHOR	STATUS	TAGS	UNREAD POSTS	TOTAL POSTS
<input checked="" type="checkbox"/>	3/15/18 2:47 PM	Hello!	Cristina Gamalie_PreviewUser	Published		0	1
<input checked="" type="checkbox"/>	3/15/18 2:46 PM	Welcome to class	Cristina Gamalie (Admin)	Published		0	2

Thread Actions ▾   Collect   Delete

Displaying 1 to 2 of 2 items   Edit Paging...

## Collecting and Printing Discussion Board Posts

5. The Collection page displays all posts. In the example below, threads are sorted by Date of Last Post and Descending Order. Click the **Print Preview** button. A window will display.



6. **Preview** and **Print** windows will open. Either select the printer you wish to print to or select **Adobe PDF** if you would like to save an electronic version of the file.

