Collecting and Sorting Discussion Board Posts in Blackboard

Blackboard's Collect feature allows instructors to compile Discussion Board postings for quick viewing in one place. Once posts are collected they can be sorted several different ways for easy reading.

1. Select the thread(s) you want to view
2. Click the Collect button
3. Select All posts and Click Go
4. Sort posts by Author's First Name, Author's Last Name, Date, Subject, Thread Order, Ascending or Descending and Click Go

Why should I use the Collect and Sort features?
- Check student discussion board participation and track attendance for the week by using Collect and Sort by Author's Last Name
- Read the thread discussion in one screen by using Collect and Sort by Thread Order
- Use Collect and Sort by Thread Order then save a PDF copy for future reference
- Quickly search the document by using the Find feature (Ctrl + F)

2.

	Date	Thread	Author	Status	Unread Posts	Total Posts
☐	12/13/07 9:42 AM	3 - What do you think so far?	Susan Horton	Published	20	23
☐	12/13/07 9:41 AM	2 - How will you use it?	Susan Horton	Published	25	27
☐	12/13/07 9:22 AM	1 - Introduce yourself	Susan Horton	Published	21	24

1. ☑ Select threads

Thread | Remove | Collect | Mark Read | Mark Unread | Grade Forum | Change Status to: Published

Select All | Go | Items Per Page | 25 | Go | Display | Show All | Go

You can also mark you posts read or unread

4. Sort your postings and Click Go

3. Select All and Click Go

Collection: Module 2 forum

Print | Mark Read | Mark Unread

Filter Author Show All | Status Show All | Read Status Show All | GO

Select All | Go | Sort by | Thread Order | in | ↑ Ascending | Order | Go

Author's First Name
Author's Last Name
Date
Subject
Thread Order

Thread: 1 - Introduce yourself
Post: 1 - Introduce yourself
Author: Susan Horton
Posted Date: December 13, 2007 9:22 AM
Status: Published

Please reply to this question by introducing yourself to the other workshop participants. Tell us what courses or subjects you teach, why you are taking this workshop, and how you are thinking of using Blackboard.

To get started, click on the Reply button to the lower right of this message.

Reply | Quote | Mark as Unread

Thread: 1 - Introduce yourself
Post: RE:1 - Introduce yourself
Author: Greg Walton
Posted Date: March 11, 2008 1:36 PM
Status: Published

Greg Walton cdt

Reply | Quote | Mark as Read