Collecting Discussion Board Posts

There are two ways to select items for collecting in the Discussion Board. First, open the forum of interest and click on the selection boxes to the left of each thread or post and then click on the "Collect" button at the top or bottom of the thread list (figure 1).

![Forum: testing the forum](image)

Figure 1: Discussion Board Forum with Collect checkboxes and Collect and Search buttons highlighted.

The resulting page will by default list the postings in thread order, but the postings can be reordered by author, date, or subject by changing the sort by and order selectors (figure 2).

Using the "Print Preview" button you can print a hard copy of the collected results. This is a bit confusing but is the best way to print results.
A second way to collect postings is to use the Search function. The search button is located on the top right side of the forum page across from the Create Thread button (figure 1). Search terms can be user's name, topic, words used in the post. Remember to check the date and time restrictions. By default, both the before and after checkboxes are checked. The default dates limit your search to the current day (figure 3).

After filling in the search terms and resetting the dates, click the GO button to search the forum.