

## Collecting Discussion Threads

You can use the collect threads option to view all threads from a specific forum on a single page.

1. Access the discussion board by
  - a. selecting the Communication link, then clicking the Discussion Board icon from the communication page, or
  - b. selecting the Discussion Board link from the main course menu, if available.
2. The discussion board page appears and displays Discussion forums. Click the link for the Discussion forum of choice.
3. Use the *Expand All* button or the "+" icon to expand the thread(s) you would like to collect.

The screenshot shows the Blackboard interface for 'Course Discussions: Introduction'. At the top right, there are 'Tree View' and 'List View' buttons. Below the title bar is a toolbar with icons for 'Thread', 'Collect', 'Flag', 'Clear Flag', 'Mark Read', 'Mark Unread', and a 'Search' icon. The main content area displays a table of threads:

<input type="checkbox"/>	Thread	Author	Date
<input checked="" type="checkbox"/>	<a href="#">Introduction</a>	Student1 PTS	11/19/07 11:17 AM
<input type="checkbox"/>	<a href="#">Blackboard Help</a>	Lorraine Williams	11/20/07 11:25 AM

At the bottom of the interface, there is a toolbar with 'Refresh', 'Select All', 'Go', 'Expand All', and 'Collapse All' buttons. The 'Expand All' button is highlighted with a red box.

4. Select the thread **check box** to identify the threads you would like to collect.
5. Click the Collect icon.

The screenshot shows the Blackboard interface for 'Course Discussions: Introduction'. At the top right, there are 'Tree View' and 'List View' buttons. Below the title bar is a toolbar with icons for 'Thread', 'Collect', 'Flag', 'Clear Flag', 'Mark Read', 'Mark Unread', and a 'Search' icon. The main content area displays a table of threads:

<input type="checkbox"/>	Thread	Author	Date
<input type="checkbox"/>	<a href="#">Introduction</a>	Student1 PTS	11/19/07 11:17 AM
<input checked="" type="checkbox"/>	<a href="#">RE: Introduction</a>	Student2 PTS	11/19/07 11:31 AM
<input checked="" type="checkbox"/>	<a href="#">RE: Introduction</a>	Student2 PTS	11/19/07 11:33 AM
<input checked="" type="checkbox"/>	<a href="#">RE: Introduction</a>	Lorraine Williams	11/20/07 11:23 AM
<input checked="" type="checkbox"/>	<a href="#">Blackboard Help</a>	Lorraine Williams	11/20/07 11:25 AM

At the bottom of the interface, there is a toolbar with 'Refresh', 'Select All', 'Go', 'Expand All', and 'Collapse All' buttons. The 'Collect' icon in the toolbar is highlighted with a red box.

The collected threads display in a single continuous document.

Allows you to print your collected threads.

Filters and displays collected threads according to your preferences.

Sorts your collected threads according to your preferences.

The screenshot shows the Blackboard discussion board interface. At the top, there are three buttons: 'Print', 'Mark Read', and 'Mark Unread'. Below these is a filter bar with 'Filter Author' and three 'Show All' dropdown menus, followed by a 'GO' button. Below the filter bar is a 'Select All' button and a 'Sort by' section with 'Date' as the selected option, 'in' as the unit, and 'Descending' as the order, followed by an 'Order' button and a 'Go' button. The main content area displays two threads. The first thread is titled 'Thread: Introduction' with a post titled 'RE: Introduction' by Lorraine Williams, posted on November 20, 2007 at 11:23 AM. The second thread is also titled 'Thread: Introduction' with a post titled 'RE: Introduction' by Student2 PTS, posted on November 19, 2007 at 11:33 AM. Each thread has a 'Reply', 'Quote', and 'Mark as Unread' button.