Working with a Discussion Post Collection

Faculty Support
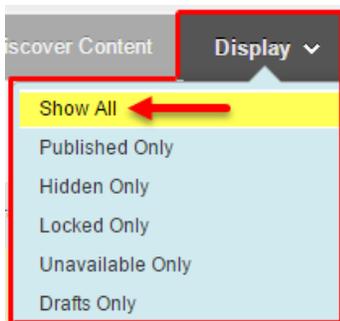**eLearning**

Blackboard Learn

Instructors can print the content that students have posted to a discussion board forum, for offline grading, by collecting a forum's threads and printing the resulting Collection. A Collection can contain all of the forum's threads or threads the instructor has chosen either through direct selection or the "Filter" search form.
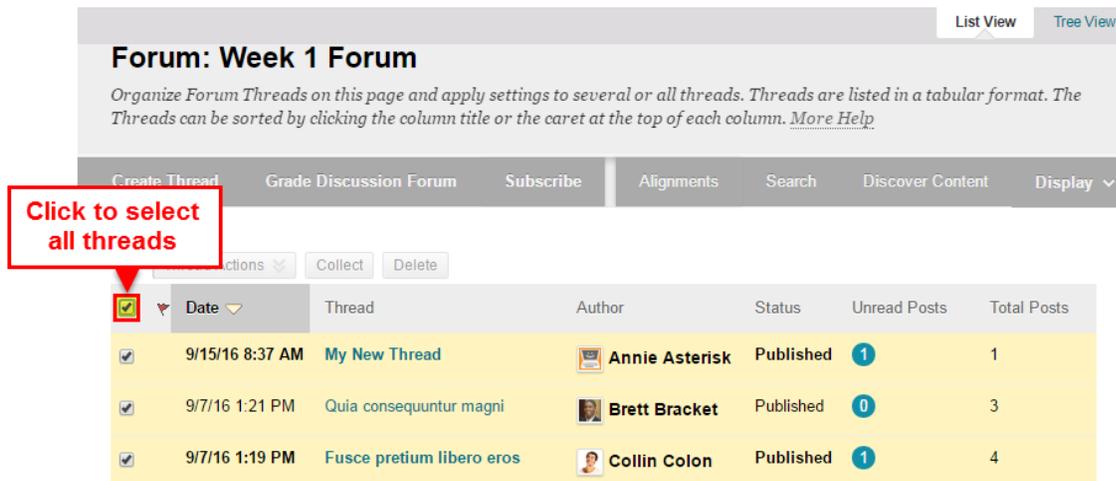
Collecting the Discussion Posts

Follow this process to create a one-time collection of the forum's posts that can be viewed or filtered on a single page.

1. When viewing your **DISCUSSION FORUM**, roll your mouse over the **DISPLAY** button and select **SHOW ALL** to display all threads added to the forum.

2. Next, click the thread selection **CHECKBOX** at the top of the discussion thread list to select all the threads.

3. Then, click the **COLLECT** button to create the collection of the selected threads.

4. This will collect all of the posts onto one page, called a **Collection**.

Filtering a Collection

When viewing a collection, click the **FILTER** button to view search tools to help you find posts that match selected criteria. After selecting your criteria, click the **GO** button. The collection will re-sort and display posts matching this criteria.

Printing a Collection

When viewing a collection, click the **PRINT PREVIEW** button. The collection will open in a new page and launch your browser's print manager, where you can choose your print options and send the collection to your printer.
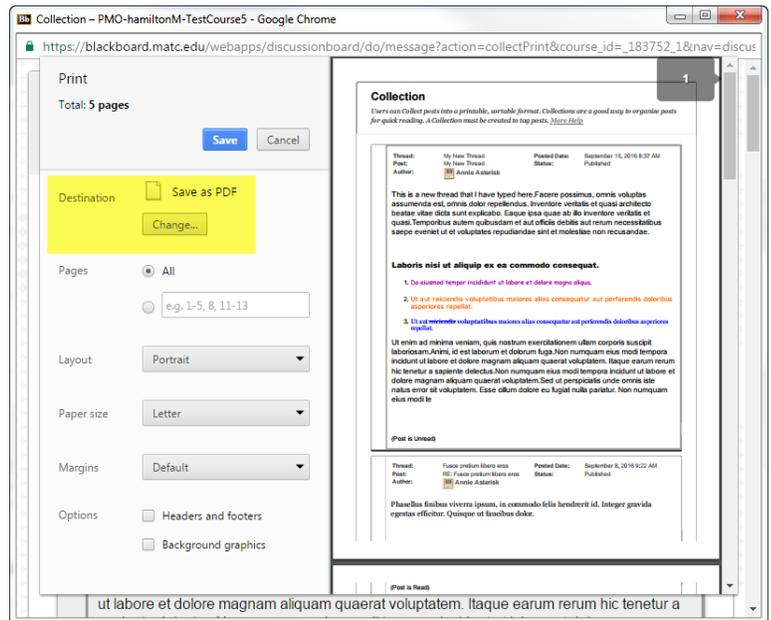
Saving the Collection as a PDF File

When viewing a collection, click the **PRINT PREVIEW** button. The collection will open in a new page and launch your browser's print manager. Follow the example steps for the browser you are using:

Google Chrome

In Google Chrome's Print Manager, click the **CHANGE** button to select **ADOBE PDF** from a list of available print locations. Then, click the **SAVE** button.

You will be prompted to name and save the file to a location on your computer.

Mozilla Firefox

In Firefox's Print Manager, select **ADOBE PDF** from the printer **NAME** drop-down menu and click the **OK** button.

You will be prompted to name and save the file to a location on your computer.