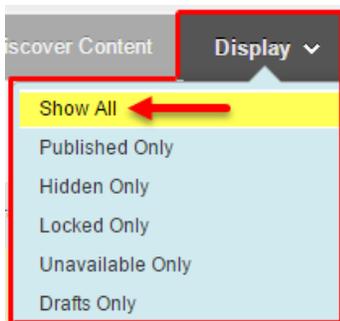


Instructors can print the content that students have posted to a discussion board forum, for offline grading, by collecting a forum's threads and printing the resulting Collection. A Collection can contain all of the forum's threads or threads the instructor has chosen either through direct selection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

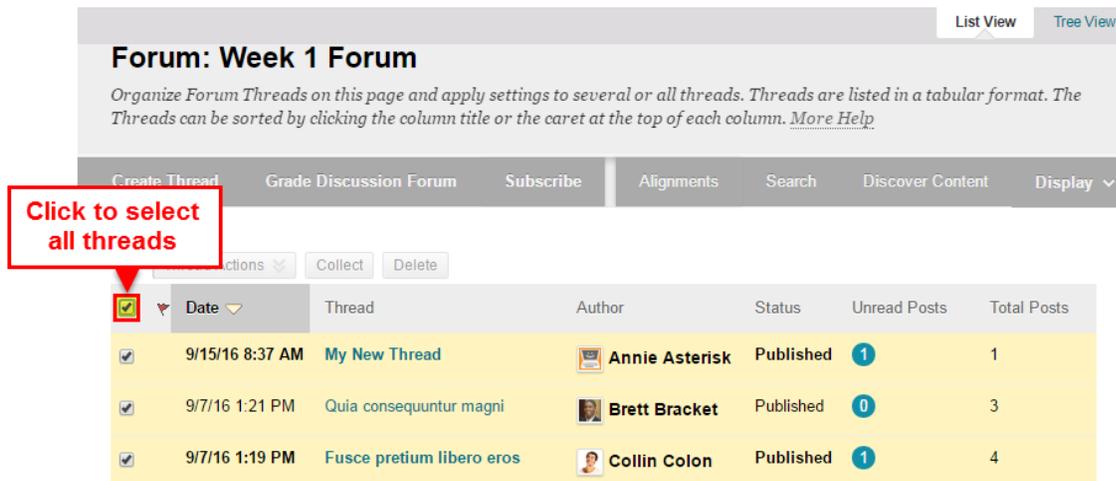
Collecting the Discussion Posts

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**.

Collection
Users can Collect posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. A Collection must be created to tag posts. [More Help](#)

Print Preview Filter

Sort by Date of Last Post Order Descending

Select: All None

Mark

Thread: Fusce pretium libero eros
Post: RE: Fusce pretium libero eros
Author: Annie Asterisk
Posted Date: September 8, 2016 9:22 AM
Status: Published

Phasellus finibus viverra ipsum, in commodo felis hendrerit id. Integer gravida egestas efficitur. Quisque ut faucibus dolor.

Reply Quote Mark as Unread

Thread: Fusce pretium libero eros
Post: RE: Fusce pretium libero eros
Author: Annie Asterisk
Posted Date: September 7, 2016 1:23 PM
Status: Published

Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat.

Reply Quote Mark as Unread

Thread: Quia consequuntur magni
Post: RE: Quia consequuntur magni
Author: Annie Asterisk
Posted Date: September 7, 2016 1:23 PM
Status: Published

Architecto beatae vitae dicta sunt explicabo. Nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam. Ut enim ad minim veniam, quis nostrud exercitation ullamco. Laboris nisi ut aliquip ex ea commodo consequat. Quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Nihil molestiae consequatur, vel illum qui dolorem eum. Laboris nisi ut aliquip ex ea commodo consequat.

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.

Collection
Users can Collect posts into a printable, sortable format to organize posts for quick reading. [Help](#)

Print Preview Filter

Author Select All Status Show All Read Status Show All Tags Show All Tags

Go

Sort by Date of Last Post Order Descending

Click to access tools for searching the collection by author, post status, and more.

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.



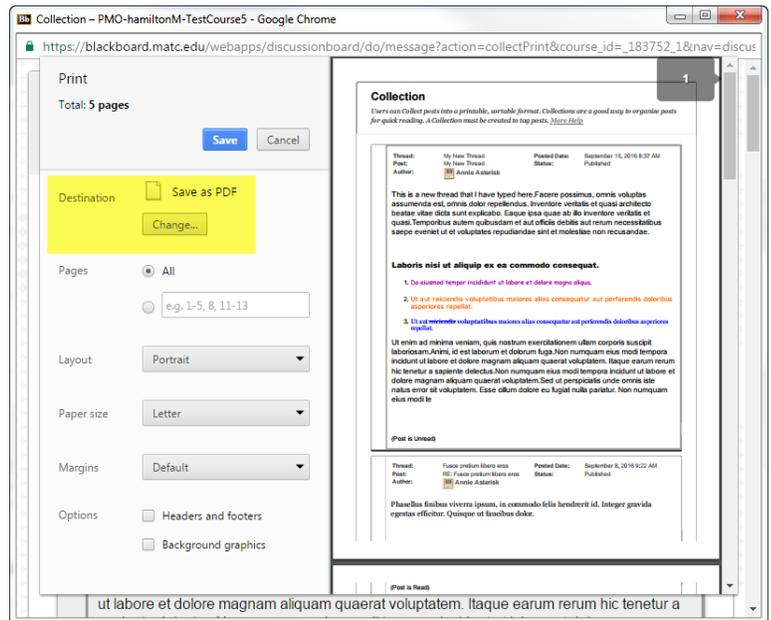
Saving the Collection as a PDF File

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.

