Collecting and Printing Discussion Posts

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.

Known Issue! – At this time, a complete Collection of posts can only be printed using Internet Explorer, Google Chrome, or Safari. Firefox web browsers will only print the first page of the Collection.

Collecting Your Threads

Create a Collection of threads using this process:

1. When viewing your discussion forum, select the threads you want to collect by checking each thread’s checkbox. If you want to select all the threads in the forum, roll your mouse over the “Display” menu button and select “Show All”. Then, check the “Master Checkbox” that appears in the toolbar above the list of threads to select all the threads at once.

2. Then, click the “Collect” button.
3. This will collect all of the posts onto one page, called a **Collection**.

### Optional: Refining Your Collection by Using the Filter

If you would like view specific posts according to author, status, or post tags (if used), click the **FILTER** button.
A simple search form will appear, which you can use to search and display posts matching specific criteria. For example, you can search for all posts made by a specific student.

After you indicate your filter criteria, click the **GO** button. The collection will display all posts that meet your filter’s criteria.
Printing Your Collection

Once you have your Collection of threads, click the “Print Preview” button that appears on your Collection page. This should launch a new window, displaying a preview of the threads to be printed as well as the Print dialogue box.

If you are using Internet Explorer and these windows do not appear, right-click your mouse anywhere within the body of the Collection page and select “Print” from the context menu that appears.