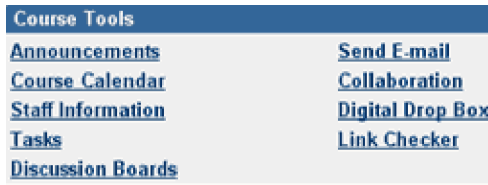


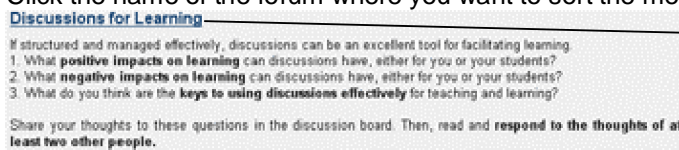
Collecting and Printing Messages in the Discussion Board

The Discussion Board is another communication tool that can be used to enhance a course. Any messages in a forum can be collected and printed.

Step 1: Click on the **Discussion Board** link in *Course Tools* area of Control Panel.



Step 2: Click the name of the forum where you want to sort the messages.

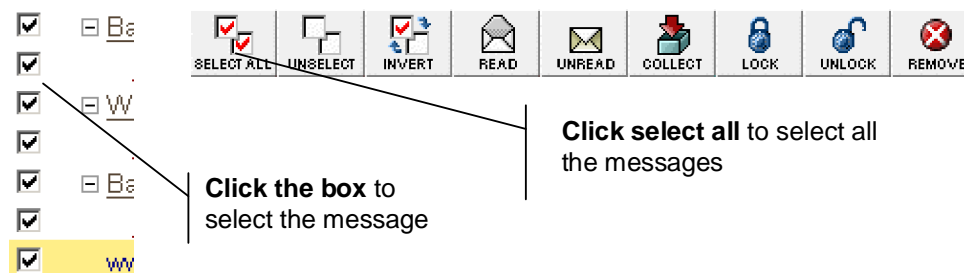


This will take you into the discussion where you can read, post, and reply to messages

Step 3: Click the **Show options** button at the top right of your screen.



Step 4: **Select the messages** you want to view by either selecting them each individually or clicking on the select all button into the option bar.



Step 5: Click **Collect**.



Collect will put all the messages you selected in a page you can read and/or print

To print the discussion messages

A) Click on the Print Icon  at the top of the screen

B) Go to File à Print in the Menu of Internet Explorer and Click OK