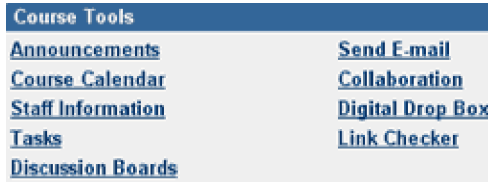


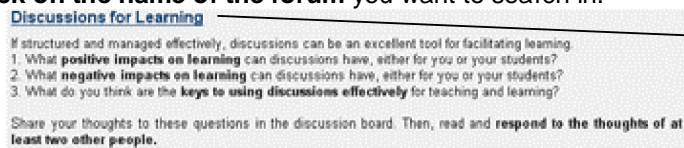
Searching the Discussion Board

The Discussion Board is another communication tool that can be used to enhance a course Web site. The Discussion Board can be searched for specific content, author, or subject.

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

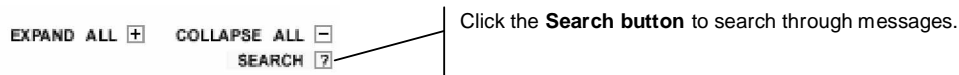


Step 2: Click on the name of the forum you want to search in.



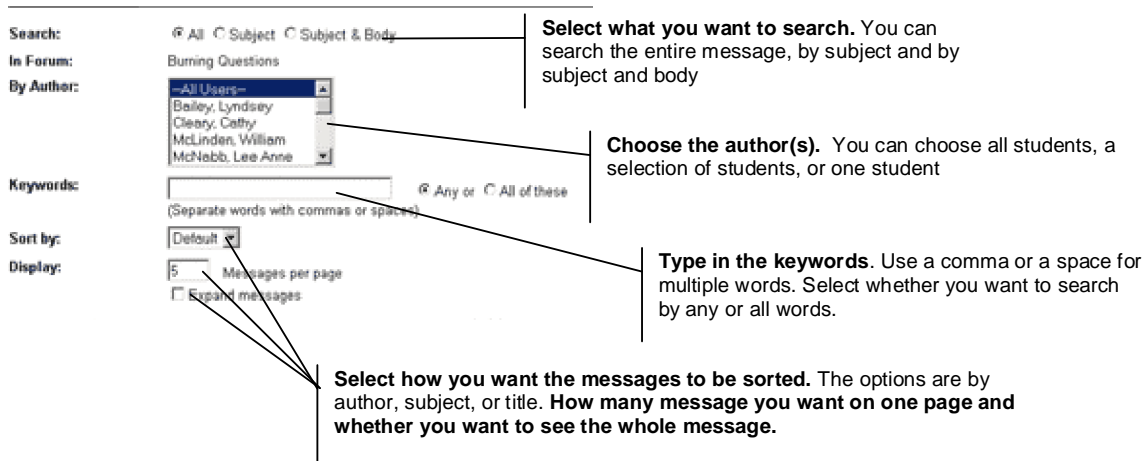
This will take you into the discussion where you can read, post, and reply to messages

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



Click the **Search** button to search through messages.

Step 4: Choose the options for search criteria and click **submit**.



Select what you want to search. You can search the entire message, by subject and by subject and body

Choose the author(s). You can choose all students, a selection of students, or one student

Type in the keywords. Use a comma or a space for multiple words. Select whether you want to search by any or all words.

Select how you want the messages to be sorted. The options are by author, subject, or title. How many message you want on one page and whether you want to see the whole message.

Step 5: Click **submit** to Search. The messages found by the criteria will be displayed on the next page.