

# Sorting Messages in the Discussion Board

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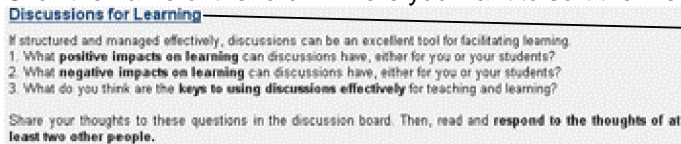
Blackboard's discussion board is an important communication tool for online learning.

In the Discussion Board, people in the course share their thoughts and ideas with each other and essentially engage in "conversation". You can sort the messages by date, author, and subject. The default is to sort by date.

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



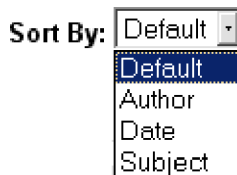
**Step 2:** Click the name of the forum where you want to sort the messages.



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

**Step 3:** Scroll down the bottom of the messages screen.

**Step 4:** Using the "Sort by:" drop down menu; **choose how you want to sort the messages**. The messages will be automatically updated to reflect the sorting.



- **Default:** to sort by the earliest date.
- **Author:** to sort by the author of the message.
- **Date:** to sort by the earliest date. Note this is the default.
- **Subject:** to sort by the subject.