How to Search Discussions

1. Access the discussion board, a forum, or a thread and click Search. The Search field expands.
2. Type a search criterion in the Search box.
3. In the drop-down list, select an area to search:
   - Current Discussion Board
   - All Forums in Course
   - Current Forum
   - Current Thread

   **NOTE:** The options in the drop-down list depend on where your search began. All Forums in Course includes any group discussion boards in your course. Students do not see results from group discussion boards unless they are members of that group.

4. To further narrow your search results, select the After and Before check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times.
5. Click Go.

On the Search Results page, you can read and print the results. On this page, you can also reply to posts and mark messages read or unread. Click the Quote function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the thread's page.
Collect Posts

On a thread page, you can read all the posts made to the initial post. If many posts appear, you can reduce the list using the collect function. After collecting posts, you can filter, sort, print, and tag them. The collect function is also available from the forum page where you can gather all the posts made to different threads. After collecting posts, filter and sort the messages to further organize them.

Use the following steps to collect posts in a thread.

**NOTE:** To select all but a few posts in a long list in a thread, click Select: All on the action bar. All check boxes for all the posts are selected and you can clear the check boxes for the posts you do not need.

1. Access a forum and select a thread.
2. On the thread’s page, select the check boxes of the posts to collect. If a post has replies and you want them to appear on a collection page, select the check boxes for those messages.
3. On the action bar, point to the Message Actions and click Collect.

On the Collection page, you can read and print the results. On this page, you can also reply to posts and mark messages read or unread. Click the Quote function to include the post’s text as part of your reply. To view the responses to a post, click the post’s hyperlinked title to navigate to the thread's page.