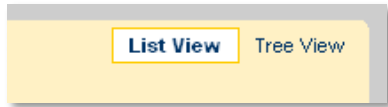
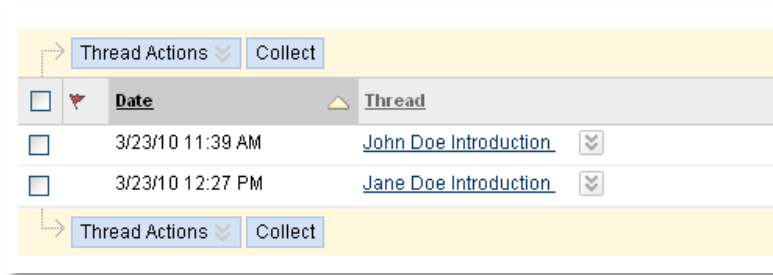


Advanced Discussion Board Techniques

List View vs. Tree View

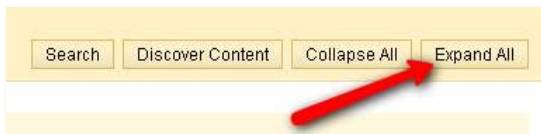


List View – Only display new threads posted by instructor and student users

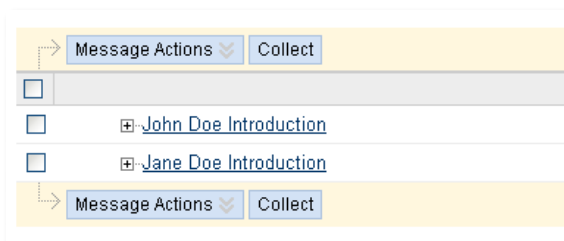


Tree View – Displays new threads as well as responses posted by instructor and student users

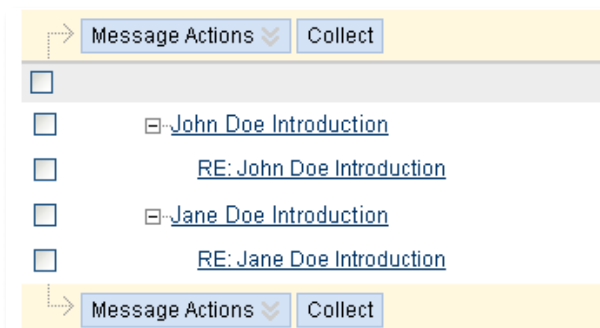
Note: In tree view, there is an option to **Collapse All** or **Expand All**



Collapse All – Displays a plus sign next to the posts that contain a response



Expand All – Displays all posts – new threads and responses



Collect – Viewing Multiple Threads at Once

Overview

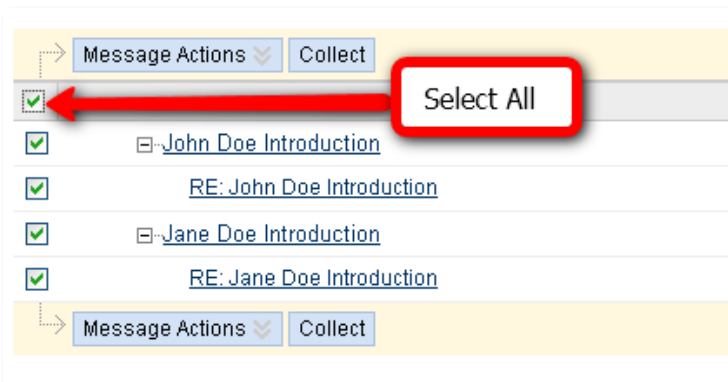
The Collect feature in the Discussion Board allows viewers to review multiple posts at once by selecting the checkboxes next to individual posts and collecting, or using the select all feature and collecting.

To Select All and Collect

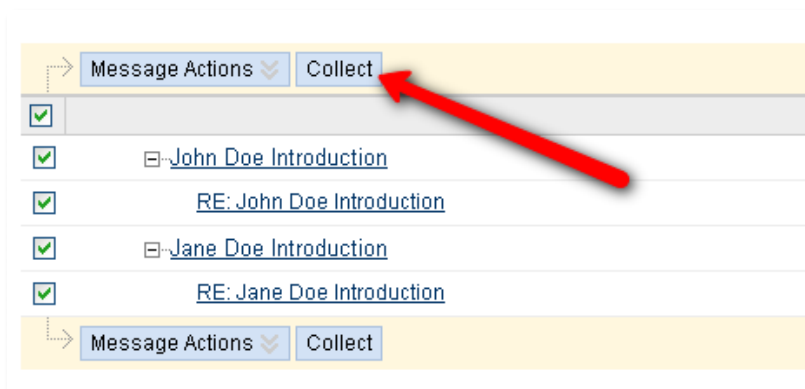
1. Open the discussion forum and select **Tree View**



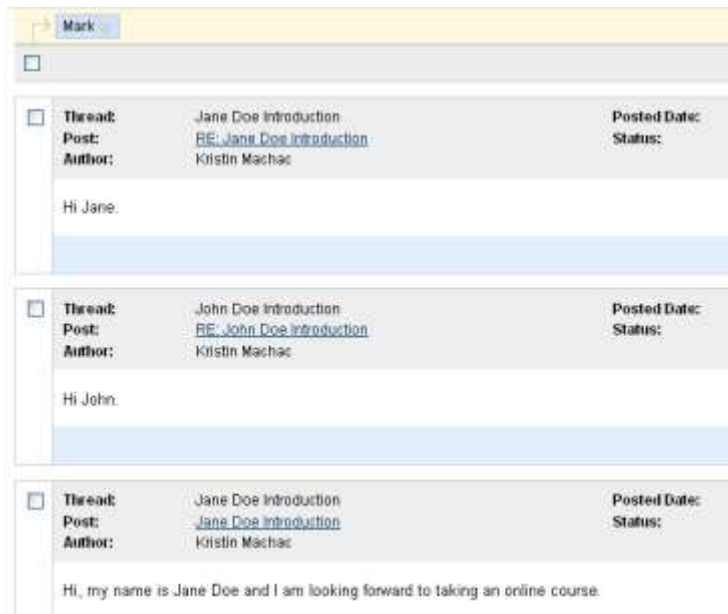
2. Click the **Select All** checkbox to select checkboxes for all of the posts



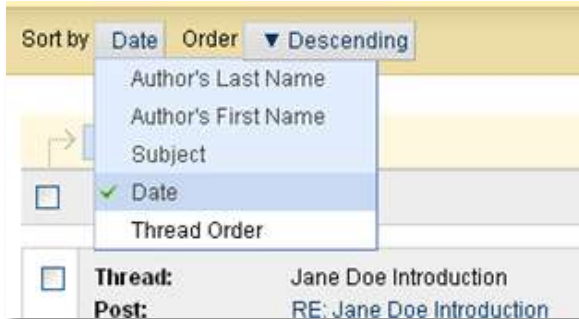
3. Click the **Collect** button



- A new page will open displaying all of the post messages for the user to read at once.



- You can Sort by the following options:



- Once you've finished reading all of the messages, click the **Select All** checkbox to select each thread and click the **Mark** dropdown menu and select **Read** to indicate that you've read all of the posts.



7. Checking that you've "**Marked Read**" will assist you with viewing only new posts the next time you return to view the forum. In the future, only new posts will be reflected under the "**Unread posts**" so you can skip directly to the unread posts. If there are no new posts, a **0** will be reflected.

Total Posts	Unread Posts	Total Participants
4	0	1

