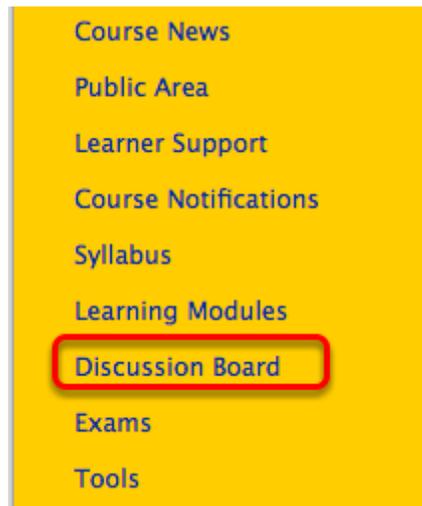


## Collecting Discussion Forum Posts

The "Collect" feature in the Blackboard discussion board tool allows instructors and students to assemble multiple discussion board posts onto one page. This allows for easy reading, saving, or printing of multiple posts.

### Accessing the Discussion Board



Log into your Blackboard course, and access the discussion board link from the course menu.

### Accessing the Discussion Forum

Forum	Description	Total Posts	Unread Posts	Total Participants
<a href="#">Week 2: 1/14-1/19</a>	Click on the forum you wish to access	12	2	4
<a href="#">Week 9: 10/16-10/22: FALL BREAK</a>		0	0	0

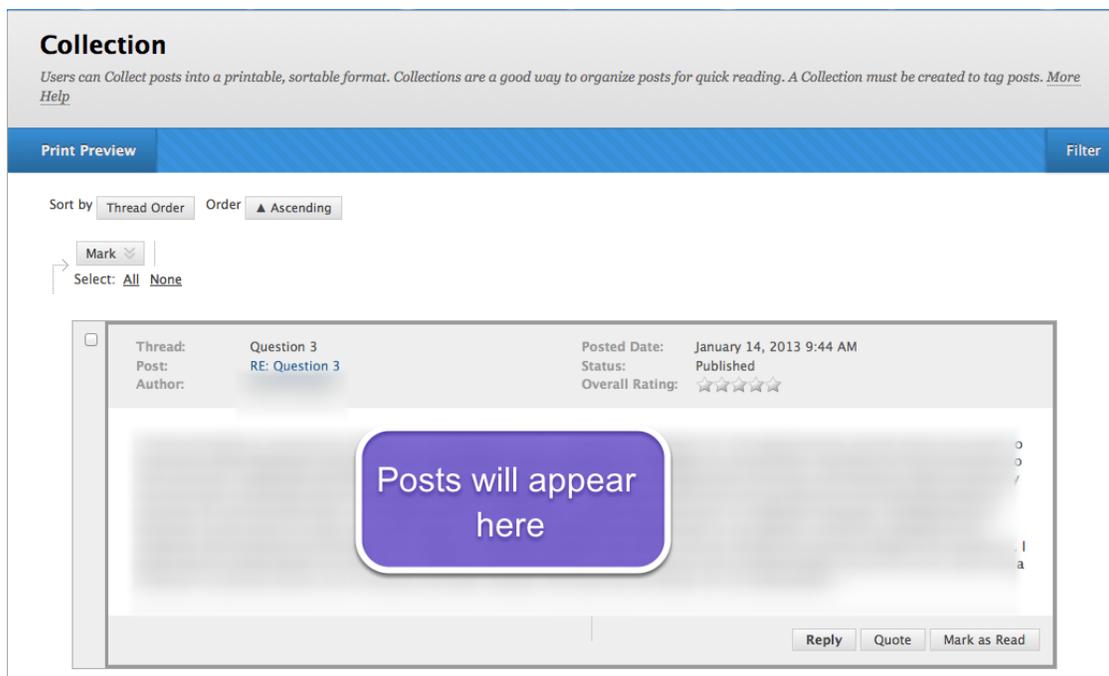
Once you click on the discussion board link, you will now see all the available discussion forums listed. Click on the title of the forum in which you want to view the posts for.

## Collecting Discussion Board Posts, Part 1



You will now see a list of threads within the forum you selected. Check the boxes to the left of the threads you wish to view the posts for and click the **Collect** button at the top.

## Collecting Discussion Board Posts, Part 2



You will now see all the discussion posts in the selected threads on the screen. You can now print the page, or you can copy the threads into a Word document to archive the posts.