



## Discussions: Search and Collect

In the discussion board, you can search for specific text, such as a phrase, word, or part of a word. The results appear on a search results page.

### 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:
  - o Current Discussion Board
  - o All Forums in Course
  - o Current Forum
  - o Current Thread

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.

**Discussion Board**

Create Forum Search

Forum	Description
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.

**Discussion Board**

Create Forum Search

Search tidal  Current Discussion Board  After 10/24/2012 12:00 AM  Before 10/24/2012 10:09 AM Go

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 the action bar, click Print Preview to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the Filter function and the Sort By and Order drop-down lists on the action bar.

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.

## How to 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.


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.

### Thread: Project Aims to Harness the Power of Waves

Select: **All** None
Message Actions ▾
Expand All
Collapse All

14 Posts in this Thread
0 Unread



**Alyssa Dubois**

**Project Aims to Harness the Power of Waves**


5 days ago

Overall Rating: ★★★★★

PORTLAND, Ore. — About 15 years ago, this environmentally conscious state with a fir tree on its license plates began pushing the idea of making renewable energy from the ocean waves that bob and swell on the Pacific horizon. But then one of the first test-buoy generators, launched with great fanfare, promptly sank. It was not a good start.

[http://www.nytimes.com/2012/09/04/us/project-aims-to-harness-wave-energy-off-the-oregon-coast.html?\\_r=0](http://www.nytimes.com/2012/09/04/us/project-aims-to-harness-wave-energy-off-the-oregon-coast.html?_r=0)

Reply



**Mei Wong**

**RE: Project Aims to Harness the Power of Waves**

2 hours ago

Overall Rating: ★★★★★☆

In the UK, they are pursuing wave energy for electricity.

[http://www.youtube.com/watch?v=ZcA3e8\\_j8XA](http://www.youtube.com/watch?v=ZcA3e8_j8XA)

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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.

## How to Filter Posts After Searching or Collecting

To narrow your search results or sort a collection, you can use the filter function. If you print the posts after filtering, they print in the order they appear on the page.

If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the Search Results or Collection page, click the Filter function on the action bar to expand the field. Select options from the following drop-down lists:
  - Author: Select All or select an author.
  - Status: Show All or select a status.
  - Read Status: Select Show All, Read, or Unread posts.
  - Tags: Show All tags or select a tag. You need to enable the tag function at the forum level for this drop-down to appear.
2. Click Go to apply the selections. You can further organize the results using the Filter function and the Sort By and Order drop-down lists on the action bar.
3. Click the X to close the Filter field.

The screenshot shows the 'Collection' page action bar. It features a 'Print Preview' button on the left and a 'Filter' button on the right. Below these buttons is a row of filter controls: 'Author' (Select All), 'Status' (Show All), 'Read Status' (Show All), and 'Tags' (Show All Tags). To the right of these filters is a 'Go' button and a close button (X). Below the filter row, there is a 'Select: All None' button and a 'Mark' button with a dropdown arrow. At the bottom right, there are 'Sort by' and 'Order' controls. The 'Sort by' dropdown is set to 'Date of Last Post' and the 'Order' dropdown is set to 'Descending'.

## How to Sort Posts After Searching or Collecting

To narrow your search results or sort a collection, you can use the Sort by and Order drop-down lists. If you print the posts after sorting, the posts print in the order they appear on the page.

If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the Search Results or Collection page, point to Sort by on the action bar to access the drop-down list.
2. Select an option:

If you enabled the rating of posts, you can also sort by Overall Rating.

- Author's Last Name
  - Author's First Name
  - Subject
  - Date of Last Post
  - Thread Order
3. On the action bar, point to Order and sort posts in ascending or descending order.



## How to Tag Threads

Tags are text labels that act like bookmarks. You can tag posts to group similar messages together. For example, if the subject of scientific notation is discussed often, tag each of the posts on this topic. Students can read, filter, and search messages using these tags, but they cannot create tags.

In a forum's settings, you must enable Allow Post Tagging so you can create tags.

For faster discussion board loading, you can disable post tagging when forum usage is heavy. When you enable tagging again, all tags are restored.

1. Access the forum containing the threads to tag.

- In List View, select the check boxes for the thread or threads to tag. You can select all the threads in a forum by selecting the check box in the header row.
- On the action bar, click Collect.

**Forum: Oceans in the News**

View: **List View** Tree View

Create Thread Search Display ▾

Thread Actions **Collect** Delete

<input type="checkbox"/>	Date ▾	Thread	Author	Status	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	2/13/13 11:57 AM	Great Global Warming/Ocean Effect/Role website	Javier Perez	Published	1	1
<input type="checkbox"/>	2/13/13 12:14 PM	Wave Power in Scotland	Henry Wagner	Published	0	3
<input checked="" type="checkbox"/>	2/14/13 9:44 AM	NOAA's Coral Reef Conservation Program	Mina Akbar	Published	1	1

- On the Collection page, you can filter and sort your results.
- Type a tag name in the Tag Text box.
- Select the check boxes of the messages to assign the tag name to. To select all the messages, click Select: All above the list.
- Click Add next to the Tag Text box.

**Collection**

Print Preview Filter

Select: **All** None

Mark ▾ Tag Text:  Add

Sort by Author's Last Name Order ▾ Descending

<input checked="" type="checkbox"/>	Thread: Great Global Warming/Ocean Effect/Role website	Posted Date: February 13, 2013 11:57 AM	Status: Published
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## On the Collection Page

On the Collection page, the tag you provided appears below each message you selected. If you provide multiple tags, all appear. You can include more tags following the same steps. To delete a tag, click the red X next to it.

Alternatively, you can add a tag to an individual message. Below the message, type the tag in the Add Tag box and click OK or click Choose from Existing to choose a tag from a list of tags that appear on the Collection page.

**Collection**

Print Preview

Select: All None Sort by Author's Last Name

Mark Tag Text: Add

Thread: Great Global Warming/Ocean Effect/Role website  
 Posted Date: February 13, 2013 11:57 AM  
 Status: Published  
 Post: Great Global Warming/Ocean Effect/Role website  
 Overall Rating: ☆☆☆☆  
 Author: Javier Perez

[http://www.sciencedaily.com/news/earth\\_climate/oceanography/](http://www.sciencedaily.com/news/earth_climate/oceanography/)

Tags: conservation warming Add Tag OK Choose from Existing

## On the Forum Page

On the forum page, all tags appear in the Tags column. The column is only visible in List View.

**Forum: Oceans in the News** List View Tree View

Create Thread Search Display Tags

Thread Actions Collect Delete

	Date	Thread	Author	Status	Tags		
<input type="checkbox"/>	2/13/13 11:57 AM	Great Global Warming/Ocean Effect/Role website	Javier Perez	Published	conservation, warming	1	1
<input type="checkbox"/>	2/13/13 12:14 PM	Wave Power in Scotland	Henry Wagner	Published		0	3
<input type="checkbox"/>	2/14/13 9:44 AM	NOAA's Coral Reef Conservation Program	Mina Akbar	Published	conservation	1	1

Show All Tags  
 conservation  
 warming

- On the action bar, click Tags to access the drop-down list and select a tag or Show All Tags. After you make a selection, only those messages appear on the forum page.
- To sort messages by tag, click a tag in the Tags column. The messages with that tag appear on a collection page.