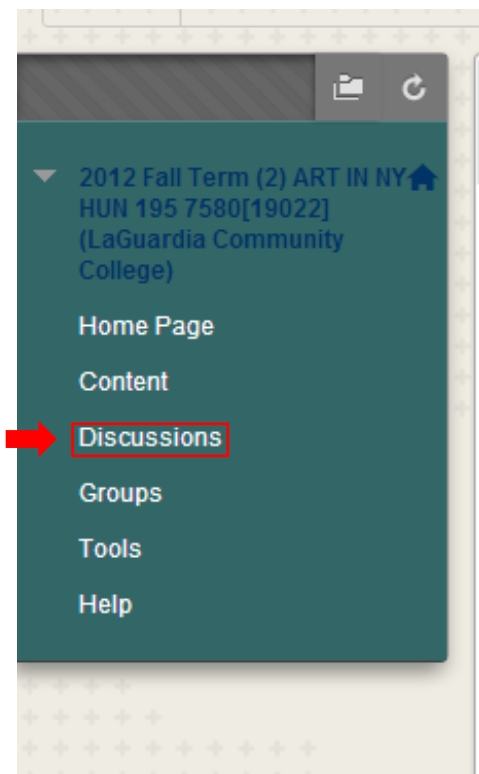




DARE TO DO MORE

Organizing Discussion Board Posts

Step 1. Click **Discussions** on the course menu.

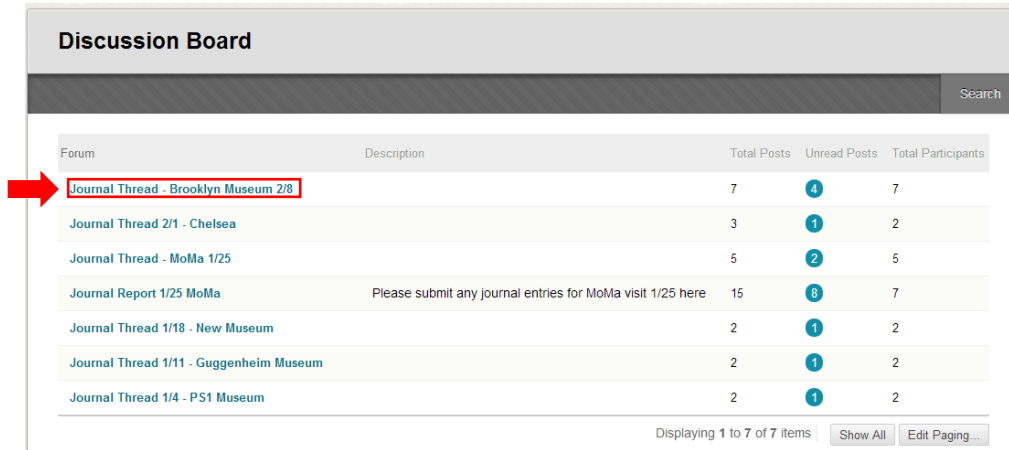


LaGuardia Community College

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Created by ISMD's Dept. Training Team.

Step 2. Select and Click a forum that you want to organize.



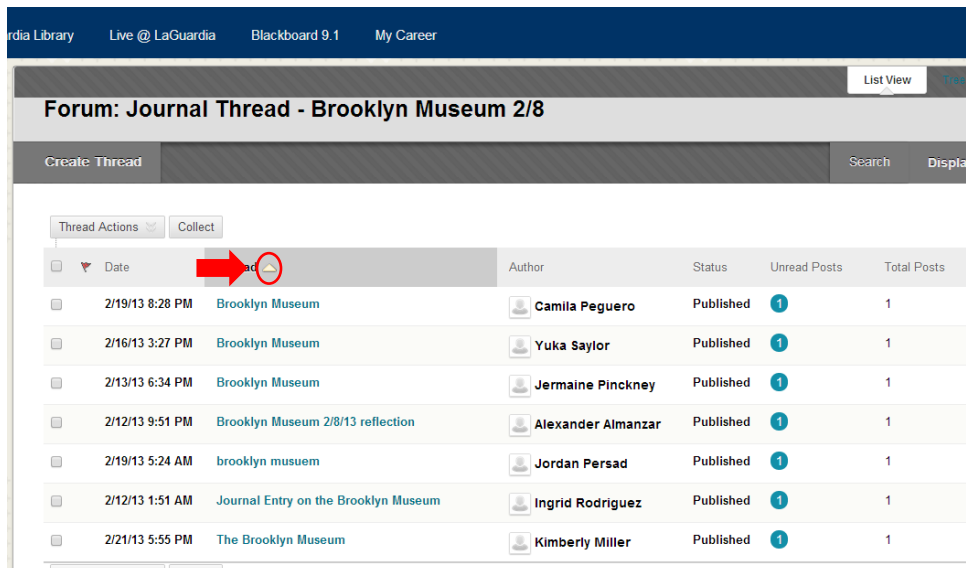
Discussion Board

Search

Forum	Description	Total Posts	Unread Posts	Total Participants
Journal Thread - Brooklyn Museum 2/8		7	4	7
Journal Thread 2/1 - Chelsea		3	1	2
Journal Thread - MoMa 1/25		5	2	5
Journal Report 1/25 MoMa	Please submit any journal entries for MoMa visit 1/25 here	15	8	7
Journal Thread 1/18 - New Museum		2	1	2
Journal Thread 1/11 - Guggenheim Museum		2	1	2
Journal Thread 1/4 - PS1 Museum		2	1	2

Displaying 1 to 7 of 7 items | Show All | Edit Paging...

Step 3. You can sort Threads to keep the current discussions at the beginning of the list by clicking the column title or the karat at the top of each column.



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List View | Thread View

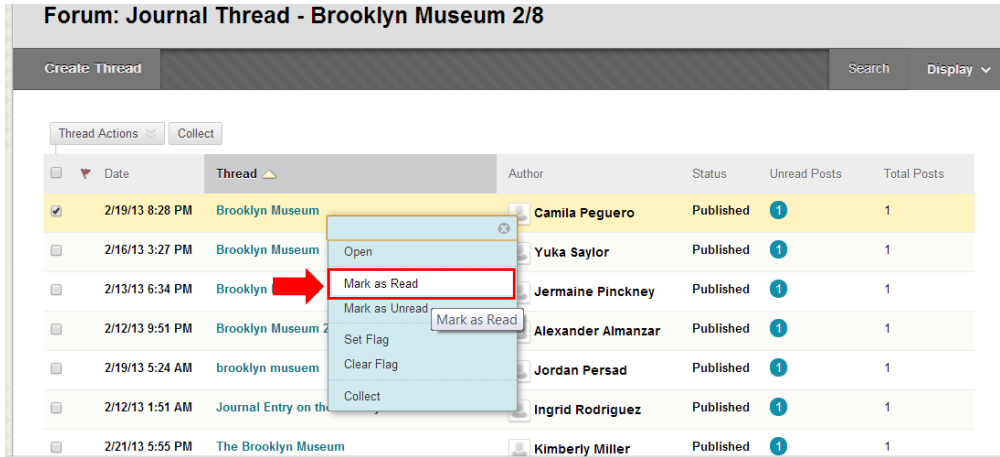
Forum: Journal Thread - Brooklyn Museum 2/8

Create Thread | Search | Display

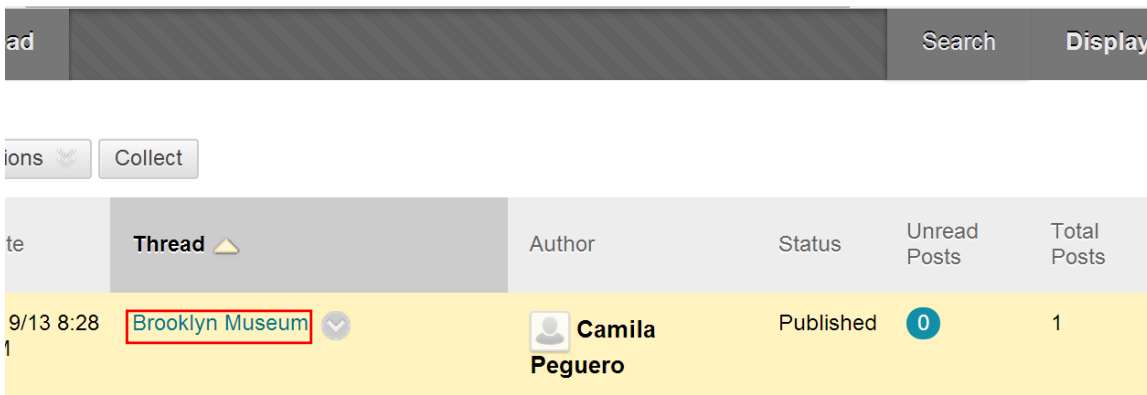
Thread Actions | Collect

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	2/19/13 8:28 PM	Brooklyn Museum	Camila Peguero	Published	1	1
<input type="checkbox"/>	2/16/13 3:27 PM	Brooklyn Museum	Yuka Saylor	Published	1	1
<input type="checkbox"/>	2/13/13 6:34 PM	Brooklyn Museum	Jermaine Pinckney	Published	1	1
<input type="checkbox"/>	2/12/13 9:51 PM	Brooklyn Museum 2/8/13 reflection	Alexander Almanzar	Published	1	1
<input type="checkbox"/>	2/19/13 5:24 AM	brooklyn musuem	Jordan Persad	Published	1	1
<input type="checkbox"/>	2/12/13 1:51 AM	Journal Entry on the Brooklyn Museum	Ingrid Rodriguez	Published	1	1
<input type="checkbox"/>	2/21/13 5:55 PM	The Brooklyn Museum	Kimberly Miller	Published	1	1

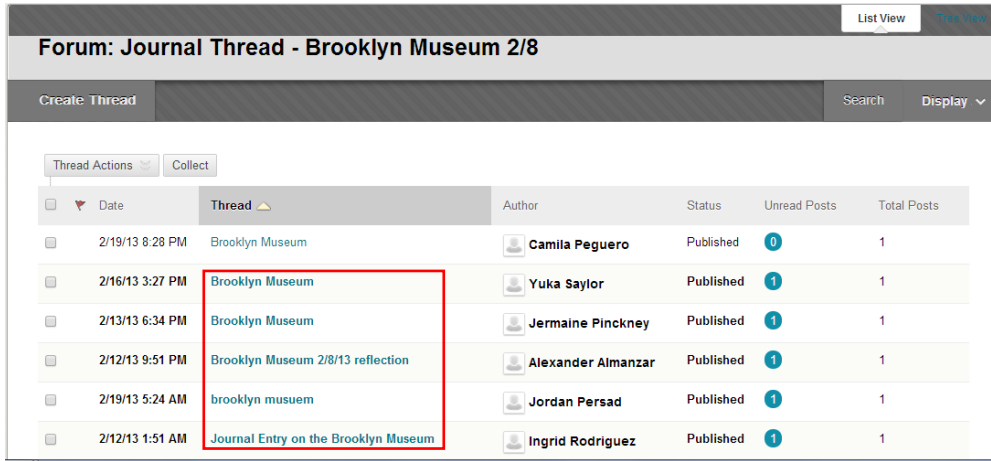
Step 4. Click on **Mark as Read**.



Step 5. Posts that have been marked as read display in normal type.



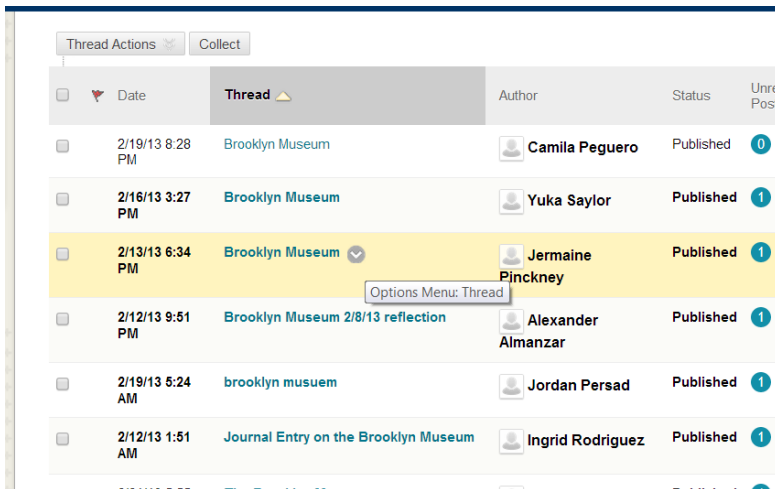
Step 6. Posts that have not been read are in bold type.



The screenshot shows a forum interface with a table of threads. The table has columns for Date, Thread, Author, Status, Unread Posts, and Total Posts. The thread 'Brooklyn Museum' by Yuka Saylor is highlighted with a red box. The 'Unread Posts' column shows a blue circle with the number 1, indicating unread content.

Date	Thread	Author	Status	Unread Posts	Total Posts
2/19/13 8:28 PM	Brooklyn Museum	Camila Peguero	Published	0	1
2/16/13 3:27 PM	Brooklyn Museum	Yuka Saylor	Published	1	1
2/13/13 6:34 PM	Brooklyn Museum	Jermaine Pinckney	Published	1	1
2/12/13 9:51 PM	Brooklyn Museum 2/8/13 reflection	Alexander Almanzar	Published	1	1
2/19/13 5:24 AM	brooklyn musuem	Jordan Persad	Published	1	1
2/12/13 1:51 AM	Journal Entry on the Brooklyn Museum	Ingrid Rodriguez	Published	1	1

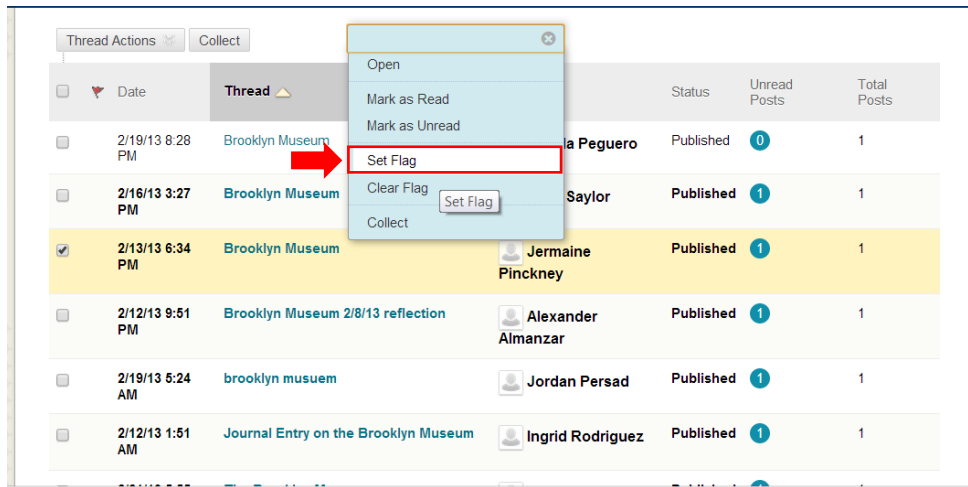
Step 7. Click where you see the picture shown below to mark a flag.



The screenshot shows the same forum thread list as in Step 6. The thread 'Brooklyn Museum' by Jermaine Pinckney is highlighted in yellow. A tooltip 'Options Menu: Thread' is visible over the thread title, indicating that a flag can be placed on the thread.

Date	Thread	Author	Status	Unread Posts
2/19/13 8:28 PM	Brooklyn Museum	Camila Peguero	Published	0
2/16/13 3:27 PM	Brooklyn Museum	Yuka Saylor	Published	1
2/13/13 6:34 PM	Brooklyn Museum	Jermaine Pinckney	Published	1
2/12/13 9:51 PM	Brooklyn Museum 2/8/13 reflection	Alexander Almanzar	Published	1
2/19/13 5:24 AM	brooklyn musuem	Jordan Persad	Published	1
2/12/13 1:51 AM	Journal Entry on the Brooklyn Museum	Ingrid Rodriguez	Published	1

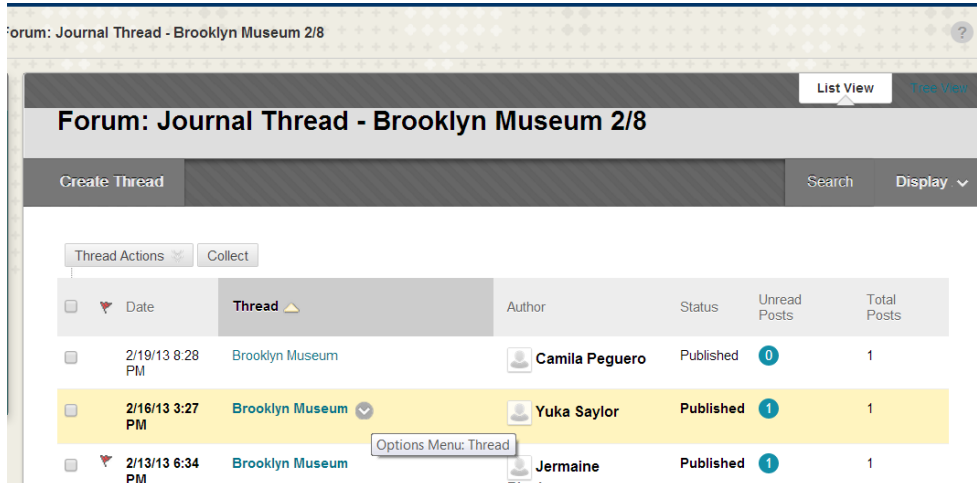
Step 8. You can mark Thread with flags to remind yourself that additional action or attention is needed then Click **Set Flag**



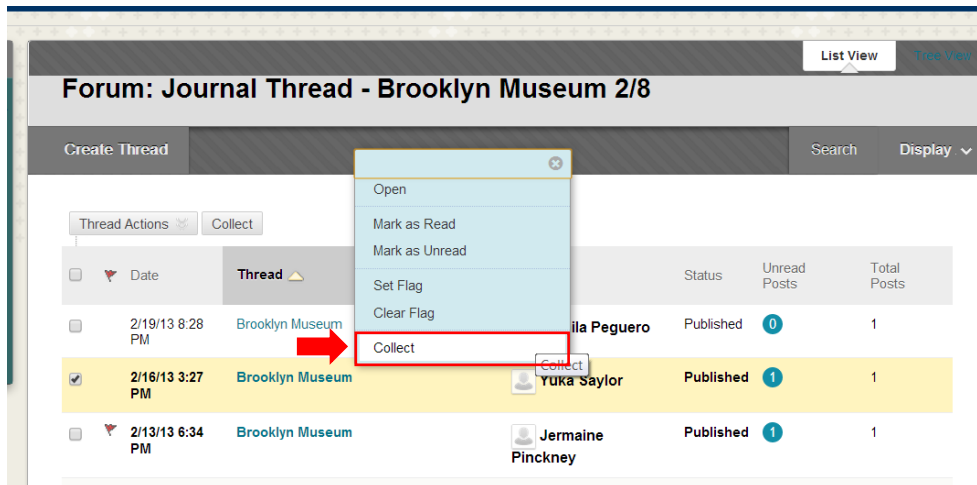
Step 9. Now you have a flag that will remind yourself for the additional attention needed.

<input type="checkbox"/>	2/19/13 8:28 PM	Brooklyn Museum	Camila Peguero	Published	0	1
<input type="checkbox"/>	2/16/13 3:27 PM	Brooklyn Museum	Yuka Saylor	Published	1	1
<input type="checkbox"/>	2/13/13 6:34 PM	Brooklyn Museum	Jermaine Pinckney	Published	1	1
<input type="checkbox"/>	2/12/13 9:51 PM	Brooklyn Museum	Alexander Almanzar	Published	1	1
<input type="checkbox"/>	2/19/13 5:24 AM	brooklyn musuem	Jordan Persad	Published	1	1

Step 10. You can also Collect Posts. Click where you see the picture shown below.



Step 11. Click **Collect**. (Collections are a good way to organize posts for quick reading.)



Step 12. Once Posts are collected they can be filtered, sorted and printed.

The screenshot shows a forum post interface. At the top, there are controls for selection and sorting: "Select: All None" with a "Mark" dropdown, and "Sort by: Date of Last Post" with "Order: Descending". The post itself is enclosed in a box with a checkbox on the left. The post details are: Thread: Brooklyn Museum, Post: Brooklyn Museum, Author: Yuka Saylor, Posted Date: February 16, 2013 3:27 PM, Status: Published. The post content reads: "Although the Brooklyn Museum was further than any other museum we had been to, the show 'Gravity and Grace: Monumental Works by ElAnatsui' was beautiful and definitely worth taking the time out of our day to visit. I was really impressed by all his time-consuming work as well as the aesthetic beauty in each art piece. Looking up to see the gigantic art piece, 'Gli', was an interesting experience. The see-through surface created with liquor bottle caps was amazing. I felt its presence was powerful and majestic, but at the same time it looked delicate and fragile. It was also great to see Anatsui's passion through the video which was installed in the exhibition." Below the text are buttons for "Reply", "Quote", and "Mark as Read". At the bottom of the interface, there is another "Select: All None" and "Mark" dropdown, and a "← OK" button on the right.

Step 13. You can use **Print Preview** to view and print the posts.

The screenshot shows a "Collection" page with a "Print Preview" tab selected. The interface is similar to the previous screenshot, showing the same post by Yuka Saylor. The "Print Preview" tab is highlighted in the top navigation bar. The post content and author information are identical to the previous screenshot. The "Print Preview" tab also includes a "Filter" button on the right. The "Select: All None" and "Mark" dropdown are present at the bottom left, and the "← OK" button is at the bottom right.

Step 14. Click **Ok** to go back to the Discussion Board. You have now completed how to Organize Discussion Board Posts.

