HOW TO ORGANIZE DISCUSSION BOARD POSTS

1. You can keep your posts organized by changing their order and by marking them to further organize your collection. After selecting a forum and thread, you can change the order by using the carrot at the top of the thread column.

2. You can mark a thread as read or unread by checking the box next to the thread (1) and then clicking on the down arrows of the “Thread Actions” box (2). You can also flag a thread or clear a thread depending on if additional attention is needed.
3. You can also collect threads in a printable and sortable format. Once posts are collected, they can be filtered, sorted and printed.

http://ondemand.blackboard.com/r91/movies/bb91_student_organizing_discussion_board_posts.htm