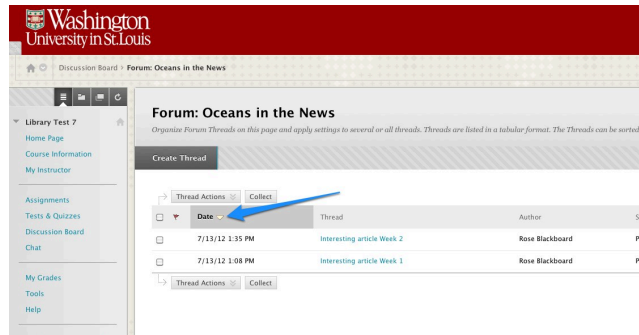


BLACKBOARD FOR STUDENTS: FACT SHEETS

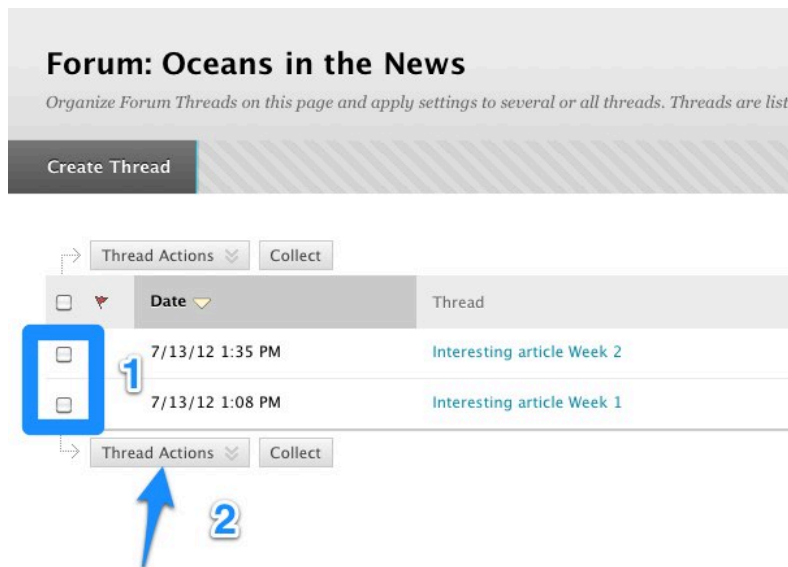
(For more information, contact Student Technology Services at 314.935-7100 or visit sts.wustl.edu)

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.

The screenshot displays a Blackboard 'Collection' interface. At the top, a blue box highlights the 'Collection' header and a blue arrow points to the right. Below the header, there are buttons for 'Print Preview' and 'Filter'. A sorting menu is visible, showing 'Sort by: Date of Last Post' and 'Order: Descending'. Below the sorting menu, there are 'Mark' and 'Select' options. The main content area shows two threads, each with a checkbox, thread details, and a link to an external article.

Thread	Post	Author	Posted Date	Status
Interesting article Week 2	Interesting article Week 2	Rose Blackboard	July 13, 2012 1:35 PM	Published
Interesting article Week 1	Interesting article Week 1	Rose Blackboard	July 12, 2012 1:08 PM	Published

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