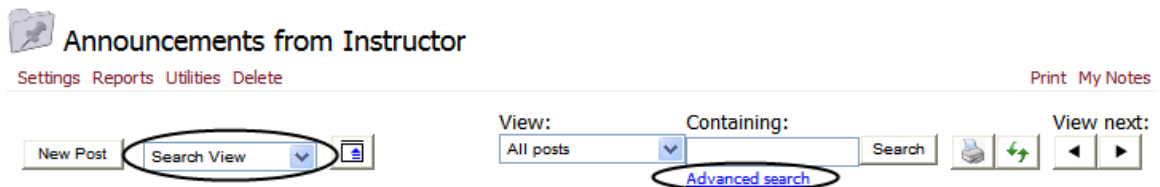


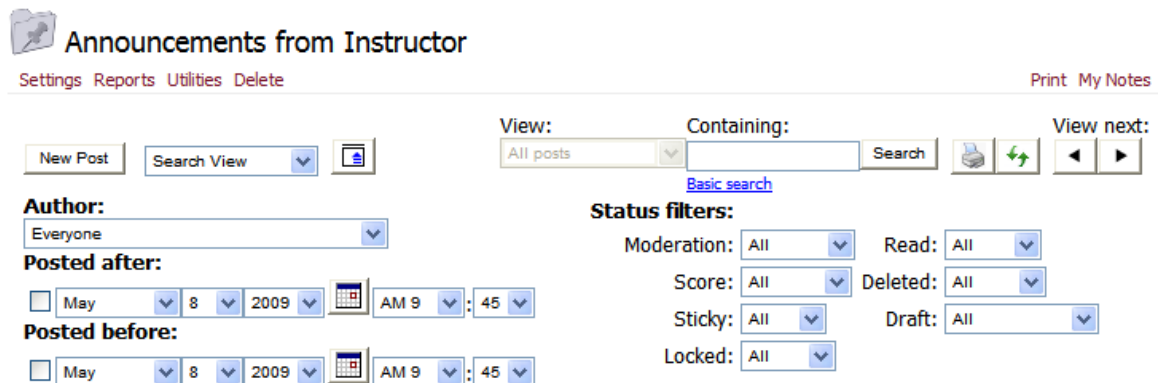
Collecting Student Posts by Forum

It may be helpful to view all of one student's post for a forum at once. To collect posts within a forum follow the steps below.

1. Select **Discussion Board** on the **Map**.
2. Choose the forum from which you want to collect/view posts.
3. Select **Search View** from the dropdown next to the **New Post** button.




4. Next, select **Advanced search**. This will bring up more options.








5. Under **Author** select the user for which you will be collecting posts.
6. Select the date range you want to search.
7. Under **Status filters** choose any filters that may help you narrow your search.

8. Select the **Search** button to run your search.

 **Announcements from Instructor**

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[New Post](#) [Search View](#)  View: [All posts](#) Containing: **Search**   [View next:](#)  

[Advanced search](#)

9. Once the posts have been collected you may open, read, and/or grade these items.