

How to Arrange Posts to be Read in a Discussion Forum

Trying to determine who posted what, and to whom in a discussion forum topic can seem overwhelming, but using the Search option(s) in your forum topics will make it much easier to identify the author and/or the flow of conversation.

In the example to the right, the topic has 26 users listed and 72 unread postings.

Click the "Show Search Options" link.

Category Name			
Topic	Users	Approval	Unread
★ Topic Name	26	-	72
Totals:			
	26	0	72

★ Unread
📁 Read
👁 Read On!

Week 03 Content

Online Discussion on Delegation

[Show Search Options](#)

[Online Discussion on Delegation](#) > Delegation Discussi

From the drop down search options, you can search by Author (student), Topic under the category(ies), and/or date range.

Author:

All Authors

All Authors

Student A

Student B

Student C

Topic:

All Topics

All Categories

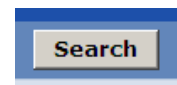
All Topics

Category Name

Topic Name

Date:

From: To:



After you've made your selection(s), click the Search button.

Depending on your selection, your display may look similar to the one below. You can still sort within your results by clicking, the Title, Date and/or Category | Topic. **When sorting by date, a down arrow indicates last to first post, up arrow indicates first to last post.** You can be change this order by clicking again on the date.

The # of pages displayed indicates the number of posts/page. You can change the # of posts/page by selecting the drop down arrow to the upper right. You can also display posts in an expanded (full text) view or collapsed view (list only).

77 posts and replies containing ""		
Title Date	Author	Category Topic
★ Re: Re: Questions for Delegation Discussion <small>on Wed 2/1/2012 at 9:23 AM</small>	✉ f Student A	Legal Aspects of Nursing > Delegation Discussion
★ Re: Re: Questions for Delegation Discussion <small>on Wed 2/1/2012 at 9:12 AM</small>	✉ f Student B	Legal Aspects of Nursing > Delegation Discussion
★ Re: Delegation Discussion <small>on Tue 1/31/2012 at 10:56 PM</small>	✉ f Student C	Legal Aspects of Nursing > Delegation Discussion

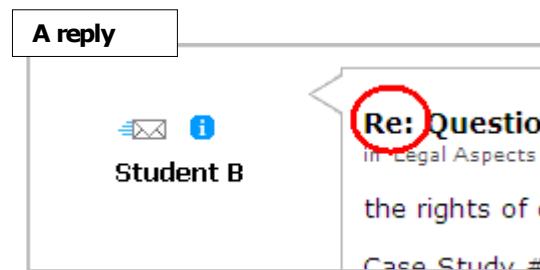
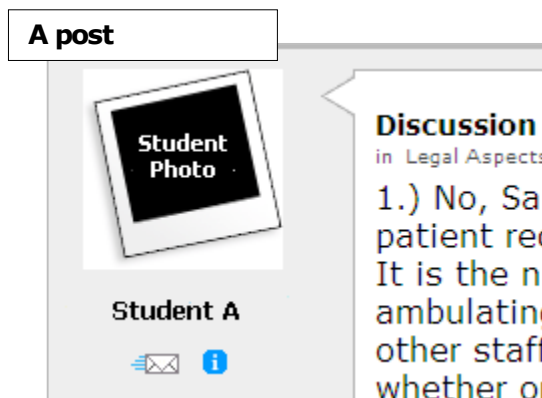
Determining student posting/reply

Posts and replies can be somewhat confusing when determining who made the initial post and who replied.

The easiest way to view this is to first, have your topic view turned on/expanded, so the thread displays the entire post/reply.



- An initial posting (author) displays his/her picture (an image placeholder appears if no picture is available).
- An individual(s) who replies to the initial post, displays his/her name, and the **RE:**



Refer to the images below.

You can still sort in the expanded view.

