

Sorting and Selecting Discussions in myLesley

The upgrade of myLesley is completed. At this time most functions and features are working normally. There is an issue with Discussion Board posts displaying as "unread" even if they are not. Blackboard is working to resolve the problem. If this is critical to your work, we have a few options that enable you to sort and select posts, as well as quick ways to mark your unread posts as "read." Please view the following document for steps and recommendations.

Sort Discussions by Date

If you need to quickly view the most recent posts, discussion threads can be quickly sorted by date when viewed in the list view.

1. Click on a discussion forum.

Display Order	Forum	Total Posts	Unread Posts	Total Participants	Grade				
1	Learning Theorists introduce themselves	22	17	10	-	Modify	Manage	Remove	Cc

Theorists have taken a moment to tell us about themselves. Take a moment to respond to three theoriststs.

2. Click on the List View option in the top right corner of the frame.



3. Click on the small triangle at the top of the Date column.



If the triangle is pointed up (as in the above image), then the threads with the oldest posts will be at the top. If the triangle is pointed down, then the threads with the newest posts will be at the top.

Collect and Sort Discussions

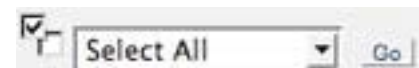
Discussion forums and threads can be collected for easy viewing onto a single screen. Users can view all posts in each forum of the discussion board, or view threads in specific discussion forums.

1. Click on a discussion forum.

Display Order	Forum	Total Posts	Unread Posts	Total Participants	
1	Document Review Threads	46	44	6	M

Please enter here to discuss documents and provide feedback.
Currently contains:

2. Inside the forum, select all threads, or select the specific threads you want to view.



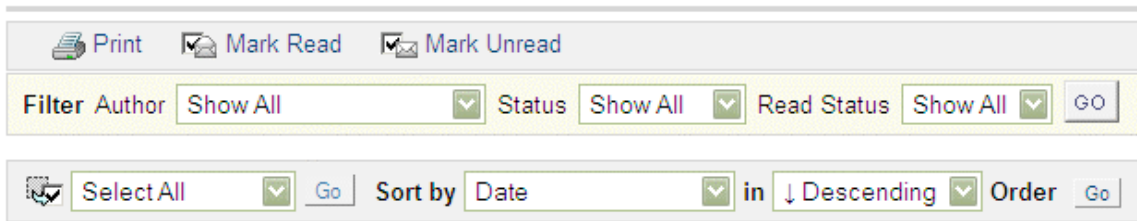
3. Click the Collect button.



A collection of all threads selected will appear on screen.

Threads can be then be sorted by Date.

In the **Sort by** pull-down menu above the first post select **Date** in **Descending** Order and click **Go**.



The screenshot shows a forum control panel with the following elements:

- Buttons: Print, Mark Read, Mark Unread
- Filter section: Filter Author (Show All), Status (Show All), Read Status (Show All), and a GO button.
- Sort section: Select All, a GO button, Sort by (Date), in (Descending), Order, and a GO button.

Mark Discussions as Read

Once you have collected your discussion threads, you can easily mark messages as read.

1. Collect the thread or threads you want to mark by following the Collect steps above.
2. Select the messages prior to and including the last date you logged onto myLesley and read messages.

Once all the messages are selected, click **Mark Read**.

