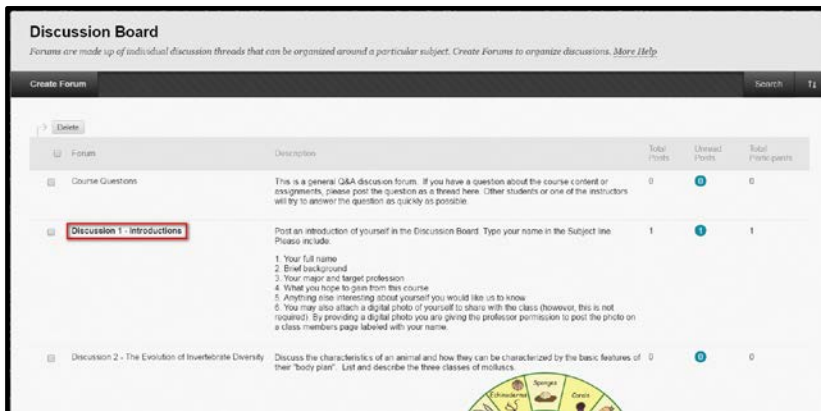


How to Download and Save Discussion Threads

Instructor that would like to gather their discussion threads into a document that can be easily viewed have the ability to do so. To download discussion threads within a Blackboard course.

1. Within a Blackboard course, navigate to the Discussion Board area. Select a discussion forum that contains threads.



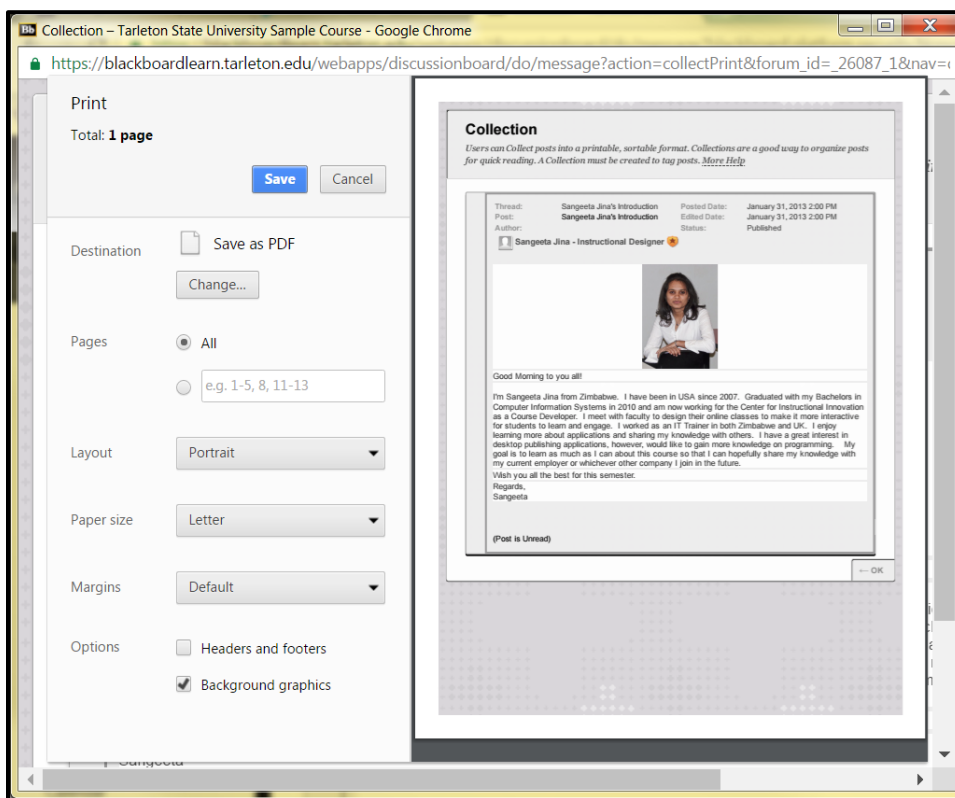
2. Use the top left check box to select all threads in the discussion forum. Next, select the **Collect** option.



- In the Collection window, discussion threads are organized in a readable format. You will then select the **Print Preview** option to create printable format.



- Print Preview will allow you to print the collected posts to a printer or create a PDF file.



If you have any questions on downloading and saving discussion board threads, please contact our Blackboard Support Team, give us a call at x1960 or toll-free 1(866)744-8900 – option #3 or email: support.citde@tarleton.edu