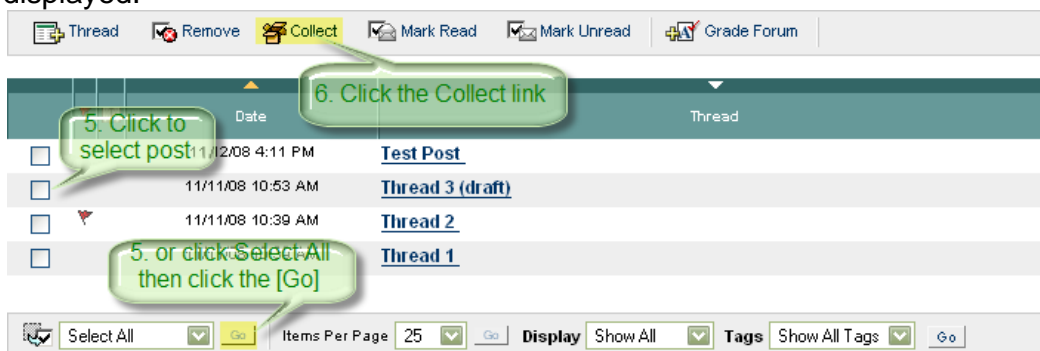


# Creating Collections

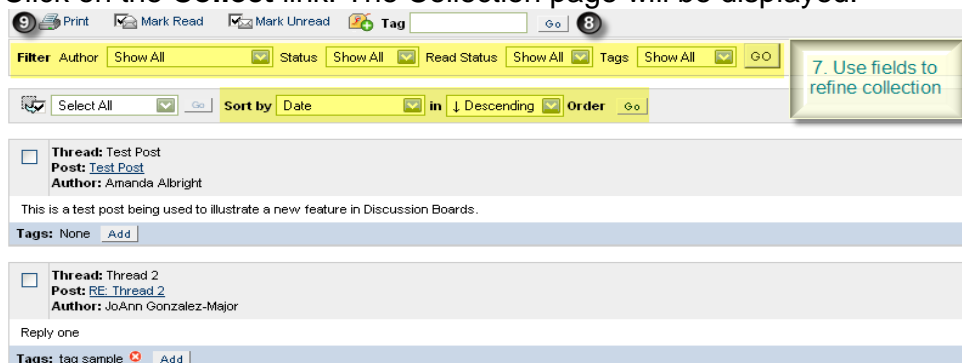
Collections gather posts into a printable, sort able format. Collections are a good way to organize posts for quick reading.



1. Open the course **Control Panel**.
2. Click on the **Discussion Board** link in the *Course Tools* area of the Control Panel.
3. Click on the name of the **Discussion Board** where you want to sort the messages. This will take you into the discussion where you can read, post, and reply to messages.
4. Click on the **Forum** in which you would like to collect items. The threads will be displayed.




5. Select the messages you want to view by either clicking on the check boxes next to each post, or clicking on the **Select All** link in the dropdown menu (located at the bottom of the discussion board) then the **[Go]** button the immediate right of Select All.
6. Click on the **Collect** link. The Collection page will be displayed.



7. You can then use the **Filter** and **Sort by** options to narrow your selections, which are located at the top of the page.
8. Forum managers can create and apply text labels to their own choosing to messages in a forum by entering a key word in the **Tag** field, then clicking the **[Go]**

button to the right of the field.

**Note:** *These tags will allow members to read, filter, and search messages using the tags. Tags allow arbitrary message grouping independent of thread or thread status.*

9. Click the  print icon to print the message collection.
10. Click the **[OK]** button at the bottom of the screen to exit the **Collection** window. The Course Discussions screen will be displayed.