
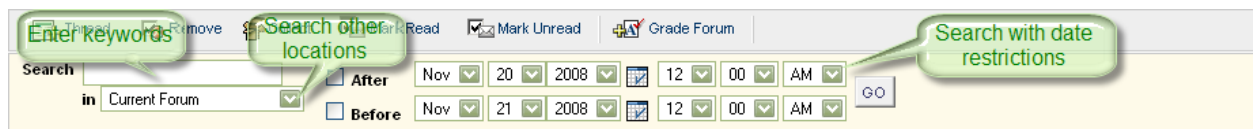


Searching Discussion Boards

A search function appears as a magnifying glass icon at the top of the page throughout the Discussion Board. Click this icon to show or hide the search fields, thus conserving screen space in the Discussion Board.

The search fields include keyword, date and time restrictions, and options for where to search. The search function starts at the current level and options exist to work up. For example, in a thread, the default search option only searches that thread but options exist to search the entire Forum or all Forums. From the search function, users can search all Forums in the Course, including any Forums that appear in the user's groups.

1. Select the **Discussion Board Forum** you want to search. This will take you into the discussion where you can read, post, and reply to messages.
2. Click on the name of the Discussion Forum you would like to search.
3. Click the **[Search]** button  at the top right-hand-side of the browser window to search through messages.



The screenshot shows a search interface with several callouts. A callout labeled 'Enter keywords' points to the search input field. A callout labeled 'Search other locations' points to the 'in' dropdown menu. A callout labeled 'Search with date restrictions' points to the date and time selection fields. The interface includes a search input field, a dropdown menu for 'in' (set to 'Current Forum'), radio buttons for 'After' and 'Before', date and time pickers, and a 'GO' button. Above the search fields are navigation links: 'Remove', 'Mark Read', 'Mark Unread', and 'Grade Forum'.

4. Enter keywords into the **Search** box and if appropriate select dates into the **After** and **Before** fields to narrow the search.
5. Next click the **[GO]** button to execute the search.
6. Click on the **In** dropdown arrow to select another forum to search. (This drop down menu is available to search in: current forum, all forums in the discussion board, or just the current discussion board).