

Printing Discussion Forums (includes Enrollment Verification)

Enter Forum

First, enter the appropriate forum by clicking on the forum title link.

The purpose of this discussion forum is to verify your class enrollment. Please respond to this forum no later than Wed, Aug. 25 by midnight in order to be considered participating in this course. Otherwise - you will be entered as a No Show "NS" for the course and will not be allowed to participate.

To verify your enrollment click on the forum, copy the statement below then click on "REPLY", post and then fill in the blank:

"I, _____ (student's name) am enrolled and participating in this course and agree to abide by the rules, procedures, policies as published in the Student Handbook. This assignment must be completed by midnight on the Census Date listed above, or I will be dropped from the course as a No Show (NS)."

29 29 22

click forum title link

Collect Items for Printing

Items can be collected in either "List View" or "Tree View".

Note that if you do use Tree View, you must click the plus icons to view all reply posts. Using List View eliminates this step.

For this tutorial, we are using "List View", so select the button for List View at the top right.



Here, you will see the threads and reply posts.

To print all threads and replies, click the checkbox in the upper left, as noted in this graphic. Select the "Collect" button (or check posts from individual students).

IMPORTANT: Do not select blank posts. Posts that have a dash as the subject are blank. If you include these posts, you will receive an error when trying to print.

<input checked="" type="checkbox"/>	Date	Thread
<input checked="" type="checkbox"/>	8/15/10 6:03 PM	ENROLLMENT VERIFICATION ASSIGNMENT
<input checked="" type="checkbox"/>	1/5/11 2:33 PM	Enrollment Assignment
<input checked="" type="checkbox"/>	1/7/11 2:06 PM	Enrollment Assignment Verification

Print

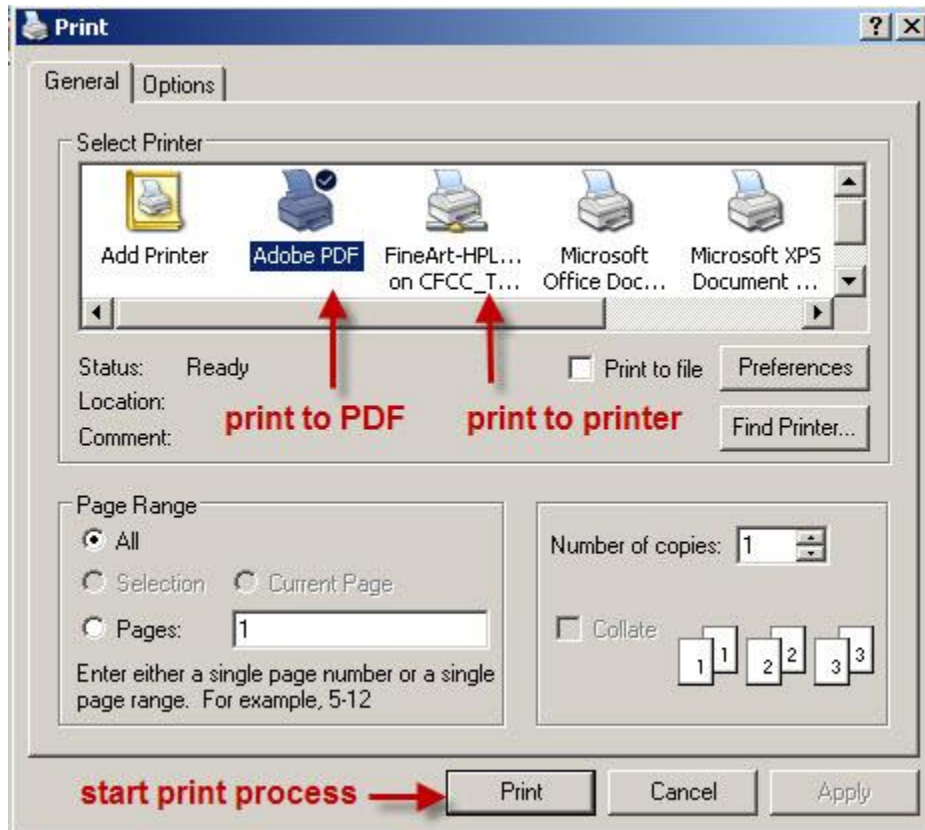
After clicking "Collect", you will see all of the selected posts.

Click the "Print Preview" button to display these posts in a new window. You will also see the printer selection screen.

Print Preview

To print the document to your printer, select the desired printer, if it is not already checked.

You can also save this document as a PDF file if you have a PDF printer (Adobe Acrobat, PrimoPDF, etc.)



Start the Print function by clicking the Print button.