

# How to View Discussion Board Threads

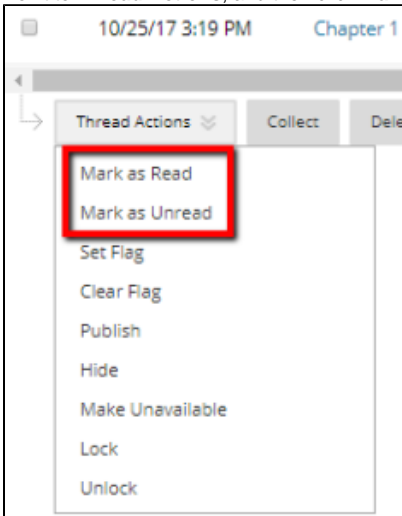
Instructors can view all discussion board posts available in the Discussion Board. Before beginning, make sure you are in the Discussion Board for your course.

- [To mark threads as read/unread](#)
- [To lock threads](#)
- [To view multiple posts at a time](#)
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## Step-by-step guide

### To mark threads as read/unread

1. Select a thread by clicking the check box next to it.
2. Point to **Thread Actions**, and then click **Mark as Read** or **Mark as Unread**.



#### Related articles:

- [Blackboard Ally](#)
- [How to Import a Pool](#)
- [System Requirements for Blackboard](#)
- [How to Annotate with Inline Grading](#)
- [How to Log In to Blackboard Learn](#)

### To lock threads

1. Select a thread by clicking the check box next to it.
2. Point to **Thread Actions**, and then click **Lock**.



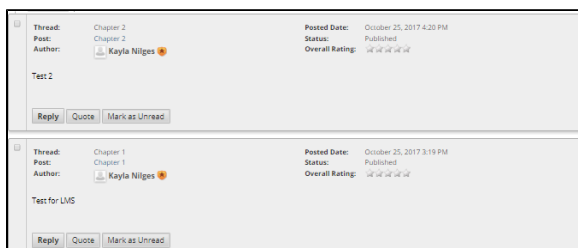
#### NOTE

If a thread is locked, you will not be able to tell until you click the thread and see a lack of **Reply** buttons.

### To view multiple posts at a time

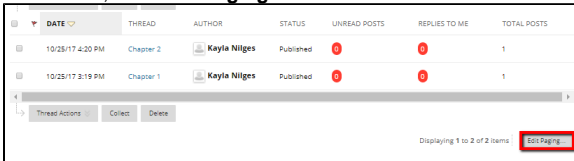
1. Select threads by clicking the check boxes next to the threads.
2. Click **Collect**.

The threads will open together on a separate page. You can organize thread by date of post, author, subject, and order of thread.

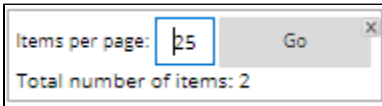


### To change paging of a forum

1. On a forum, click **Edit Paging**.

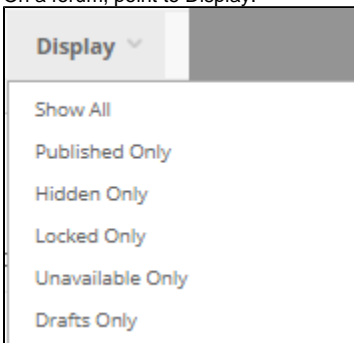


2. In the **Items Per Page** box, type the number of items you wish to view per page, and then click **Go**.



## To change the display of a forum

1. On a forum, point to Display.



2. There are six choices:
  - Show All
  - Published Only
  - Hidden Only
  - Locked Only
  - Unavailable Only
  - Drafts Only
3. To change the display, select from one of the choices. You will see the changes reflect immediately.