

Threaded Discussion-Show Options

This feature is used to mark items as read and to display items that match specified criteria.

🖨️ Click the **Show Options** link in the **Threaded Discussion** (see illustration below).

The screenshot shows a discussion titled "Important Challenges" with the question: "What do you think are the three most important challenges facing special education today? Why?". Below the question are three links: "Expand All", "Print View", and "Show Options". Below these links is a section titled "Responses" with a table header containing "Response", "Author", and "Date/Time*".

- 🖨️ Check boxes will appear to the left of each response.
- 🖨️ A check box will also appear next to the **Response** link in the gray area of the thread.
- 🖨️ To select a response, click the check box next to it.
- 🖨️ To select all the responses in the thread, click the check box next to the **Response** link (see illustration below).

The screenshot shows the same discussion interface but with the "Show Options" link replaced by "Hide Options". Above the "Responses" section, there are three dropdown menus: "Select:" (with a downward arrow), "Mark selected as:" (with a downward arrow), and a "View Selected" button. The "Response" link in the table header now has a checkmark to its left.

- 🖨️ Three new categories will display (see illustration above).
 - 🖨️ **Select** - The options under this area are:
 - ★ **All** - This option is used to select the check box to all Threads in the discussion.
 - ★ **None** - Choose this option to clear the check box for all the Threads; if any check boxes are currently selected.
 - ★ **Unread** - To select the check box for those threads that have not been read, click this option.
 - ★ **Read** - Use this option to select the check box for threads that have been read.
 - ★ **Inverse** - This option changes selected check boxes to the opposite of what is currently selected. This means if All is selected, Inverse changes the selection to None.
 - 🖨️ **Mark Select As** - This drop down list is used to change the state of a thread as read or unread. This means that you can change threads marked as Unread to Read and so forth.
 - 🖨️ **View Selected** - Once an option has been selected in the Select area, clicking this button will list the items meeting the selected criteria. If no criteria have been selected, this option will toggle between displaying all threads or displaying none.
- 🖨️ Click the **Hide Options** button when the options no longer need to be displayed.