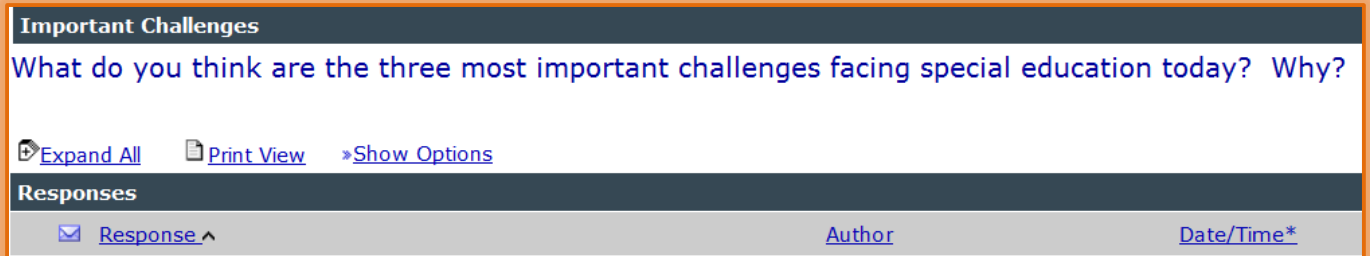


Threaded Discussion-View and Sort Threads

Threaded Discussion responses and sub-Threads can be viewed one at a time or by clicking Expand All to expand the threads all at one time.

View Threads

It is a simple process to view the threads in a Threaded Discussion. To view the threads, just click one of the following items.

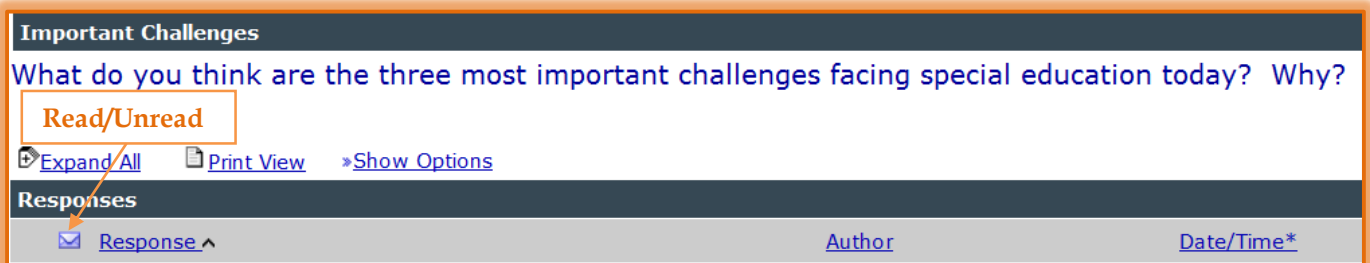


The screenshot shows a discussion titled "Important Challenges" with the question: "What do you think are the three most important challenges facing special education today? Why?". Below the question are three links: "Expand All", "Print View", and "Show Options". A "Responses" section is visible with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

- 📄 **Expand a Single Thread** – Click the title of the response or click the **plus (+) sign** next to the thread to view the response(s) for that thread.
- 📄 **Expand All Threads** – Click the **Expand All** link to view all the responses to the current topic.

Sort Threads

- 📄 Click the **Author** tab on the **Navigation Tree**.
- 📄 Open the **Threaded Discussion Content Item**.
- 📄 Locate the **Threaded Discussion** that is to be sorted.



This screenshot is similar to the previous one but highlights the "Read/Unread" sorting option in the "Responses" table header. An orange box surrounds the "Read/Unread" text, and an arrow points to the envelope icon next to it.

- 📄 Click the column headings to sort by:
 - ✉ **Read/Unread** – Click the **Envelope** icon to sort by this option. The **Unread** responses will appear at the top.
 - ✉ **Response** – When this option is selected, the responses will be sorted with responses indented beneath the topic or response they are responding to.
 - ✉ **Author** – This option will sort the responses by the author's last names.
 - ✉ **Date/Time** – Use this option to sort the responses by the time and date they were posted.