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.

- **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.

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.