

# Searching the Discussion Board

A search function appears as a magnifying glass icon at the top of the page throughout the Discussion Board. Click this icon to show or hide the search fields, thus conserving screen space in the Discussion Board.

The search fields include keyword, date and time restrictions, and options for where to search. The search function starts at the current level and options exist to work up. For example, in a thread, the default search option only searches that thread but options exist to search the entire Forum or all Forums. From the search function, users can search all Forums in the Course, including any Forums that appear in the user's groups.

**Step 1:** Click on the **Discussion Board** link in *Course Tools* area of Control Panel.

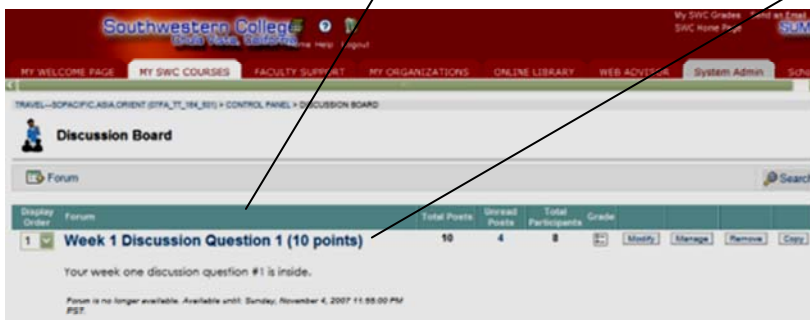


**Step 2:** Click on the name of the **Discussion Board** you want to search in.



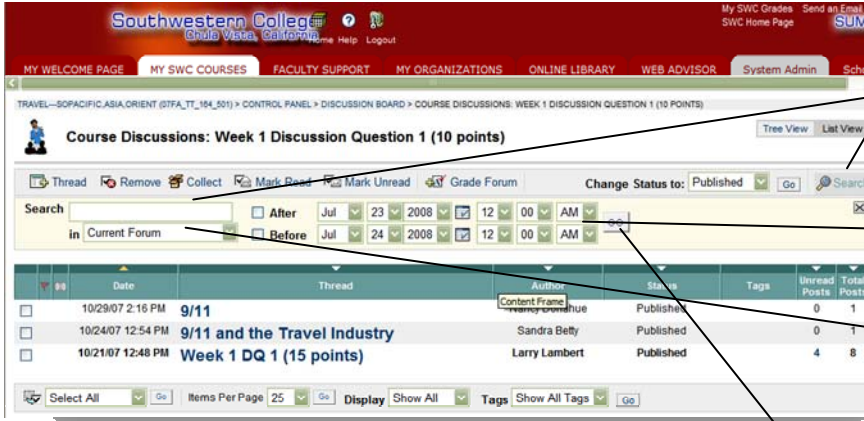
This will take you into the discussion where you can read, post, and reply to messages

**Step 3:** Click on the **Discussion Forum** you want to search



Discussion Forum name

**Step 4:** Click the **Search** button  at the top right of your screen.



Click the **Search button** to search through messages.

The search window is for keywords to search with

You can search with date restrictions

This drop down menu is available to search in different locations: **Current forum, all forums in the discussion board or just the current discussion board**

**Step 4:** Responses to your search will be displayed on the popup webpage

Choose the options for search criteria and click **GO** .