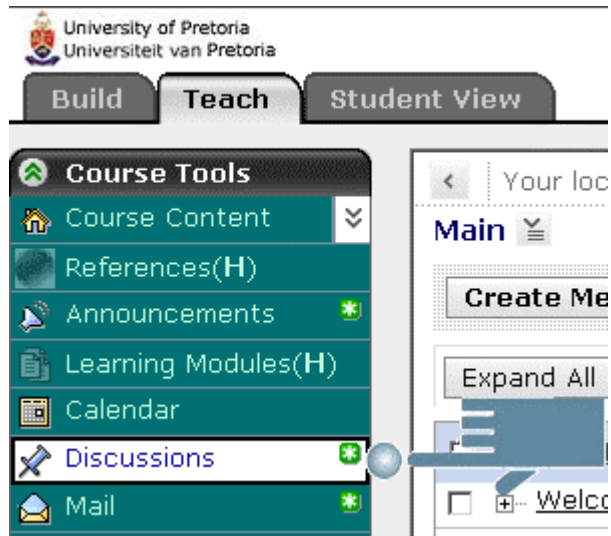


## How do I print / compile messages in the Discussion tool?

### Step 1

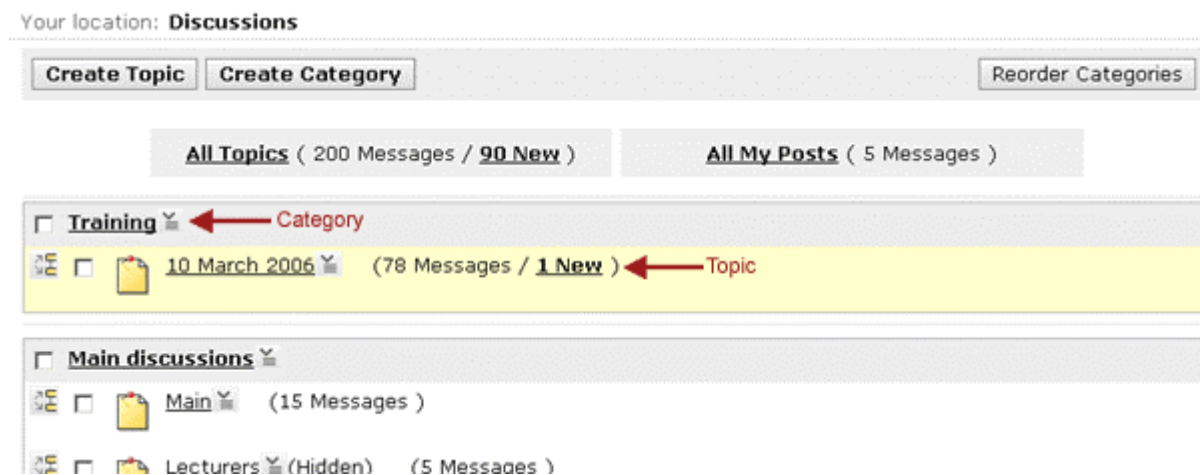
Go to **Discussion** (on either Build or Teach tabs)



\* This is an indication that there is new information for that tool.

### Step 2

Select the Topic you would like to print by clicking on the name of the topic.



### Step 3



If there are threads of discussions like in this example, ensure that all threads are expanded before you continue with the creation of a printable view.

Suppose you do not expand the thread, only 5 messages will be compiled.

< | Your location: [Discussions](#) > [Main](#)

**Main** ▾

[Create Message](#) [View Drafts](#)

[Expand All](#) [Collapse All](#)      Display: [Threaded](#) [Unthreaded](#) | [All](#) [Unread](#)

<input type="checkbox"/>	Subject	Messages	Author	Date
<input type="checkbox"/>	<a href="#">Welcome &amp; research ideas</a> ▾	6	<a href="#">Brent, Alan</a> ▾	January 16, 2006 3:52 PM
<input type="checkbox"/>	<a href="#">Research idea final deadline</a> ▾		<a href="#">Brent, Alan</a> ▾	February 23, 2006 3:49 PM
<input type="checkbox"/>	<a href="#">Web site</a> ▾		<a href="#">ROBERTS, N</a> ▾	February 26, 2006 1:34 AM
<input type="checkbox"/>	<a href="#">Assignment 1 assessment</a> ▾	5	<a href="#">Brent, Alan</a> ▾	March 29, 2006 10:03 AM
<input type="checkbox"/>	<a href="#">Research Guide and Presentation</a> ▾	2	<a href="#">VAN ECK, L</a> ▾	April 10, 2006 8:48 AM

[Mark as Read](#) [Mark as Unread](#) [Create Printable View](#) | [Delete](#)

Move to: [- Select -](#) | Copy to: [- Select -](#)

[Create Message](#)



If you expand the thread, ALL 15 messages will be available to select and compile a printable view as displayed below.

< | Your location: [Discussions](#) > [Main](#)

**Main** ▾

[Create Message](#) [View Drafts](#)

[Expand All](#) [Collapse All](#)      Display: [Threaded](#) [Unthreaded](#) | [All](#) [Unread](#)

<input type="checkbox"/>	Subject	Messages	Author	Date
<input type="checkbox"/>	<a href="#">Welcome &amp; research ideas</a> ▾	6	<a href="#">Brent, Alan</a> ▾	January 16, 2006 3:52 PM
<input type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">CHONCO, MW</a> ▾	January 19, 2006 10:02 AM
<input type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">Shezi, N</a> ▾	February 18, 2006 4:13 PM
<input type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">Brent, Alan</a> ▾	February 21, 2006 5:14 PM
<input type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">STANDER, MJ</a> ▾	February 19, 2006 8:15 PM
<input type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">Brent, Alan</a> ▾	February 21, 2006 5:15 PM
<input type="checkbox"/>	<a href="#">Research idea final deadline</a> ▾		<a href="#">Brent, Alan</a> ▾	February 23, 2006 3:49 PM
<input type="checkbox"/>	<a href="#">Web site</a> ▾		<a href="#">ROBERTS, N</a> ▾	February 26, 2006 1:34 AM
<input type="checkbox"/>	<a href="#">Assignment 1 assessment</a> ▾	5	<a href="#">Brent, Alan</a> ▾	March 29, 2006 10:03 AM
<input type="checkbox"/>	<a href="#">Re:Assignment 1 assessment</a> ▾		<a href="#">Brent, Alan</a> ▾	May 9, 2006 9:40 AM
<input type="checkbox"/>	<a href="#">Re:Assignment 1 assessment</a> ▾		<a href="#">BONTHUYS, JR</a> ▾	May 10, 2006 8:24 AM
<input type="checkbox"/>	<a href="#">Re:Assignment 1 assessment</a> ▾		<a href="#">Brent, Alan</a> ▾	May 10, 2006 9:02 AM
<input type="checkbox"/>	<a href="#">Re:Assignment 1 assessment</a> ▾		<a href="#">BONTHUYS, JR</a> ▾	May 10, 2006 4:23 PM
<input type="checkbox"/>	<a href="#">Research Guide and Presentation</a> ▾	2	<a href="#">VAN ECK, L</a> ▾	April 10, 2006 8:48 AM
<input type="checkbox"/>	<a href="#">Re:Research Guide and Presentation</a> ▾		<a href="#">Brent, Alan</a> ▾	April 26, 2006 11:57 AM

[Mark as Read](#) [Mark as Unread](#) [Create Printable View](#) | [Delete](#)

#### Step 4

Select the messages that you would like to print.

< Your location: [Discussions](#) > **Main**

**Main** ▾

**Create Message**

Expand All Collapse All Display: **Threaded** ↓ Unthreaded | 6

<input checked="" type="checkbox"/>	Subject	Messages	Author	Date
<input checked="" type="checkbox"/>	[-] <a href="#">Welcome &amp; research ideas</a> ▾	6	<a href="#">Brent, Alan</a> ▾	January 1
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">CHONCO, MW</a> ▾	January 1
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">Shezi, N</a> ▾	February
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">Brent, Alan</a> ▾	February
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">STANDER, MJ</a> ▾	February
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Welcome &amp; research ideas</a> ▾		<a href="#">Brent, Alan</a> ▾	February
<input checked="" type="checkbox"/>	<a href="#">Research idea final deadline</a> ▾		<a href="#">Brent, Alan</a> ▾	February
<input checked="" type="checkbox"/>	<a href="#">Web site</a> ▾		<a href="#">ROBERTS, N</a> ▾	February
<input checked="" type="checkbox"/>	[-] <a href="#">Assignment 1 assessment</a> ▾	5	<a href="#">Brent, Alan</a> ▾	March 29
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Assignment 1 assessment</a> ▾		<a href="#">Brent, Alan</a> ▾	May 9, 20
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Assignment 1 assessment</a> ▾		<a href="#">BONTHUYS, JR</a> ▾	May 10, 2
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Assignment 1 assessment</a> ▾		<a href="#">Brent, Alan</a> ▾	May 10, 2
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Assignment 1 assessment</a> ▾		<a href="#">BONTHUYS, JR</a> ▾	May 10, 2
<input checked="" type="checkbox"/>	[-] <a href="#">Research Guide and Presentation</a> ▾	2	<a href="#">VAN ECK, L</a> ▾	April 10, 2
<input checked="" type="checkbox"/>	[-] <a href="#">Re:Research Guide and Presentation</a> ▾		<a href="#">Brent, Alan</a> ▾	April 26, 2

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## Step 5

Click on **Create Printable View** button.

Your location: [Discussions](#) > [Main](#)

**Main**

[Create Message](#)

[Expand All](#) [Collapse All](#) Display: [Threaded](#) [Unthreaded](#)

<input checked="" type="checkbox"/>	Subject	Messages	Author
<input checked="" type="checkbox"/>	<a href="#">Welcome &amp; research ideas</a>	6	<a href="#">Brent, Alan</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a>		<a href="#">CHONCO, MW</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a>		<a href="#">Shezi, N</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a>		<a href="#">Brent, Alan</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a>		<a href="#">STANDER, MJ</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Welcome &amp; research ideas</a>		<a href="#">Brent, Alan</a>
<input checked="" type="checkbox"/>	<a href="#">Research idea final deadline</a>		<a href="#">Brent, Alan</a>
<input checked="" type="checkbox"/>	<a href="#">Web site</a>		<a href="#">ROBERTS, N</a>
<input checked="" type="checkbox"/>	<a href="#">Assignment 1 assessment</a>	5	<a href="#">Brent, Alan</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Assignment 1 assessment</a>		<a href="#">Brent, Alan</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Assignment 1 assessment</a>		<a href="#">BONTHUYS, JR</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Assignment 1 assessment</a>		<a href="#">Brent, Alan</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Assignment 1 assessment</a>		<a href="#">BONTHUYS, JR</a>
<input checked="" type="checkbox"/>	<a href="#">Research Guide and Presentation</a>	2	<a href="#">VAN ECK, L</a>
<input checked="" type="checkbox"/>	<a href="#">Re:Research Guide and Presentation</a>		<a href="#">Brent, Alan</a>

[Mark as Read](#) [Mark as Unread](#) [Create Printable View](#)

The following screen is displayed:

Compiled Messages - Microsoft Internet Explorer provided by M-Web

Close this window

**Compiled Messages**

[Print](#) [Save as File](#)

Topic: **Main** Date: January 16, 2006 3:52 PM  
Subject: **Welcome & research ideas** Author: **Brent, Alan**

Dear students

Welcome to the research module of the programme. Please refer to my e-mail in your mail boxes for specific points. You are all working on or finalising your research ideas, which must be submitted via WebCT by 20 February in order to continue with the module. Please make sure that you keep to the deadlines.

The academic staff of the Department may post possible topics on the discussion board. I would like to point out two topics that are currently of interest to me:

- 1) Technology roadmapping in different sectors of South Africa, especially the energy sector, and specifically modifying existing TRM approaches to account for 'softer' sustainability aspects.
- 2) Developing a generalised Environmental Impact Assessment methods to evaluate projects in different sectors of South Africa, especially the process industry.

If you are interested in one of these topics, please let me know.

Best regards

Alan

[Reply](#) [Forward](#)

Topic: **Main** Date: January 19, 2006 10:02 AM  
Subject: **Re:Welcome & research ideas** Author: **CHONCO, MW**

Dear Alan

Could you please clarify for me the due date for submitting the reaserch idea, the email below says the submission due date is 20 February and on the WebCT the due date is 30 Jan.

Internet

## Step 6

Select the Print or Save as File option. When you select the Save as File option, you will be warned if there are attachments to this message. You can decide if you would like to download the attachments also. If you select OK to download the attachments, a zip file will be created which you then have to extract on the hard drive. The discussion message will be a text file (.txt) and the attachments will be in their original format.

