You can search discussion boards in your course for a specific word, topic, or individual. This is helpful when you want to make sure you’ve made all the postings necessary for a week or when you want to respond to a certain individual or topic.

To search the discussion boards, you will need to use the Search Box. It can be found by clicking the “Search” button.

You can then use the Search Box to bring up only the posts that meet certain criteria. You can, for example, type your name in the Search Box (don’t forget to press “Go”) to bring up all of your posts.

You can also narrow your search for posts by date or topic.

For dates just click the check box next to after or before to show all posts that were made after or before the date you enter. You do not have to put a keyword or name in the search box when searching for posts by dates.