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Faculty: Print Forum Posts

Hart Wilson - 2018-03-10 - [Comments \(0\)](#) - [Faculty](#)

To print posts from forums:



1. Open the forum and click on **Export** in the **Forum administration** menu in the upper right corner.
2. In the next page, select the desired discussion thread(s) and participant(s) from the **Discussions** pull-down menus.
3. Use the **Export format** pull-down menu to select **Print** (or export as a spreadsheet or plain text).
4. Click on **Export**.

