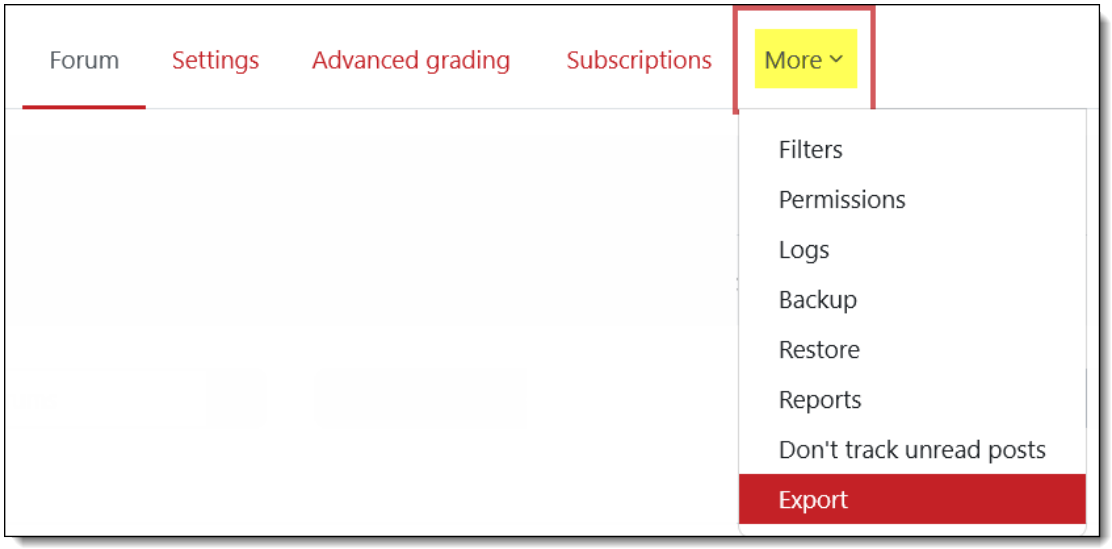
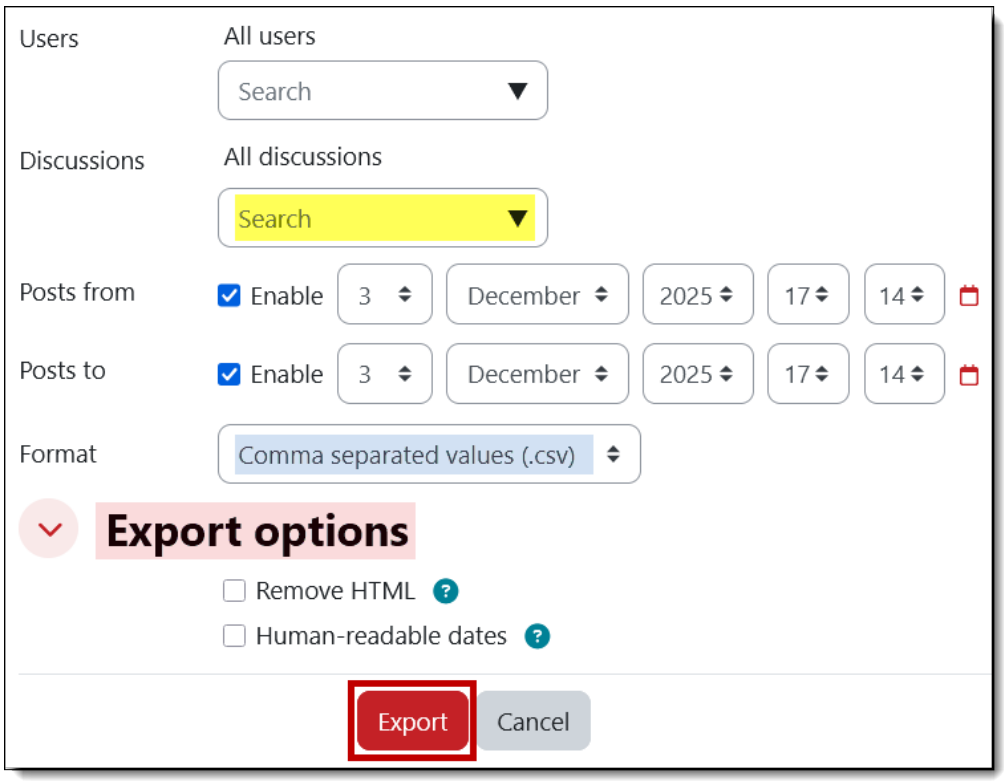
Faculty: Print Forum Posts

Hart Wilson - 2025-12-04 - Comments (0) - Faculty

To print posts from forums:

1. Open the forum and click on the **More** tab, then select **Export**.
2. In the next page, select the desired discussions and participant(s) from the pull-down menus. (All learners will be selected if you don't specify a particular user.)
3. Deselect the to and from date options to capture all posts.
4. Use the **Export format** pull-down menu to select a method for downloading the posts—you may need to try a few different options to get what you're looking for.
5. Review the **Export options**. Removing HTML will take out coding like <p> and and leave plain text, while choosing human-readable dates will convert hex-code versions of dates to long-form format (day, date, time).
6. Click on **Export** to save a file to your computer.




Users
All users
Search
Discussions
All discussions
Search
Posts from
Enable
3
December
2025
17
14
Posts to
Enable
3
December
2025
17
14
Format
Comma separated values (.csv)
Export options
Remove HTML
Human-readable dates
Export
Cancel