How do I move a thread to a different topic?

This option allows for a thread or conversation to be moved to a different topic.

Go to Discussions.



Select the Discussions tool from Tool Menu in your site.

Select a discussion topic.



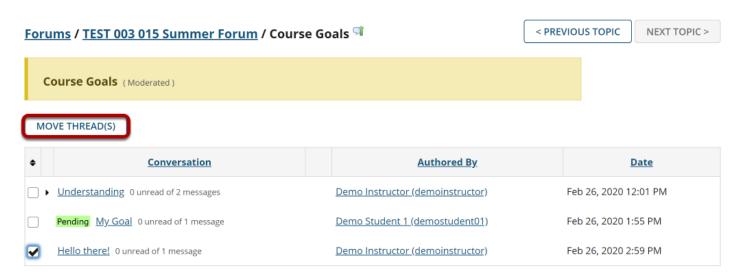
The topics will be listed underneath the corresponding discussion in smaller, bold font. Click on the topic containing the item to be moved.

Check the box next to the conversation to be moved.



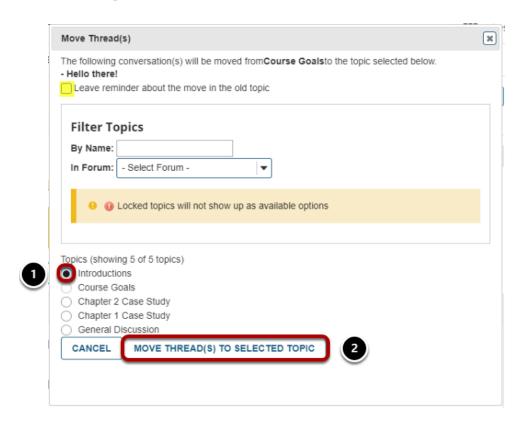
All conversations, or threads, will be listed.

Select Move Thread(s).



After selecting Move Threads, a box will open with options pertaining to the thread and where it will be moved.

Select options and click Move Thread(s) to Selected Topic.



The available topics will be shown.

- 1. Select the topic where you would like to move the thread.
- 2. Click **Move Thread(s) to Selected Topic** to continue.

Tip: You may optionally select the check box to leave a reminder about the move in the old topic.