

## Exporting your forum posts

With Moodle 3.11 it is much easier to export forum posts than you were able to previously. There are a few steps along the way, though, that aren't especially intuitive. This guide will walk you through the process.

1. On the Forum page, click on the Gear. Then click on Forum Summary Report.

What's going on this summer?

Due: Wednesday, 26 May 2021, 1:38 PM

Mark as done

What are your summer plans? Any travel or interesting hobbies that you want to pick up?

Add a new discussion topic Grade users

Discussion ↓

Started by

My summer will be ... interesting.

my Summer plans

pdf annotation

Jump to...

Moodle Docs for this page

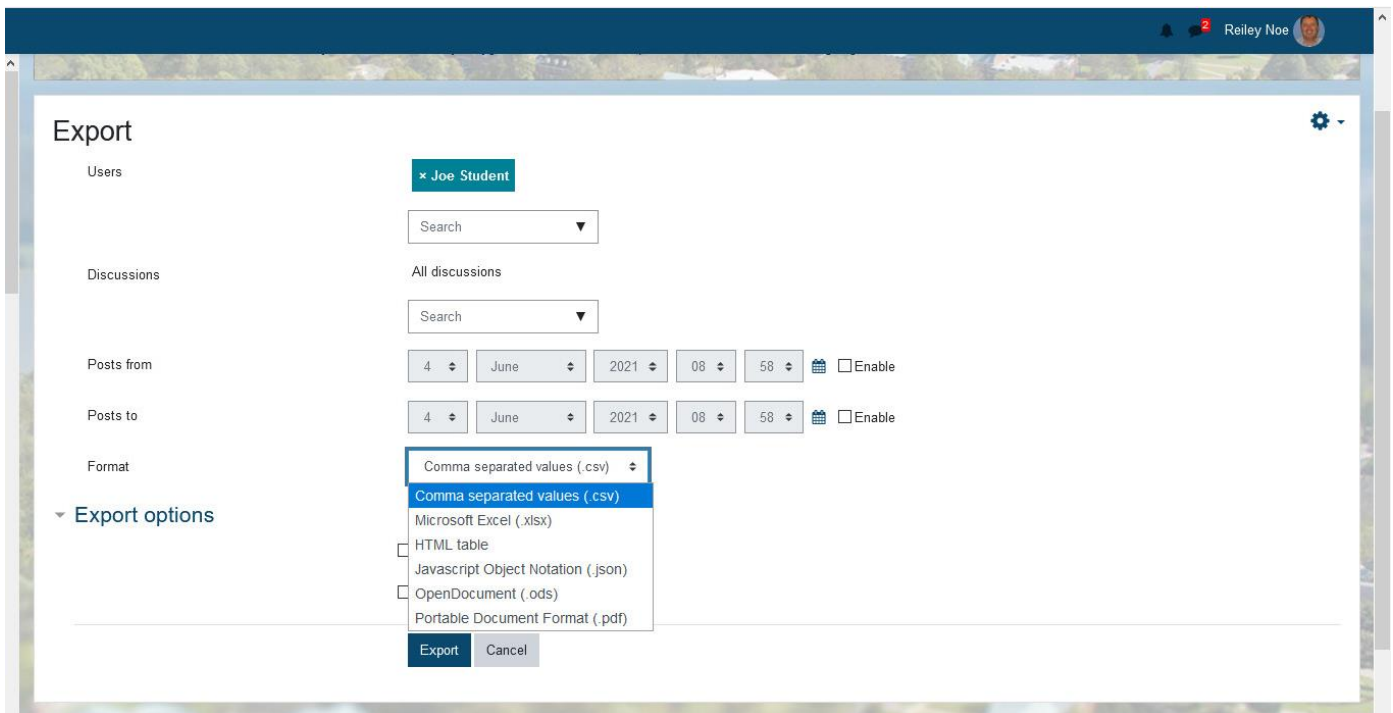
1. Gear icon

2. Forum summary report

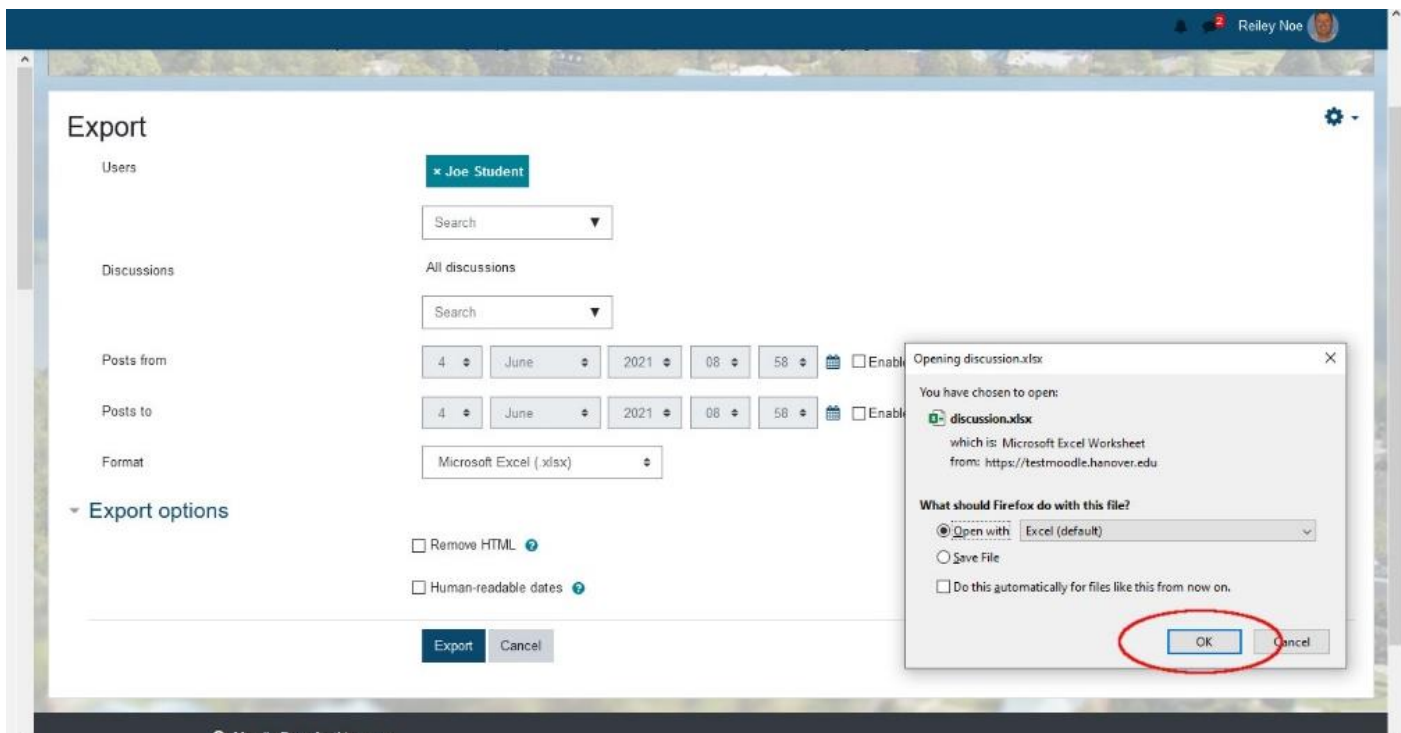
2. On the next page, click on the Export button. You should see this for everyone who has posted in the forum. Here, only Joe Student has posted about his summer plans.

	First name / Surname	Number of discussions posted	Number of replies posted	Number of attachments	Number of views	Word count	Character count	Earliest post	Most recent post	Export posts
<input type="checkbox"/>	Barbara Wahl	0	0	0	0	0	0	-	-	
<input type="checkbox"/>	Dustin Bailey	0	0	0	0	0	0	-	-	
<input type="checkbox"/>	Eric Dodge	0	0	0	0	0	0	-	-	
<input type="checkbox"/>	Gabriel Vanover	0	0	0	0	0	0	-	-	
<input type="checkbox"/>	Gregory Robison	0	0	0	0	0	0	-	-	
<input type="checkbox"/>	Heyo Van Iten	0	0	0	0	0	0	-	-	
<input type="checkbox"/>	Joe Student	1	0	0	6	163	721	Wednesday, 26 May 2021, 1:51 PM	Wednesday, 26 May 2021, 1:51 PM	Export
<input type="checkbox"/>	Michael Duffy	0	0	0	0	0	0	-	-	

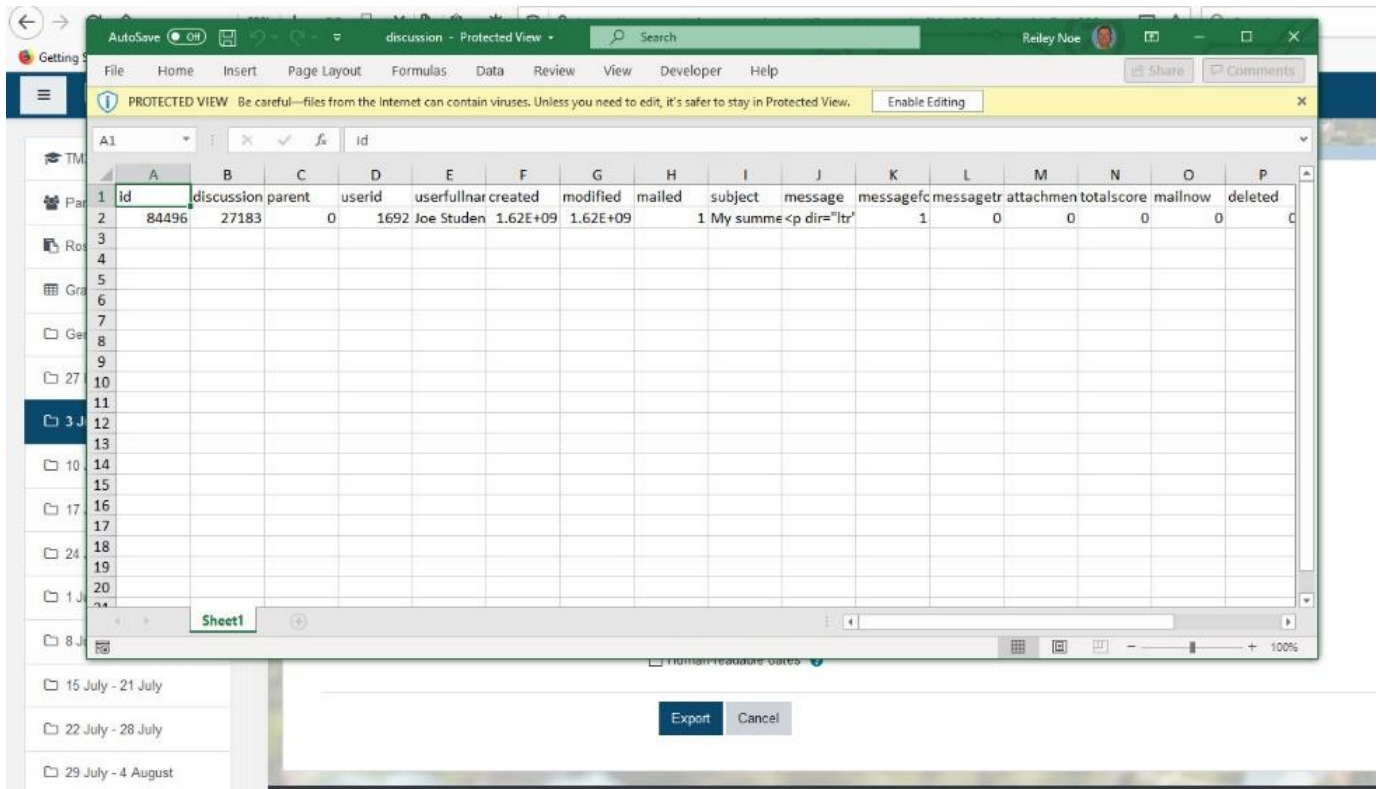
3. There are a lot of variables that you can play around with regarding the export. Maybe the most interesting is the fact that you can pick different formats for the exported forum posts or discussion. Maybe the most flexible and easy to read format would be the Excel sheet. We'll pick Excel and click on the blue Export button.



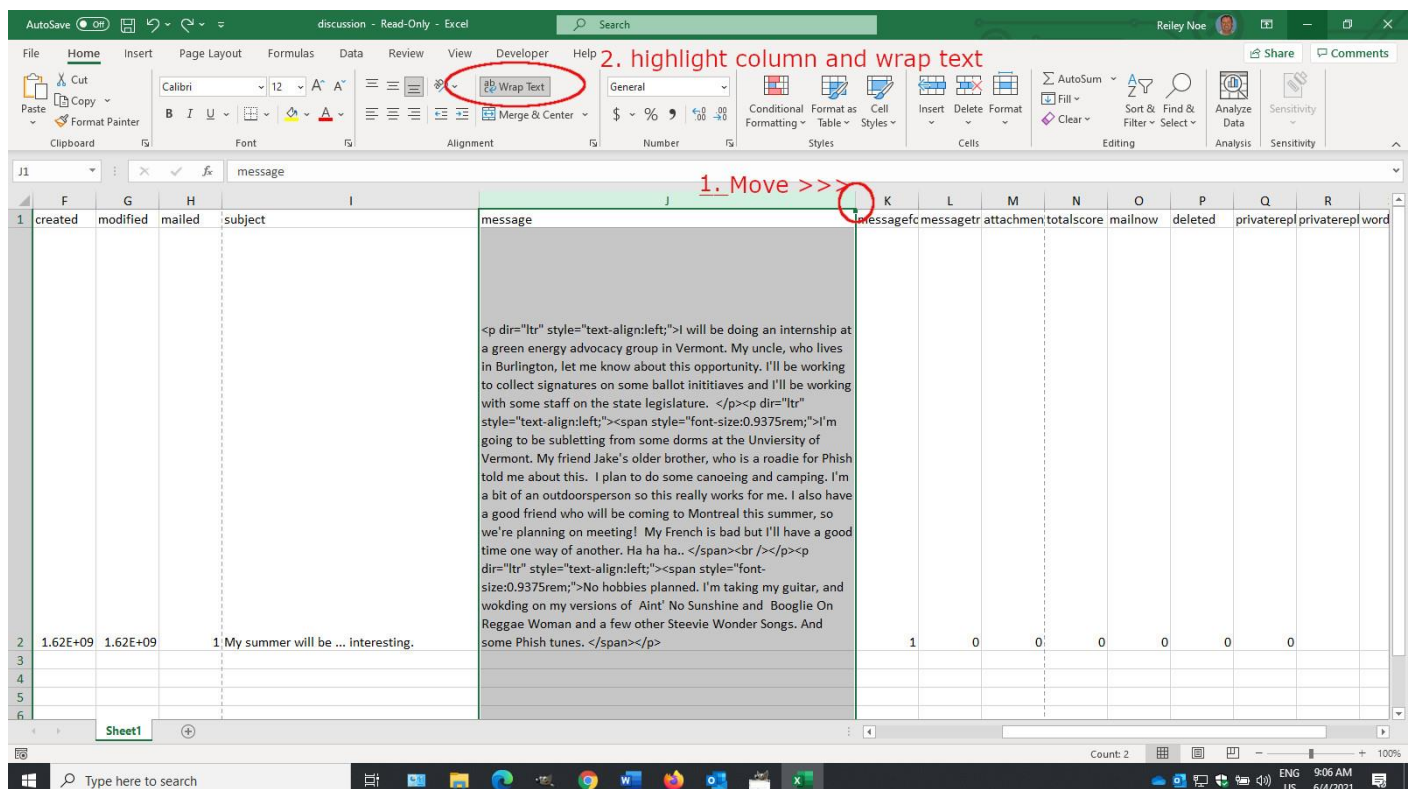
4. You'll see the dialog box open up for the Excel export. Click **Open With** and then OK. If the radio button does not populate for this, just toggle to the **Save File** selection and then back to Open With. The Open With selection should open up.



5. The Excel sheet opens up. Click the Enable Editing button.

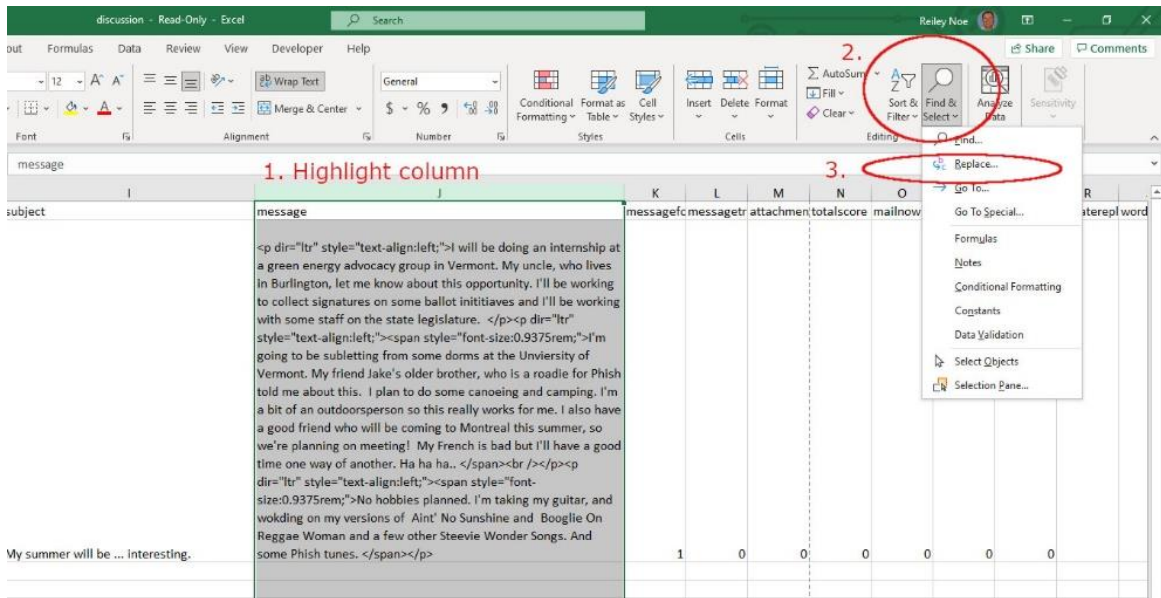


6. Find the rightmost post for the column and move it right to expand the cell to make it more readable. Click on Wrap Text and Highlight the Message column (or any others that you want to expand).



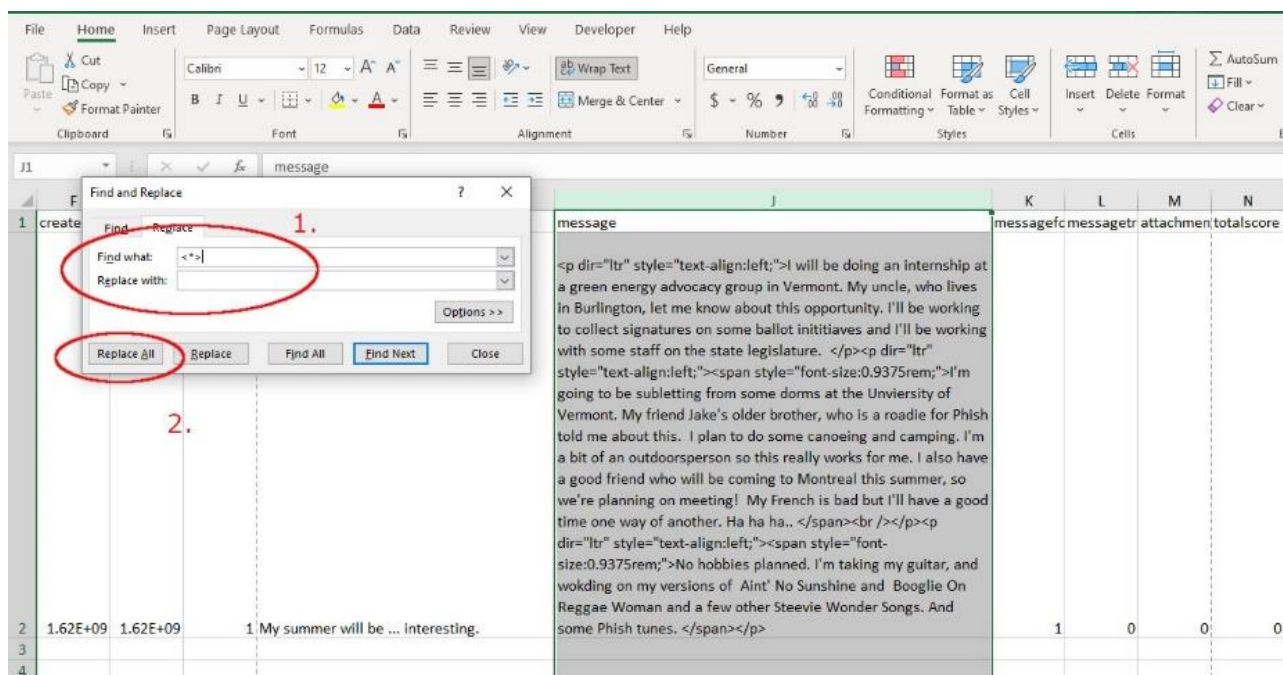
7. So far so good. It is kind of legible, but we want to get rid of the ugly HTML tags cluttering up the document. You can do this very efficiently by doing a Find and Replace procedure for the message or the whole column of messages.

Next make sure that the column in question is highlighted by clicking on the cell above it – in this case click on the J cell above Message. This should make the entire column gray. Click on the Find and Replace area of the ribbon. When the menu drops down, click Replace.



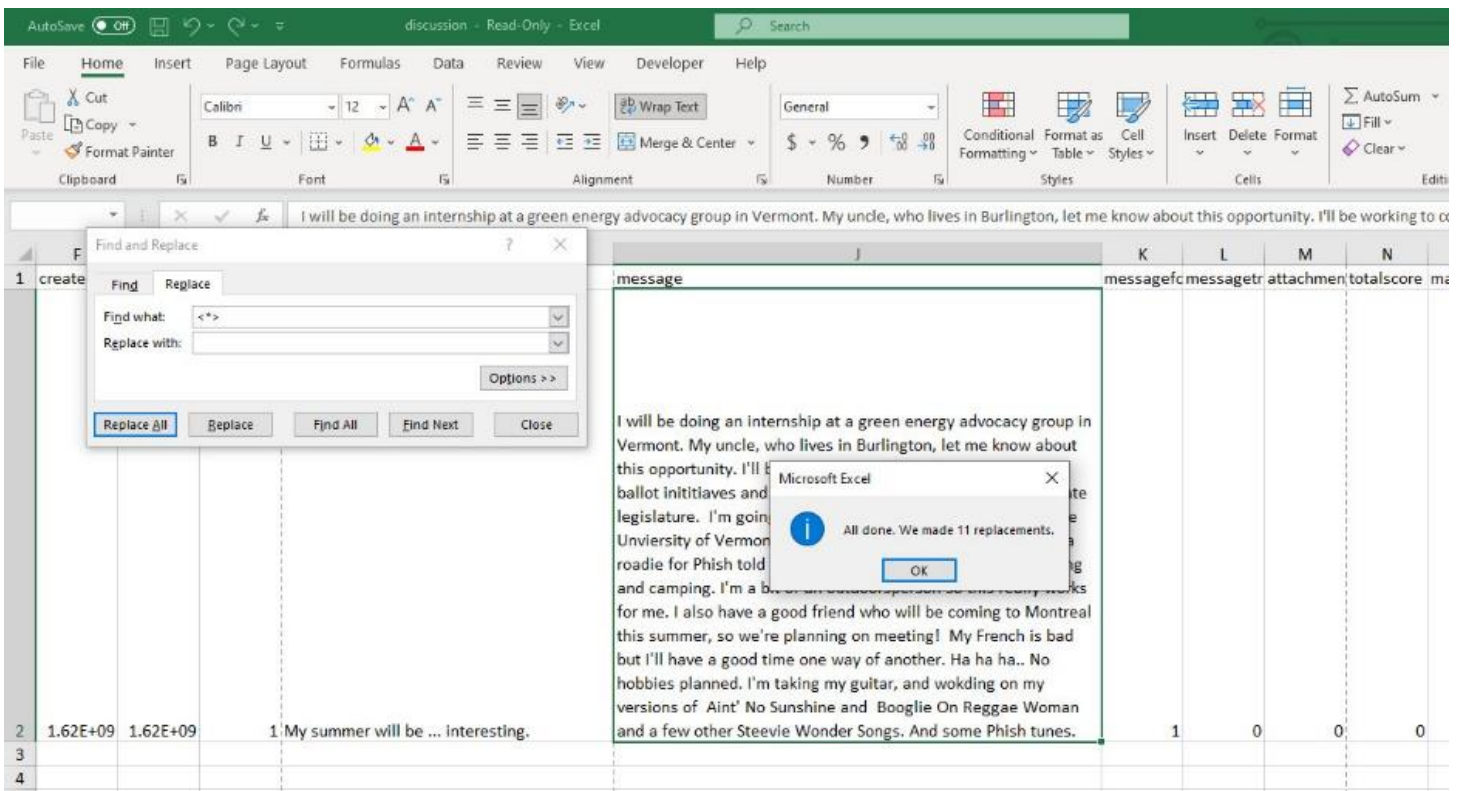
8. When the Find and Replace dialog box appears, in the **Find What** area, add both angle brackets with an asterisk between them and no spaces (<\*>). This will search for the angle brackets that you see with HTML code and the asterisk works as a wildcard that will search for any and everything in between those angle brackets. Leave Replace with blank. We want to replace it with nothing. Next click on **Replace All**.

Keep in mind that you do not want to do this, though, if your student's content includes angle brackets, such as with mathematical formulas. That information will be treated as though it were HTML tags and deleted.



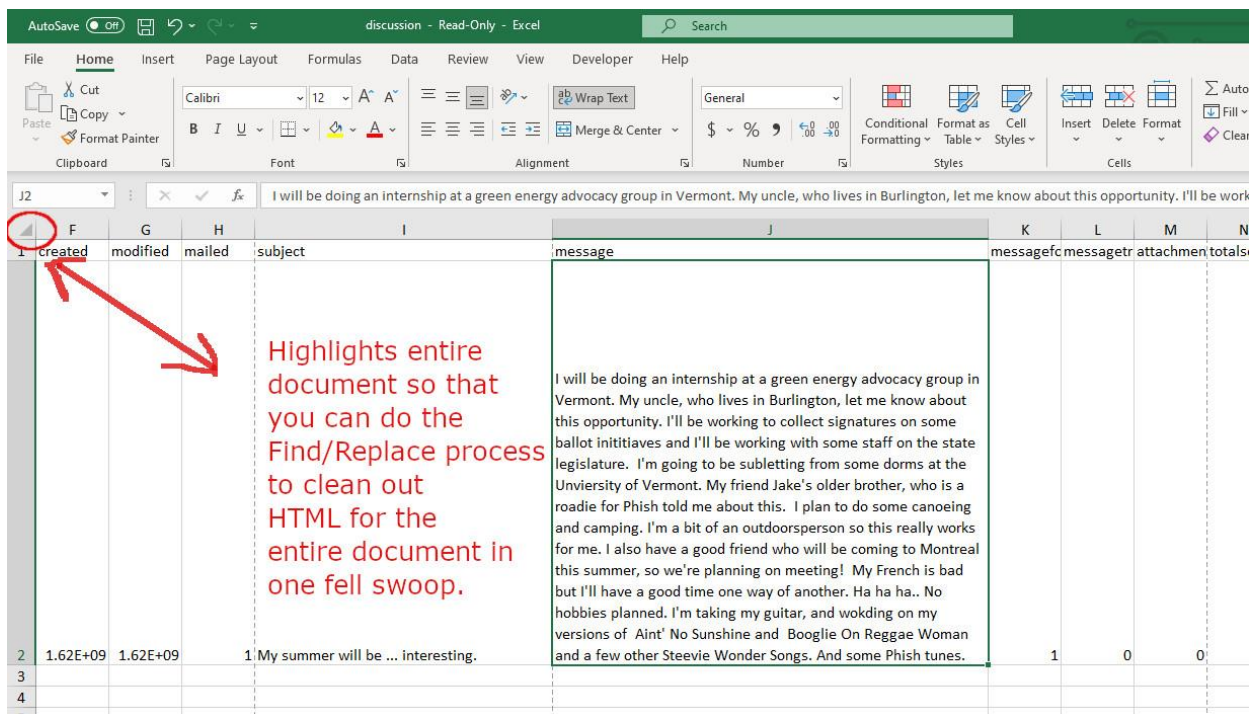


9. The dialog box will tell you what was replaced in your export of the document. Click OK.



10. Voila. The message appears in plain English without all of the HTML code cluttering up the document.

If you want to take out the HTML tags for an entire document, you can highlight your entire document with by clicking on the cell to the upper right with the triangle in it. After highlighting the document, just do the Find and Replace routine to get rid of HTML tags within the entire document.



For more information:

[Remove HTML from Excel Files](#)

[Forums in Moodle 3.8](#)