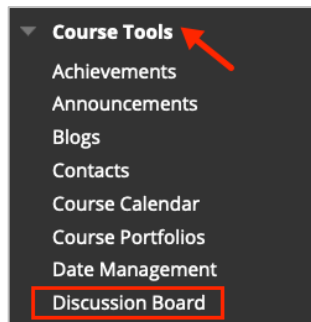


SUBSCRIBING TO DISCUSSION FORUMS

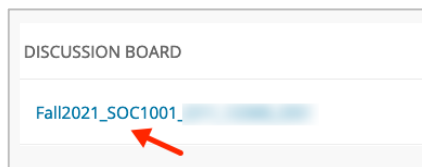
Discussion forums include the option of subscription. Subscribers will receive an email when someone posts to the forum. This can be particularly helpful for forums that are visited occasionally, such as one for [student questions forum](#).

Instructions

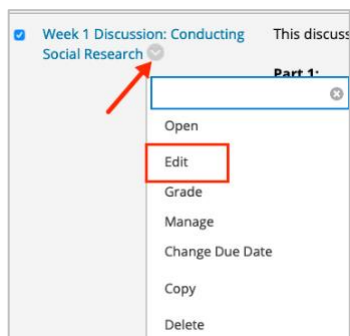
1. From the Course Tools menu select **Discussion Board**.



2. Select the **course name and ID** from the Discussion Board page.



3. Click the **down arrow** next to the forum name and select **Edit**.



4. Scroll down the page to the Subscribe section. Select **Allow members to subscribe to the forum**.

SUBSCRIBING TO DISCUSSION FORUMS

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies Standard View
 Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade No Grading in Forum
 Grade Discussion Forum: Points possible:
 Grade Threads

Show participants in "needs grading" status after every Posts

Due Date 09/05/2021 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Discussion Board Rubric	Used for Grading	Jul 30, 2021 4:50:46 PM	Yes (With Rubric Scores)

Subscribe Do not allow subscriptions
 Allow members to subscribe to threads
 Allow members to subscribe to forum
 Include body of post in the email
 Include link to post

5. Once the setting has been enabled, there is an option inside the forum to **Subscribe** by clicking on the button. Once you subscribe to the discussion, the messages will be sent to your Johnson & Wales email account.

