

## Discussion Forum Settings in Moodle:

If you are in a class that makes use of forums (discussion boards) you may have noticed that when someone posts a new message in a particular forum in Moodle, you sometimes get the message sent directly to your regular email account so you do not need to log into Moodle to read the message. This can be good or bad depending on your perspective. So, here is how to control this:

Once you enter your course in Moodle, click on the **Forums** link in the **Activities** block, usually located someplace in the left column of the course homepage. This takes you to a window with **General forums** and **Learning forums** where you will have a "**Subscribed**" column on the far-right. If a "Yes" is indicated in the column for a particular forum, then you will receive an email of the posting when someone posts to

the forum. To turn this feature off, simply click on "Yes" and it should turn to "No". If you have a "No" and want to turn the feature on, click the "No" and it should become a "Yes". When the course instructor created the forum he/she decided whether or not the original setting was a "Yes" or "No" and whether students could make any changes to the settings, etc. (If a "Yes" or "No" does not change when you click on it, the course instructor has set the subscription so students can not change its setting.)

General forums					
Forum	Description	Discussions	Unread posts	Track	Subscribed
News/Announcements forum	General news and announcements	2	0	Yes	Yes
Teacher forum	A forum for teacher-only notes and discussion	0	0	Yes	No
Learning forums					
Forum	Description	Discussions	Unread posts	Track	Subscribed
1 Task 6: Summer discussion	Use this forum to complete <b>Task 6</b> of your <b>Ex. 1a: Moodle</b> assignment sheet by following the instructions listed	95	0	Yes	No

You also have some controls concerning forum subscriptions in your "**Edit Profile**" area of Moodle. (See the help sheet on *Editing Your Profile in Moodle* for instructions on these settings.) Within your profile, there is a "**Forum tracking:**" setting, which if set to "Yes", lets you know if any new unread posts have been posted to a particular forum. If "**Forum tracking**" is set to "Yes" in your profile, an "**Unread posts**" and "**Track**" column will also be displayed in the "General forums" and "Learning forums" area as displayed in the window graphic above. In the "Track" column you can click on a "Yes" or "No" to switch its setting.

Also, if you receive an email from a discussion forum, one of the last items on the email is a link to "**Unsubscribe from this forum:**" A rapid double-click on the link should change the setting of that particular forum in Moodle so you are no longer subscribed to receive the automatic emails from it.

You may experiment with (or ignore) these various settings according to your personal preferences. If something does not seem to function properly, please let Moodle administrator (Dr. Grunwald) know (grunwajr@mlc-wels.edu) and he will look into it.