Subscribing to the Class Discussion Forum

The Discussion Forum is one of several communication tools inside CoursePlus. It is used for everything from general course conversations to assignments where students must write a post that replies to a prompt before reading and replying to their peers' posts. The administrative settings determine the Categories and Category Groups that organize Topics inside the Discussion Forum. Settings also include the permissions and limitations on each category such as limiting access by groups, mandating "post before viewing", making a category read-only, etc. Some of these settings are also available at the Topic level.
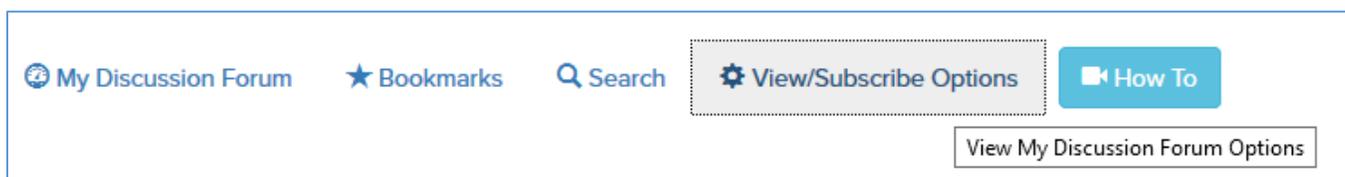
One of the ways that CoursePlus helps you stay on top of the Forum communications is by allowing you to subscribe to the Discussion Forum Categories and Topics. Because the asynchronous nature of the Discussion Forum, unless faculty and students are regularly checking the course home page or the Discussion Forum itself, communications might otherwise seemingly get lost, forgotten, or at least lose their relevance in regard to time-sensitivity. This is avoided by subscribing to the Categories and Topics that are most relevant to you. Your subscription options include a choice to automatically receive an email as soon as posts are added to your course site or to receive a daily digest e-mail – in other words, a notification of the collection of posts that are added to categories and topics only one time per day.

Step 1: Visit the Discussion Forum

Navigate to the Discussion Forum Home or My Discussion Forum. *(Use the Communications drop-down navigation menu to visit the Discussion Forum Home.)*

Step 2: Click on the link for View/Subscribe Options

The link for View/Subscribe Options is at the top-right of all the Discussion Forum pages alongside the other Discussion Forum navigation links. **Clicking on this link brings you to the Options page with two main sections: Options and Subscriptions.**

Step 3: Select the Subscription Delivery Options

Under the "Options" header, there are checkboxes to select your "View Options" (for when you are looking at the Discussion forum inside CoursePlus) and radio buttons to select your "Subscription Delivery Options" (for email notifications of posts in one or more Categories or Topics). The default Subscription selection is to send individual emails each time posts are added to the Discussion Forum

Categories which you've selected (in the next step). If the Discussion Forums become "high activity" communications, you may prefer to only receive a *daily* notification of all the posts that are added to your selected Topics and Categories. **Choose your View and Subscription Delivery Options and click the "Update" button to save your selections.**

Step 4: Select the Categories to which You Want to Subscribe

All the current Discussion Forum Categories are listed alongside checkboxes under the "Subscriptions" header. You will only receive email notifications (according to your "Subscription Delivery Options") when you have selected one or more Categories. **Choose the checkboxes corresponding to the Categories for which you want to receive a notification when there are posts.** When you no longer want to receive notifications for a Category, **uncheck its box on this same screen to Unsubscribe**.
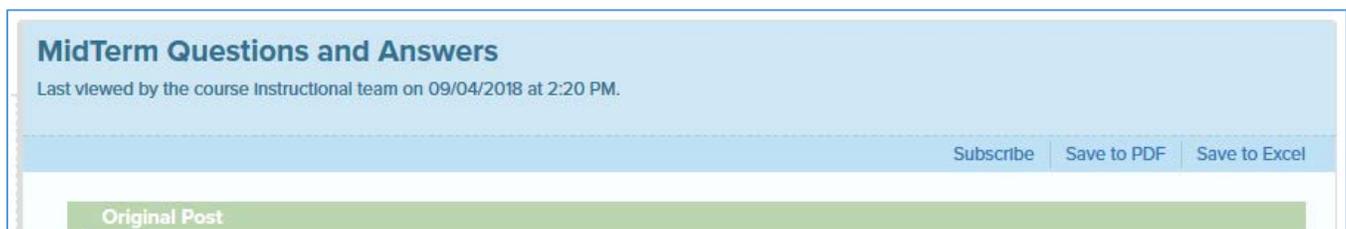
Step 5: (Optional) Subscribe to Individual Topics
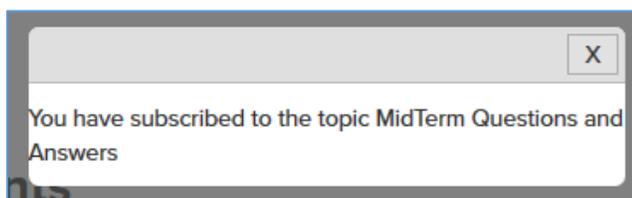
Navigate to the Individual Topic

If you are interested in receiving notifications about posts within a Topic, though maybe not all Topics inside a specific Category, **first navigate to the Topic from the Discussion Forum Home or My Discussion Forum**.

Click the Subscribe Link

Click on the word "Subscribe" in the Topic options menu. This is on the right side of the blue banner, under the Topic Title.
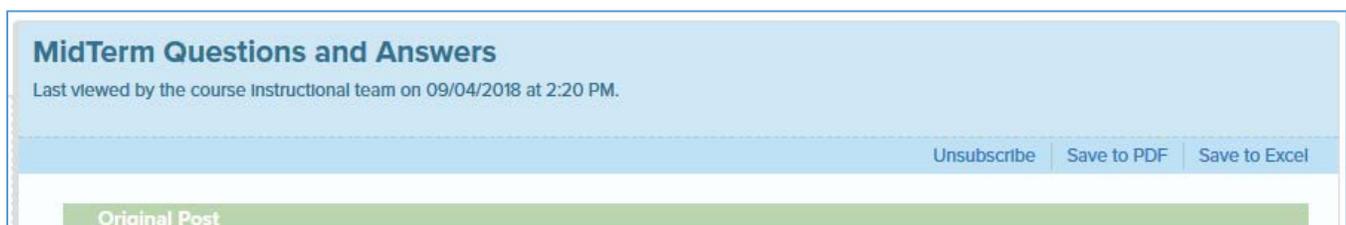

A confirmation message will appear in a pop-up window. Click "X" in the top right corner of the message, or click anywhere else on the page, to close the message window. The word "Unsubscribe" will now appear in the Topic options menu

Click the Unsubscribe Link

When you no longer want to receive notifications for the Topic, click the word "Unsubscribe" in the Topics option menu.

Alternately, you can **return to the View/Subscribe Options Discussion Forum page and click "Unsubscribe" corresponding to the Topic title under "Topic Subscriptions".**

Topic Subscriptions

○ General

▪ **Questions about LiveTalk Attendance**

◂ Go To Topic   ⊘ Unsubscribe

○ Assignments

▪ **MidTerm Questions and Answers**

◂ Go To Topic   ⊘ Unsubscribe

Center for Teaching and Learning