Enabling Subscription in Your Discussion Board

When you create a discussion board, you have the option of allowing students to subscribe to the forum to receive e-mail alerts when a new post or reply is added. After the instructor enables this function in the discussion board’s forum settings, students can choose to subscribe to the forum. Subscription to a forum can be a useful tool for keeping abreast of conversations happening in the forum.

However, it is not a substitute for actually visiting the course’s discussion board and participating in a forum. Students cannot directly reply to e-mail notifications to participate in the forum; they must actually visit the course’s discussion board to add their contributions by using the link provided in the e-mail.

To Enable Subscription in a Forum

1. On the “Create Forum” or “Edit Forum” page associated with the forum, scroll down to the part of the page labeled as “Forum Settings”.

2. Next to the label “Subscribe” you will see a series of subscription option buttons. Select the option you would like to enable:
   - **Do not allow subscriptions** – Enabled by default, disables subscription abilities in the forum.
   - **Allow members to subscribe to threads** – Students will receive e-mail notification regarding activity occurring within specific threads of interest.
   - **Allow members to subscribe to forum** – Students will receive e-mail notifications regarding any activity occurring within a forum (i.e. new threads posted, replies posted).

3. After you select a thread or forum subscription option, you can indicate your preference for the content of the e-mail notification:
   - **Include body of post in email** - The entire post is sent in the body of the email message.
   - **Include link to post** - A link to the post is sent in the body of the email message.

4. Click “Submit” to save your settings.
How to Subscribe to a Thread

*After the instructor enables “subscription to a thread” in the forum*, the instructor and students in the course can subscribe to a particular thread through this process:

1. Navigate to the discussion forum and **open a thread** of interest by clicking on its link.

2. On the “Thread Detail” page that displays, click the “Subscribe” button.

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How to Subscribe to a Forum

*After the instructor enables “subscription to a forum”,* the instructor and students in the course can subscribe through this process:

1. Navigate to the Forum that you would like to subscribe to.

2. At the top of the Forum’s page, click the **Subscribe** button.
After these steps are complete, e-mail notifications will be sent to the subscriber’s MATC e-mail account.

A Few Things to Be Aware Of:

- These messages are sent automatically by the Blackboard system (Blackboard@matc.edu). Do not directly reply to these messages.

- To contribute to the forum, use the “To Reply” link that is listed in the body of the e-mail notification. The link will take you to the Blackboard course’s forum. You may be prompted by a login screen if you are not already logged into Blackboard.

- The contents of the e-mail notification will depend on the subscription settings the instructor enabled.