ENABLING SUBSCRIPTION IN A DISCUSSION BOARD FORUM

Faculty Support eLearning

Blackboard Learn

When you create a discussion board forum, 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.
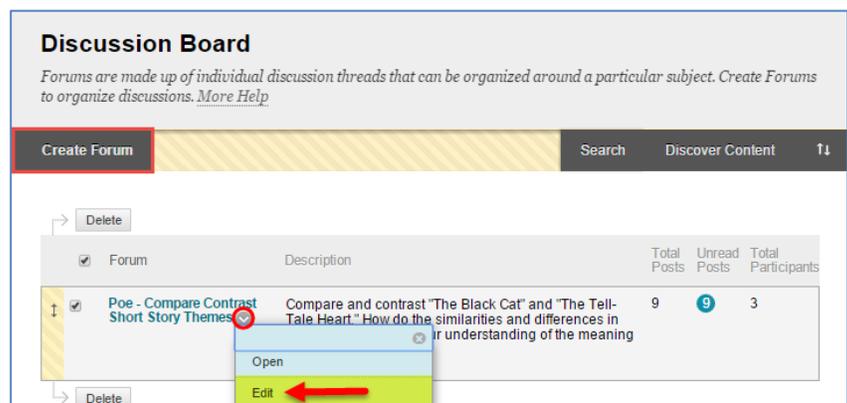
ENABLING SUBSCRIPTION ON A FORUM

These instructions assume that you have Edit Mode turned on in the course and have created a Discussion Board tool link in your course menu.

1. In your course, click on your Discussion Board tool link button. You will be taken to your course's Discussion Board main page.
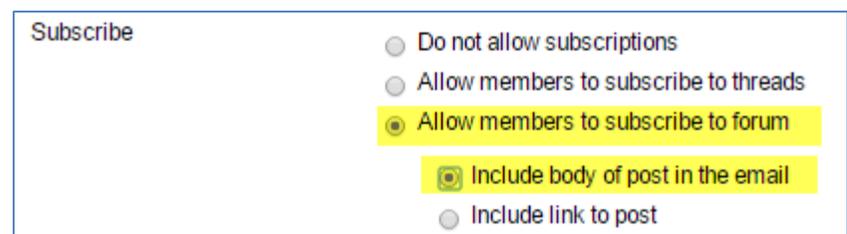
   Either create a new forum through the **CREATE FORUM** button or **EDIT** an existing forum through a forum's context menu.

2. On the Create or Edit page of the forum, review the forum's name, description, and availability settings.

   Scroll down to the **FORUM SETTINGS** area and set **SUBSCRIBE** to **ALLOW MEMBERS TO SUBSCRIBE TO FORUM**. Then select what information you would like to include in subscription email notifications.
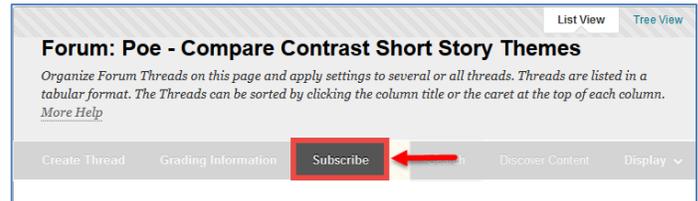
3. When you are done, click **SUBMIT** to apply this setting to the forum.

HOW TO SUBSCRIBE

After you enable subscription on a forum or thread, you and students may opt into the subscription by clicking on the **SUBSCRIBE** tools that are provided within the forum
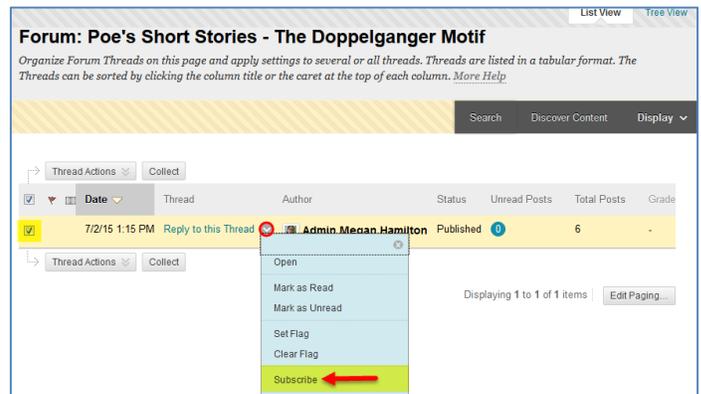
Subscription to Forum

If the instructor enabled subscription to a forum, a SUBSCRIBE button will appear on the forum's page.
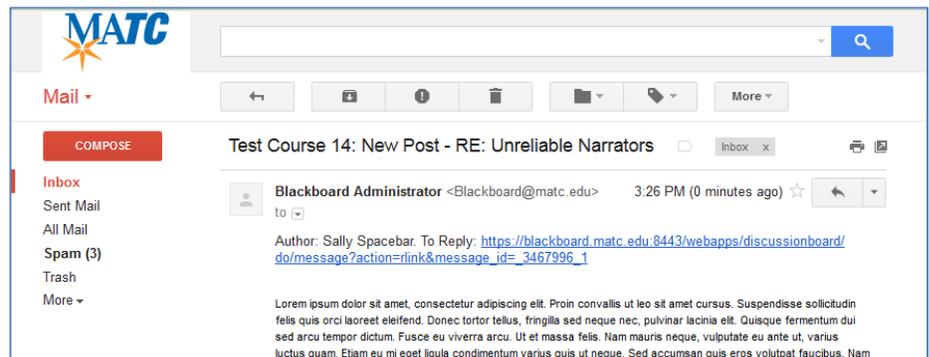
Subscription to Thread

If the instructor enabled subscription to a thread, access the thread's context menu and select **SUBSCRIBE**.

After these steps are complete, e-mail notifications will be sent to the subscriber's MATC e-mail account whenever new content is added to the forum or thread.

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.

- If you or students are not receiving subscription notifications from Blackboard, please verify that official MATC email accounts (not forwarding email addresses) are being used and check the email's spam folder. If subscriptions stop being sent, please contact Blackboard Faculty Support for assistance.