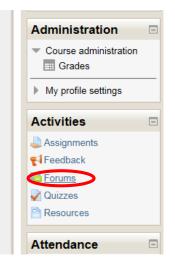
Moodle – Subscribing to a Forum

In Moodle 2.6, students have the ability to subscribe to a forum within a course. Subscribing to a forum will send an email every time someone posts to the subscribed forum. Each instructor has the option to choose one of four subscription settings for their course. <u>Optional</u> allows the student to decide whether or not they would like to subscribe. <u>Auto</u> initially subscribes students to each forum, but they have the option to unsubscribe. <u>Forced</u> enables forum subscription permanently, with no option to unsubscribe, and <u>Disabled</u> does not allow subscription.

Below are the steps required to subscribe to a forum:

Step 1: Log into Moodle and select the desired course.

Step 2: On the left side of the screen, find the "Activities" group and click on "Forums".



Step 3: A list of the forums for the course will appear. Click the forum name (hyperlink) for the forum you want to subscribe to.

avigation	-			11.	Subscribe to all foru
ly home ■ Site home	General forums				
My profile	Forum	Description	Discussions	Subscribed	Email digest type (
Current course	News forum	General news and announcements	0	Yes	Default (No digest)
 Participants My courses 	Ask the Instructor	This area is for those questions several learners may have. Ask here and the answer will be posted for all to see. It is helpful for all Moodle courses to include an Ask the Instructor news forum.	6	No	Default (No digest)
Administration	Group Forums	Group Forums	1	No	Default (No digest)

Created 2/10/2016 by Academic Technology Resources Dept., Nick Siegmeier

Step 3: The selected forum will appear. In order to subscribe, find the "Administration" group on the left side of the screen. Under Forum Administration, click on the "Subscribe to this forum" link. The user is then subscribed. **At this step the user can also unsubscribe from the forum**

