

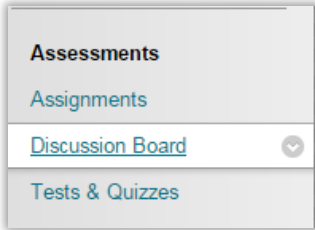
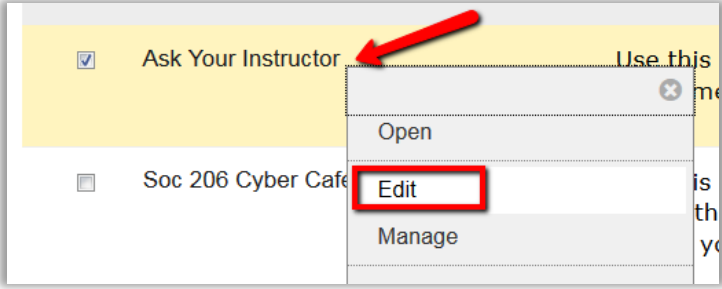
Subscribe Feature on the Discussion Board

Using Blackboard’s discussion board enables you to engage with your students, and your students to engage with each other. However as discussions populate it may be hard for both you and your students to keep track of and respond to new posts. Blackboard’s “Subscribe” feature, when enabled, allows instructors and students to sign up for automatic email alerts whenever a new post or a reply to an existing post occurred. This might be particularly useful for forums such as “Ask Your Instructor” or “Q&A Forum” in your course. The instructor can permit subscriptions to either an entire forum or to specific threads within a forum, and decide whether the email alert will contain a link to new posts or includes the complete text of a new post.

These automatic alerts ensure that subscribers no longer have to visit the discussion forum to check if new items have been posted but will be alerted right away.

This guide walks you through the process of enabling the Subscribe feature for a discussion forum or thread, how to set options for subscribers, and how to subscribe to a discussion forum.

Note: Students decide for themselves when they want to subscribe to a forum or thread. Subscribing does not impact other users in the forum.

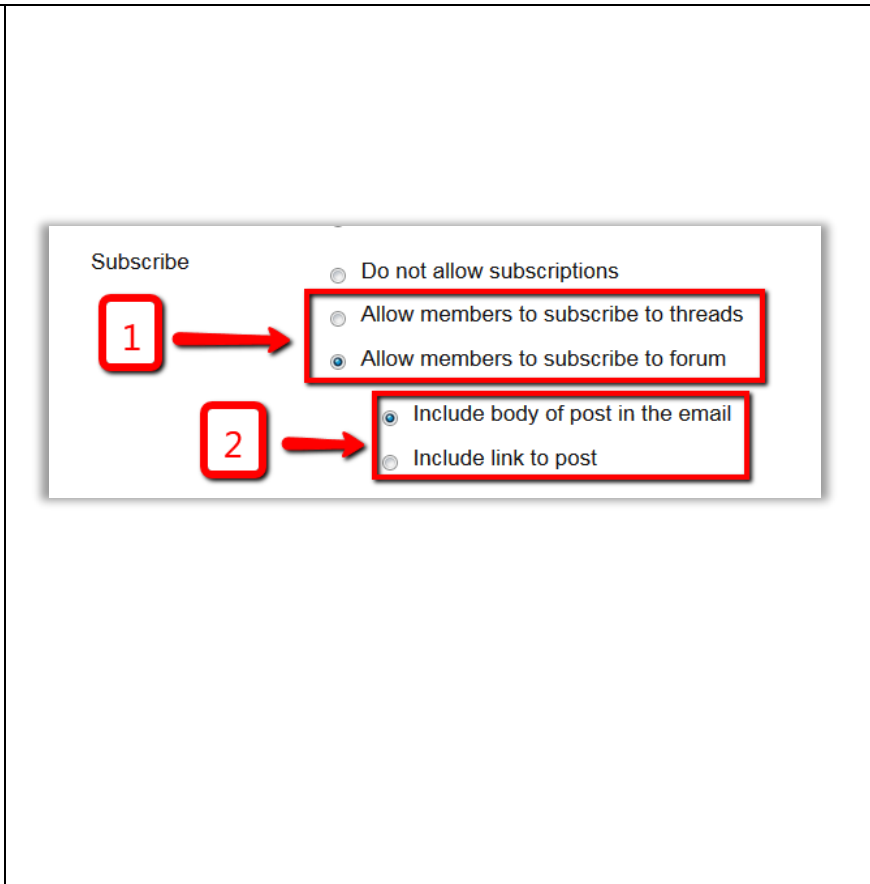
<p style="text-align: center;"><u>Step 1</u></p> <p>First, navigate to the Discussion Board in your course site.</p>	
<p style="text-align: center;"><u>Step 2</u></p> <p>Subscriptions to forums or threads can be enabled either when the forum is first created, or when editing the forum settings.</p> <p>To edit a discussion forum’s settings, click the downward arrow next to its title and select “Edit.”</p>	

Step 3

On the next page, scroll down to the “Subscribe” section. Here you can choose from the following options:

1. Allow subscriptions to either the **entire forum** (recommended for Q&A forums, for example), or to **specific threads** within the forum (recommended if you’d like your students to be able to subscribe to their own thread only on a weekly discussion)
2. To include the **body of the post** in the email, or simply a **link to the new post**.

Remember to save your changes by clicking “Submit.”



Step 4

You will automatically return to the Discussion Board page. Click on the title of the forum you have just updated.

Along the top menu of the page you will now see a “Subscribe” option. Click on it to enroll and automatically receive updates.

You can unenroll from email updates at any time by clicking the “Unsubscribe” button.

Note: Neither students nor instructors can respond to discussion posts via email. To reply they must log in to Blackboard and respond directly on the respective discussion forum.

