Step by Step: Enabling Discussion Board Subscriptions

Instructors can allow user subscriptions to a Discussion Board Forum or a specific thread within a Forum. When a new post or reply is added to a Forum or thread, the subscriber receives an email message. Forum managers can choose from the following subscription options for a Forum: no subscriptions, subscriptions at the thread level, or subscriptions at the Forum level. If subscription is enabled, the Forum manager can choose to have subscription messages contain the message contents or a link to the message. This feature is similar to subscriptions on social media and web sites.

1. Go to the Discussion Board and either create a new forum or go to an existing one. The steps for setting up the subscriptions are the same.

2. For an existing forum, click its action link and select Edit from the drop-down menu.

3. On the Edit Forum page, go to 3. FORUM SETTINGS and the Subscribe section.
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4. To allow members to subscribe, click to select either:

   - **Threads** which restricts subscriptions to specific threads within a forum.
   - **Forum** which allows subscriptions to all threads within a forum.

5. Click to select the information to include in the email notification:

   - **Body of post** which includes the message text in the email and a link to reply to the message.
   - **Link to post** which includes a link to the message in the email.

6. Click the **Submit** button at the bottom of the page.

A **Subscribe** button will appear at the top of the Thread Detail or Forum page.

The subscriber will receive an email notification similar to the example at right.