

## Managing Forums

Forums have many different settings that affect how users interact with the Forums.

3. Forum Settings

- Allow Anonymous Posts
- Allow Author to Delete Own Posts
  - All posts
  - Only posts with no replies
- Allow Author to Edit Own Published Posts
- Allow Post Tagging
- Allow Users to Reply with Quote
- Allow File Attachments
- Allow Members to Create New Threads
- Subscribe
  - Do not allow subscriptions
  - Allow members to subscribe to threads
  - Allow members to subscribe to forum
  - Include body of post in the email
  - Include link to post
- Allow Members to Rate Posts
- Force Moderation of Posts
- Grade
  - No Grading in Forum
  - Grade Forum: Points possible:
  - Grade Threads

- Grading (column in the Grade Center is automatically created)
- Allow Anonymous Posts
- Allow Author to Delete Own Posts
- Allow Author to Edit Own Published Posts
- Allow Post Tagging (tagging improves quality of searches, but slows down the Discussion Board)
- Allow User to Reply with Quote
- Allow File Attachments (attaching large files will slow down the Discussion Board)
- Allow Members to Create New Threads (if Threads are graded, this feature is disabled)
- Subscribe (subscriptions to Threads and Forums are sent via email)
- Allow Members to Rate Posts (five star system)
- Force Moderation of Posts: (messages must be reviewed by a Moderator before they are published)

## Threaded Discussions

### Functions include:

1

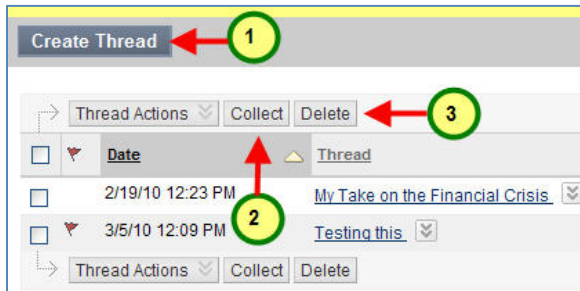
Create Thread: Users can create new Threads if the Forum is set to allow users to add new Threads and the Threads are not being graded.

2

Delete: Delete selected posts from the Forum. Deleted posts cannot be restored. Change the status to unavailable or hidden to prevent users from seeing posts without actually deleting the Threads.

3

Collect: Gather selected posts onto one page where they can be sorted, filtered, or printed. Tags can only be added to posts that have been added to a collection.



- Displays Flags: Set for posts for later attention.
- Clear Flag: Clears flags that have been set for posts.
- Mark Read: Posts that have been marked as read display in normal type.
- Mark Unread: Posts that have been marked as unread display in bold type.
- Subscribe/Unsubscribe: Click to start or stop receiving email alerts.
- Grade Thread: Enter a Grade for a user based on their performance in the Thread.
- Moderate Forum: Approve or reject messages for publication to the Thread.