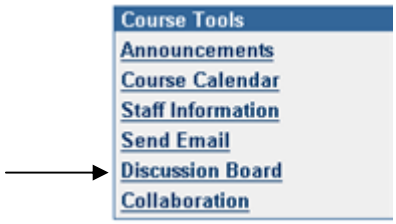
Subscribing to Blackboard Discussion Forums Via Email

One exciting new feature in Blackboard 7.3 is the ability for students to have the option to subscribe to discussion forums. When a student "subscribes" to a discussion forum they receive email notifications whenever new activity takes place in a specific discussion forum. This tutorial will guide instructors through the very straight-forward process of making a discussion forum available for email subscription by students.

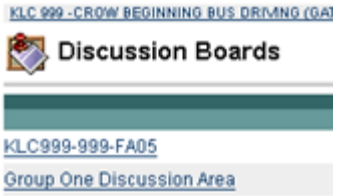
1. Log on to Blackboard and open the course that will contain the discussion forum.

2. Click on the "Control Panel" button in the left-side navigation area. The control panel should open.

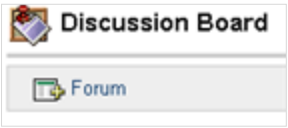
3. Click on the "Discussion Board" hyperlink in the "Course Tools" section of the control panel.



4. Click on the Top-most hyper link. This hyperlink should display the title of the entire Blackboard shell. A new window will open that displays the current discussion forums for this Blackboard Shell.



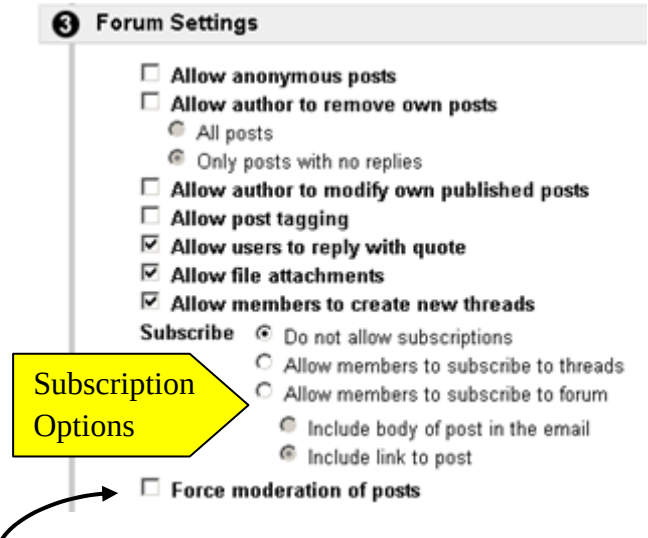
5. Click on the +Forum button at the top of the screen. A new screen will open that will present a series of menus that will permit you to set up your discussion forum.



6. Fill in all of the information (as in previous Blackboard versions) in Sections 1 and 2.

Subscribing to Blackboard Discussion Forums Via Email

7. I Section 3, you will see Subscription Options. If you wish to grant your students the option of subscribing by email to this forum or to individual forum threads, simply click in the appropriate radio box.



8. The "Force moderation of posts" is an option that requires all posts to be approved by the moderator before it can be posted to the discussion forum.

9. Click Submit.

Depending on how you have granted permissions, students will now have the option to "Subscribe" to discussion forums. This means that students may now elect to receive email notification of the discussion forum and/or a specific discussion thread within a given forum.
Blackboard will send email notification to the email address that the student keeps on file in Blackboard; therefore, students must make certain that they have their email address information in the Personal Information Section of Blackboard up to date.

To subscribe to a discussion forum, simply do the following:

1. Open the discussion forum.
2. Click on the “Subscribe” button at the top of the forum. You will receive a receipt noting that you have successfully subscribed to the forum. Users will now start receiving email notifications of new postings to this forum.

3. To unsubscribe, open the forum and click on the “Unsubscribe” button.