Faculty Tutorial: Subscribe to a Discussion Forum

Purpose: To show instructors how to subscribe to a discussion forum.

Subscribe to a Discussion Forum: If you want to receive an email alert whenever a student posts to a specific discussion forum, you must subscribe to the forum. This action does not subscribe you to any other discussion forum.

Subscribing to a forum is easy. Simply open the forum and click the Subscribe tab/button.

A “success” confirmation displays across the top of the page, and the tab/button now reads “Unsubscribe.”

Recommendation for Drake Online and Continuing Education: To ensure you receive email alerts whenever a student posts a question to the Q&A Forum, click Q&A Forum in the Quick Links and then click the Subscribe tab/button.

Use an announcement to tell students to subscribe as well.