

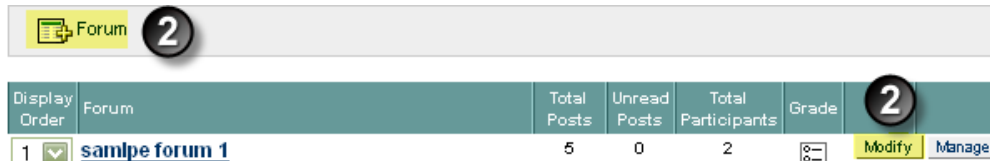
Forcing Moderation

By default, Discussion Board users are given forum roles based on their course, organization, or system role. Instructors are given the Manager role by default. Managers control user privileges within the Discussion Board through the use of roles. For example, the Manager may delegate responsibility for reviewing posts to a Moderator.

When creating a forum or modifying a forum's settings, instructors have the option of forcing moderation. If moderation is enabled, when a user other than a Moderator or Manager submits a post, the post is saved to the Moderation Queue. New posts are displayed in the queue for review and publication. If a post is returned, a return message can be attached to the post allowing the Moderator to inform the user why the post was not accepted for posting. (University of Pennsylvania Faculty Support Center)

To Force Moderation of Forums:

1. Select the Discussion Board you wish to modify. The forum page will be displayed.



2. Create a new Forum by clicking on the Add Forum button in the tools menu, or click on the **[Modify]** button for an existing forum. The **Modify Forum** screen will be displayed.

3 Forum Settings

- Allow anonymous posts
- Allow author to remove own posts
 - All posts
 - Only posts with no replies
- Allow author to modify 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

3. Under the Forum Setting click on the check box next to the **“Force Moderation of posts”** header.

Click the **[Submit]** button located in the lower right-hand corner of the browser window to save the change.