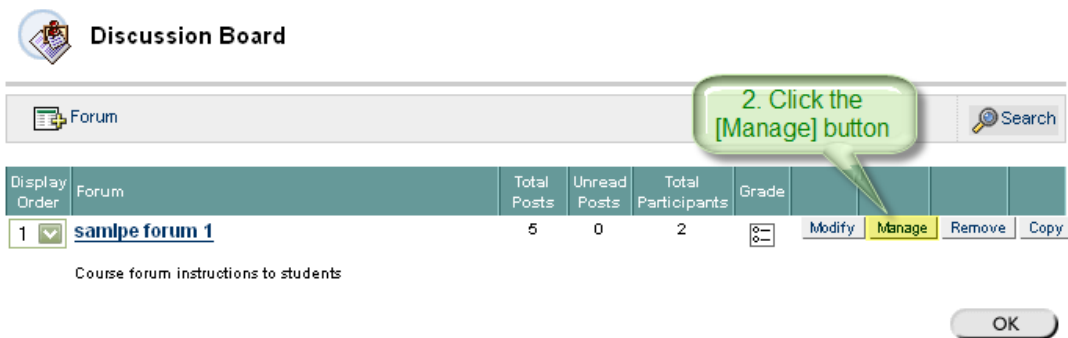


Setting Forum Roles

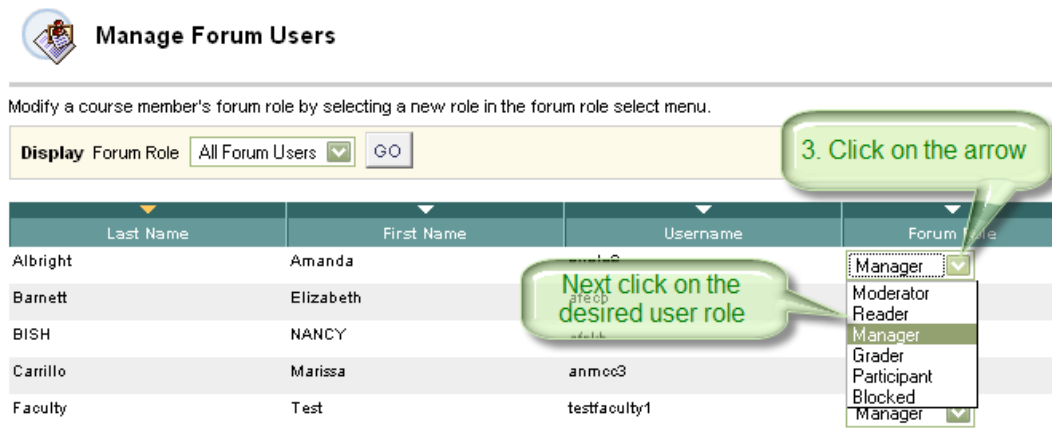
Discussion Boards can serve several different purposes in a Course. In many cases, you may want to take a “guide on the side” role by passing off some or all of the administration of the Discussion Board to a peer leader or another responsible user. Discussion Board Forums include roles for each user involved in the Forum. These roles define privileges within the Forum. The Forum Roles with administrative roles that can be assigned to users in a Forum are: Manager, Moderator, and Grader.

To modify forum roles:

1. Select the Discussion Board you wish to modify.



2. Click on the **[Manage]** button for the Forum you wish to modify. The **Manage** forum page will be displayed.



3. Click on the drop down arrow across from the name of the user you wish to change, then click on their new role for the Discussion Forum.
 - **Manager** –can change the forum settings, moderate posts, and assign grades.
 - **Moderator** – can grant participant privileges, and modify, delete & lock posts. If Moderation Queue is used, the moderator may also approve or reject posts in the queue.
 - **Grader** – has user participant privileges and grading privileges for the forum.
 - **Participant** – has read and write privileges to the forum.

- **Reader** – can view forum content but cannot add or respond to posts.
- **Blocked** – user is blocked from accessing the forum.

Note: the screen defaults to a display 25 users at a time. To change the display option:

- Click on the “Items Per Page” drop down arrow.
- Next click on **All** in the selection list.
- Then click the **[Go]** button. The full list of users will be displayed on one page.
4. Click the **[Submit]** button on the lower right-hand-side of the screen (you may have to scroll down to see the button.)