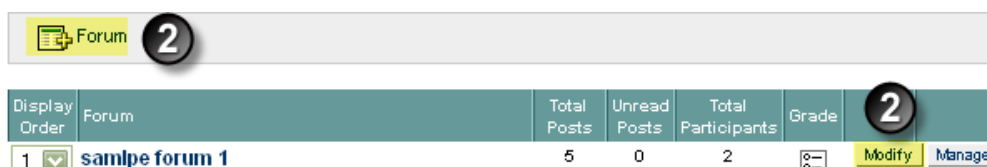


Creating Subscriptions

Subscriptions to a Discussion Board Forum allow Blackboard to notify users by email each time a new Post is added to a Thread or Forum. If you enable this feature then users must elect to use the feature by selecting the **Subscribe** button which appears on the Forum page and in the Thread detail page.

To Enable Subscriptions:

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. Under the Forum Setting select one of the following options by clicking on the radio button to the left of the option.

- a. **Allow members to subscribe to threads** – Use this option to restrict subscription to specific threads in a Forum.
- b. **Allow members to subscribe to forum** – Use this option to allow subscriptions to all threads within a Forum. With this option also, select one of the following:

Subscribe	<input type="radio"/>	Do not allow subscriptions
	<input checked="" type="radio"/>	Allow members to subscribe to threads
	<input type="radio"/>	Allow members to subscribe to forum
	<input type="checkbox"/>	Include body of post in the email
	<input checked="" type="checkbox"/>	Include link to post

- i. **Include body of post in email** – Use this option to include the message text in the email notification and a link to reply to the message.
 - ii. **Include link to post** – Use this option to include a link to the message in the email notification.
4. Click the **[Submit]** button located in the lower right-hand corner of the browser window to save the changes.

Disable Subscriptions:

1. Click on the **[Modify]** button for an existing forum. The **Modify Forum** screen will be displayed.
2. Under *Forum Settings*, click on the **Do not allow subscriptions in the Subscribe** section.
3. Click the **[Submit]** button located in the lower right-hand corner of the browser window to save the changes.