Controlling Your Discussion Forum Subscriptions

Your webCampus course can generate a lot of email if you have very active discussion forums. However, you can control whether or not you are "subscribed" to a forum - it's your choice whether you receive new forum posts in your email or just view them in your course. You can even control whether you receive an individual email every time a message is posted or if you want to receive one summary email per day that includes posts from all forums to which you subscribe.

If you do not wish to receive these emails, you can minimize or prevent them by changing your Profile and/or Forum settings. (See note below regarding messages sent by an instructor via the news forum.)

1. Disable Auto-Subscribe

The profile default is set to auto-subscribe you to a forum once you post to it. You can disable this setting (and stop future automatic subscriptions) by doing the following:

1. In webCampus find the Administration block menu.
2. Under My profile settings click the Edit profile link.
3. Locate the Forum Auto-Subscribe field and use the pull-down menu to change the setting to No: don't automatically subscribe me to forums.

This setting will apply to future forums in which you post in all of your course sites. If you are currently subscribed to a forum, you must unsubscribe yourself as shown below.

Bonus Tip 1: Set the Forum tracking option to Yes, highlight new posts for me. When you go to your course, this setting indicates when new messages have been posted by your instructor and classmates.

Bonus Tip 2: If you want to be subscribed to your forums, but want to reduce the number of emails you receive, set the Email digest type to either Complete (daily email with full posts) or Subjects (daily email with subjects only). These setting will send you a single email at 5 p.m. with all of the posts of the last 24 hours in a single message. It will include links back to the forum in which each was posted.
2. Unsubscribe from Currently Subscribed Forums

Unlike updating your profile which effects this change for all of your courses, this process needs to be completed in each of your current courses where you have participated in a discussion forum and generated a subscription.

To unsubscribe from a forum:

1. Open the forum.
2. Click on Unsubscribe from this forum in the Administration block.

Bonus Tip: In "Advanced forums," you can also see who has posted to a forum by clicking on View posters, or download the discussion posts by clicking Export.

Optional Subscriptions

When you post to a discussion forum, your instructor may give you the option of subscribing to it. To subscribe, click on the link in the Administration block.

Some forums may be set up so that everyone is subscribed without having the option to unsubscribe. Ask your instructor if you have questions about a particular forum.

Note: The Announcements (News) Forum is the one forum from which you cannot unsubscribe. Instructors use this forum to communicate important information about the course, so everyone in the course will receive an email when the instructor posts to this forum. It's helpful to know, too, that this is not a true forum—it's a form of one-way communication for instructors to post announcements for course participants. You cannot reply to a news forum posting.
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The super-secret Advanced Forum subscription management instructions

In Advanced Forums it is possible to subscribe or unsubscribe to all of the courses forums (as long as they are Advanced Forums) with a single click. How do you know if the forum is an Advanced Forum? Check the icon! (It will also look different when you open it.) Graded forums are usually Advanced.

Click the name of the forum.

When it opens, find the Manage forum subscriptions link on the left (if there are posts in the forum it will be below the oldest post on the page).

The following page will open:

There are links to subscribe to or unsubscribe from all forums. Yes! This does it for the entire course with one click (but only for the Advanced forums!).

Optionally, you can have fine control over each Advanced forum via the Email digest type drop-down menu. Use this control if you want to be subscribed, but want to choose between a single email for each post (No digest), the complete post in a one-email-per-day digest, or just the post subject in a one-email-per-day digest.

Nifty! ... but definitely advanced.