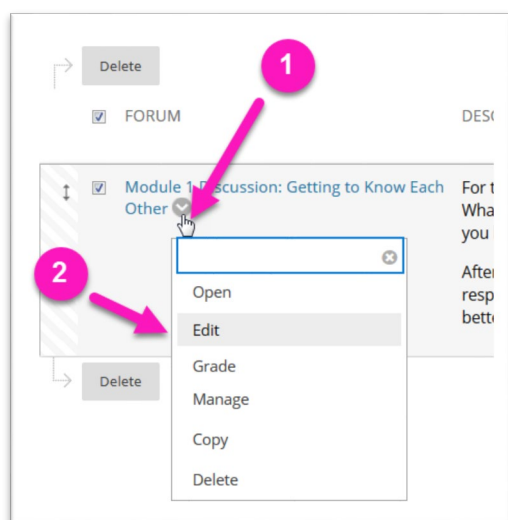
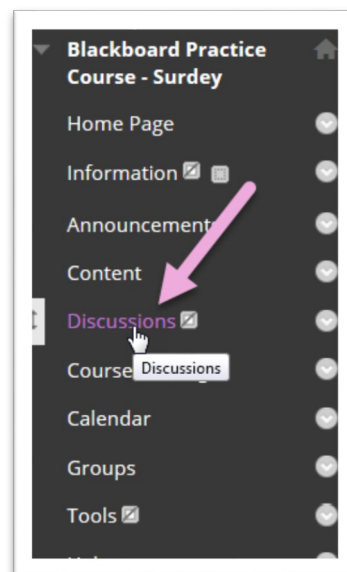


The Discussion Board tool within Blackboard has a feature that allows instructors and students to subscribe to a forum or thread. By enabling this feature, course members can choose to be notified via SUNY Broome email when there is activity in a particular forum when they are not logged in to Blackboard. The email is for notification purposes only. Instructors and students cannot respond to discussion postings from the email message. They must login to the Blackboard course and access the Discussion Board to post a response.

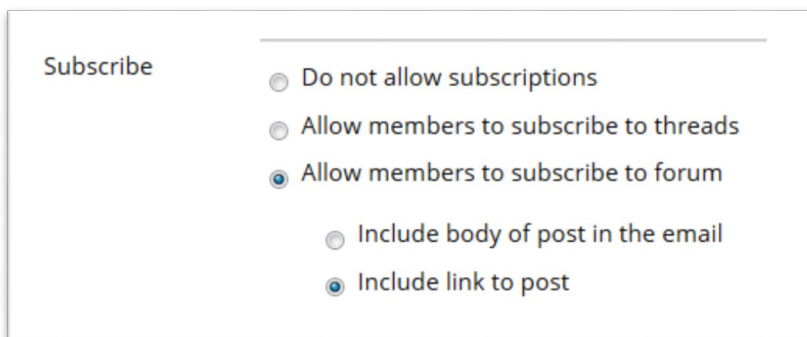
## SETTING UP YOUR DISCUSSION FORUM TO ALLOW SUBSCRIPTIONS

1. Click on the “**Discussions**” link in your Course Menu to access your Discussion Board.



2. **Click on the chevron** next to the Discussion Forum (1) for which you would like to enable subscriptions and select **Edit** (2) from the drop-down menu.

3. Scroll down to the **Forum Settings** area and verify that the appropriate radio button is selected under “**Subscribe.**”



The options are:

**Do not allow subscriptions:** With this option selected, instructors and students will not be able to receive email notifications of activity within a discussion.

**Allow members to subscribe to threads:** This option will allow instructors and students to subscribe to individual threads within a discussion rather than receive notifications for the

entire forum. All threads in the Discussion Forum will have the “Subscribe” button in the top right and if clicked, notifications of new posts to that thread will be sent to email.

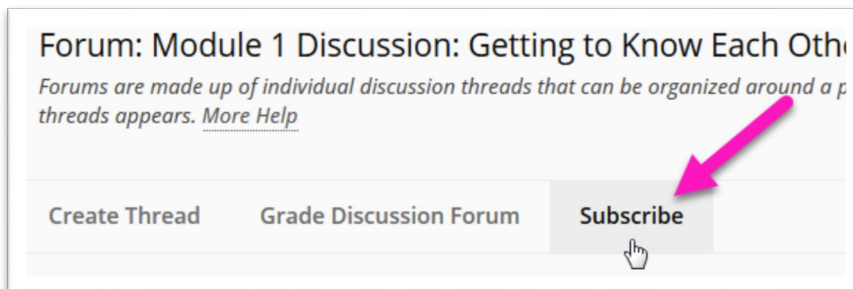
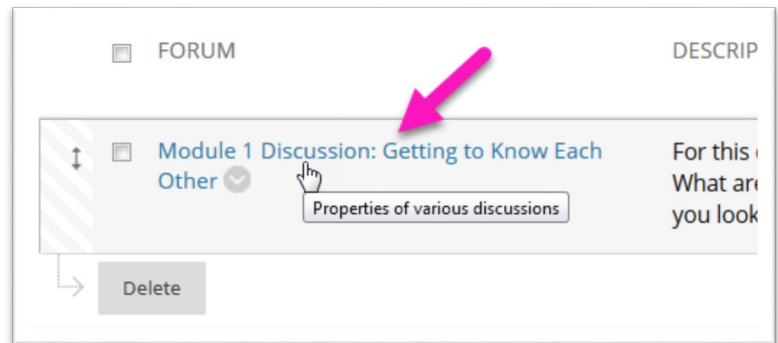
**Allow members to subscribe to forum:** In this scenario, the “Subscribe” button appears at the forum level that initiates an email notification for all posts within a forum whether it be a thread or a reply. Two additional choices are included in this option which control the information provided in the email notification.

4. When finished, click the **Submit** button.

## SUBSCRIBING TO A DISCUSSION FORUM

After setting up a Discussion Forum to allow subscriptions, Blackboard will display a “**Subscribe**” button in the Action Bar. To subscribe to the Discussion Forum:

1. **Access the Discussion Forum** by clicking on its link on the Discussion Board.



2. Click the **Subscribe** button on the Action Bar.

You will now receive email notifications for postings made when you are not logged into Blackboard.

*Note: Notifications are often not immediate and if you access the Discussion Forum through Blackboard, you will not receive notifications for postings that existed at the time of your access.*

## ONLINE@SUNYBroome

Please visit the Online@SUNYBroome website ([www.sunybroome.edu/online](http://www.sunybroome.edu/online)) for additional information pertaining to distance education. The site contains information for Students, Faculty and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

