

Using and Managing Discussion Subscriptions

You can Subscribe to Discussion Forums, Topics, and Threads and receive alerts when new posts are added. You can also manage all of your subscriptions for a course from a single screen.

Subscribing to Topics and Threads

1. Click on the **Subscribe** link next to the Discussion Topic or Thread (note: there is not an option to subscribe to an individual post within a Thread).

The screenshot displays a discussion forum interface. At the top, a box labeled "M3 Discussion" contains a "Subscribe" link with a star icon, which is highlighted by a red box and an arrow pointing to a larger red box labeled "Subscribe to Topic". Below this is a "Hide Description" link. The main text of the topic reads: "Post the text of your 'This I Believe' to the Discussion Boards, and don't forget to read it into the VoiceThread's last slide. **See grading rubric for the 9 point scale.** No response is necessary to each other's posts unless you would like to do so. (Due 1/12)". A "Start a New Thread" button is located below the text. Below the topic description, there are filter options: "Filter by: Unread Flagged" and "Sort by: Most Recent Activity". A specific thread titled "This I Believe" is highlighted with a red box. It shows the author "Jane Doe" posted on "Apr 17, 2014 1:33 PM" with a "Subscribe" link, which is also highlighted by a red box and an arrow pointing to a larger red box labeled "Subscribe to Thread". The thread content begins with "I believe in the power of imagination. When I was a small child my mother would read to me 'The Goose' stories to me in bed. The story that had the greatest emotional impact on me was 'Bambi.' When Bambi's mother died I cried and my mother would gently console me telling me she was sad t...". At the bottom of the thread, there are three columns of statistics: "0 Unread", "0 Replies", and "0 Views".

2. Choose your notification method (explained on next page)

Customize Notifications ✕

Customize notifications for the discussion thread "Struggle".

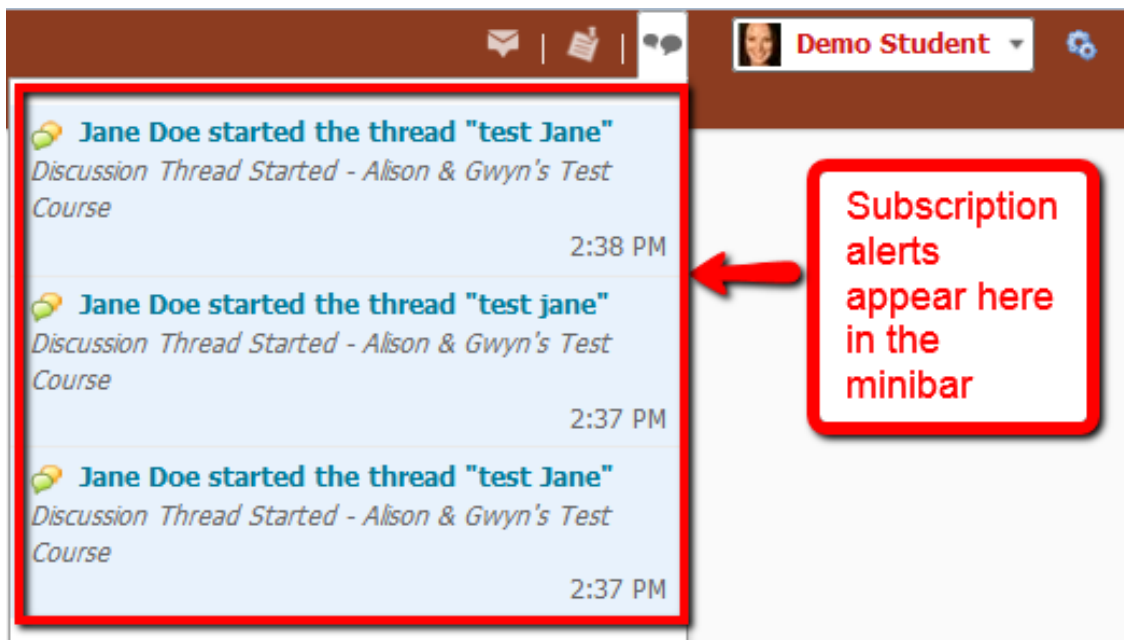
Notification Method

Show notifications in minibar only
 Send me an instant notification
 Include in my summary of activity

Emails will be sent to 'areynolds@pacific.edu'

⌵

- **Show notifications in minibar only:** Select this option to see a notification in the Subscription alerts section of the minibar in D2L



- **Send me an instant notification:** Select this option to receive an instant email notification and get an alert in the minibar every time someone posts to the Discussion Topic or Thread to which you have subscribed.
- **Include in my summary of activity:** Select this option to have the subscription included in your summary of activity that is emailed to you daily and get an alert in the minibar. Note: you must first choose to receive a daily summary of activity by selecting this option in your Notification settings (see page 9 for instructions).

When you subscribe at the **Topic** level, you are automatically subscribed to all of the Threads within that Discussion Topic.

The screenshot shows a discussion topic titled "M3 Discussion". At the top left, there is a "★ Subscribed" button, which is highlighted with a red box and a red arrow pointing to it from a central text box. The central text box, also with a red border, contains the text: "Subscribing at the Topic level subscribes you to all Threads in the Topic". Below this, there are two red arrows pointing to the "★ Subscribed" status of two individual threads. The first thread is titled "New Thread by Joe" and the second is "This I Believe". Both threads show their respective "★ Subscribed" status. The page also includes a "Start a New Thread" button, filter options for "Unread" and "Flagged", and a "Sort by: Most Recent Activity" dropdown menu. The threads include details like the author's name, the date and time of the post, and statistics for "Unread", "Replies", and "Views".

M3 Discussion

★ Subscribed

Hide Description

Post the text of your "This I Believe" to the D... and don't forget to read it into scale. No response is Due 1/12)

Start a New Thread

Filter by: Unread Flagged Sort by: Most Recent Activity

New Thread by Joe ▾
Joe Smith posted Apr 21, 2014 2:20 PM ★ Subscribed

New thread by Joe

1 **1** **1**
Unread Replies Views

Last post May 7 at 12:36 PM by Mickey Mouse

This I Believe ▾
Jane Doe posted Apr 17, 2014 1:33 PM ★ Subscribed

I believe in the power of imagination. When I was a small child my mother would read fairytales and 'Mother Goose' stories to me in bed. The story that had the greatest emotional effect on me was 'Bambi.' When Bambi's mother died I cried and my mother would gently console me telling me she was sad t...

1 **1** **2**
Unread Replies Views

Last post May 7 at 12:35 PM by Mickey Mouse

To Unsubscribe from certain Threads, simply click the **Subscribe** link again

The screenshot shows three forum threads. The first thread, 'As above, so below', has a white star icon next to the 'Subscribe' link. A red arrow points from a red-bordered box containing the text 'White star = "Unsubscribed"' to this white star. The second thread, 'Stardust', has a blue star icon next to the 'Subscribe' link. A red arrow points from a red-bordered box containing the text 'Blue star = "Subscribed"' to this blue star. The third thread, 'Revealing and Too Revealing', has a blue star icon next to the 'Subscribed' link. A red arrow points from the same red-bordered box to this blue star. Each thread includes a title, author, date, time, and a 'Subscribe' or 'Subscribed' link, followed by a paragraph of text and a row of three zeros with labels 'Unread', 'Replies', and 'Views'.

As above, so below ▾
Joe Smith posted Apr 10, 2014 3:02 PM ☆ [Subscribe](#)

My wife is very good at astrology. I have had several readings throughout my life that have seemed to hit close to the "Mark". The idea that the gravitational forces of the planets has always been a bit difficult for me. I have preferred that the planets and the stars are more like a clock that s

0 0 0
Unread Replies Views

Stardust ▾
Luke Skywalker posted Apr 10, 2014 3:01 PM ☆ [Subscribe](#)

I don't claim to know that much about astrology. But, I do know that more than one's sun sign is involved. The placement and interactions of the planets must be considered as well. I tend to have a love/hate relationship with belief in astrology. I go through phases where I'm convinced it's brillian...

0 0 0
Unread Replies Views

Revealing and Too Revealing ▾
Mickey Mouse posted Apr 10, 2014 3:00 PM ★ [Subscribed](#)

I have only become acquainted with astrology in the last few years and mostly in its popularized sun sign focused form. But the first time I opened an astrology book and read the chapter on Gemini, I felt like I was reading my own biography. I was startled. And then I got angry. If I would have know...

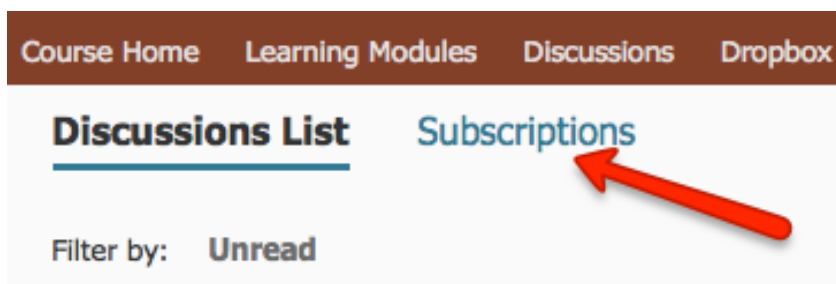
0 0 0
Unread Replies Views

Changing your Default Notification Method

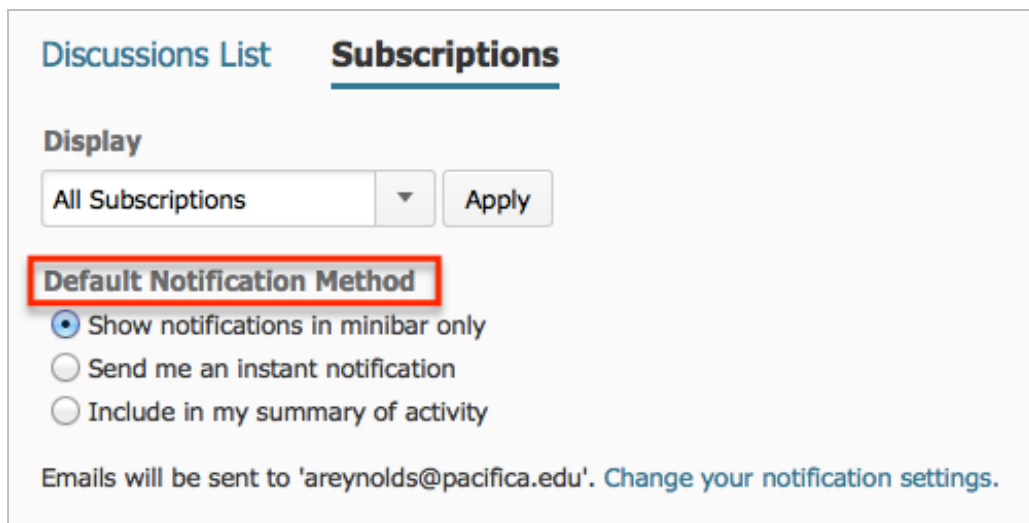
1. Click on **Discussions** from the navigation bar.



2. Click on **Subscriptions**.



3. Select one of the options under **Default Notification Method** (options are explained on page 2).



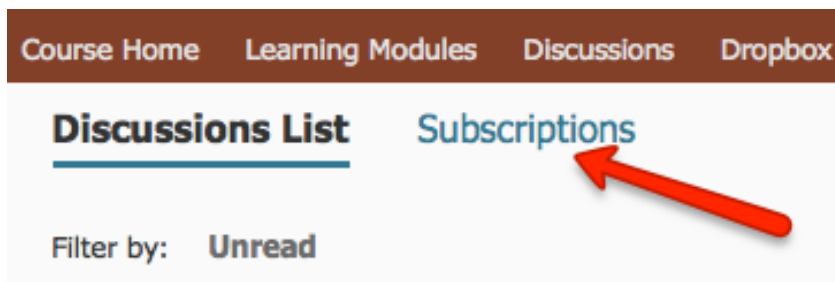
This will be the option automatically selected whenever you Subscribe to a Topic or Thread. You can always select a different option for a particular Topic or Thread.

Viewing and Managing Your Subscriptions

1. Click on **Discussions** from the navigation bar.



2. Click on **Subscriptions**.



You will see a list of all the Topics and Threads you have subscribed to in that particular course (see below) and which notification method you have chosen for each one. You can change the notification method from this page or unclick the Subscribed link to unsubscribe from the Topic or Thread (see below).

Topic Level Subscriptions

Get updates when there are new posts to the listed topics.

 M3 Discussion

7 posts

Parent Forum: [Graded Discussions](#)

Notification Frequency:

- Show notifications in minibar only
- Send me an instant notification
- Include in my summary of activity

> [Exceptions](#)

Unsubscribe
here

Change
notification
method
here

★ Subscribed

Thread Subscriptions

Get updates when there are new posts to the listed threads.

 New Thread by Joe

1 posts


Parent Topic: [M3 Discussion](#)

★ Subscribed

Threads you are unsubscribed from will show up under **Exceptions** (see below).

Topic Level Subscriptions

Get updates when there are new posts to the listed topics.

 M3 Discussion



7 posts


Parent Forum: [Graded Discussions](#)

Notification Frequency:

- Show notifications in minibar only
- Send me an instant notification
- Include in my summary of activity

Exceptions

-  Following my heart
-  This I Believe




To view only Topics or only Threads to which you are subscribed, change the Display settings by clicking the dropdown arrow.

Course Home Learning Modules Discussions Dropbox Classlist

[Discussions List](#) **Subscriptions**


Display

Topic Subscriptions Only 

Default Notification Method

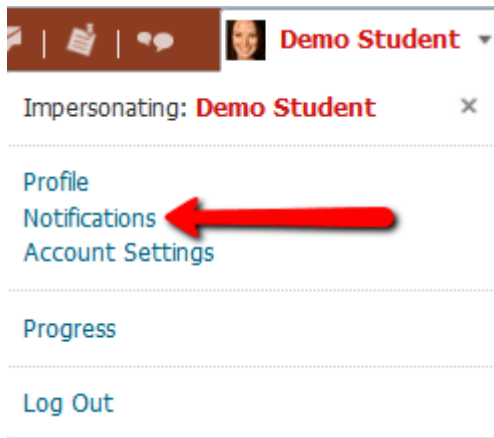
- Show notifications in minibar only
- Send me an instant notification
- Include in my summary of activity

Emails will be sent to 'areynolds@pacific.edu'



Notification Settings and Summaries of Activity

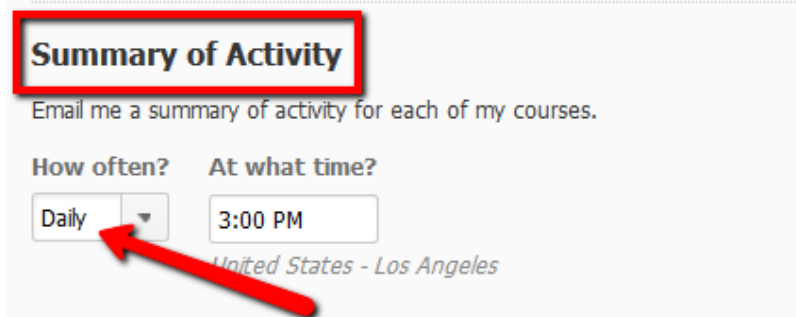
1. To adjust your notification settings, select **Notifications** from the dropdown arrow next to your name in the minibar.



2. Verify that your email is correct under Contact Methods. You can change your email by selecting Change your email settings.



3. Under Summary of Activity, select **Daily** from the dropdown menu and choose a time (only if you wish to receive daily emails about recent activity in your courses).



4. Make sure **Discussions** is checked under Instant Notifications.

Instant Notifications	Email	SMS
Content - content item updated	<input type="checkbox"/>	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dropbox - dropbox folder due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - item updated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
News - new item available	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Under Exclude Some Courses, select **Manage my course exclusions** and exclude any courses from which you do not wish to receive notifications (otherwise you will get notifications from ALL courses in which you are enrolled).

Exclude Some Courses

Don't send notifications for: **Pacifica Graduate Institute, Alison & Gwyn's Test Course, Demo Course for Testing** (plus 17 more)

[Manage my course exclusions](#)