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 <u>not</u> an option to subscribe to an individual post within a Thread).

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

- o **Show notifications in minibar only**: Select this option to see a notification in the Subscription alerts section of the minibar in D2L
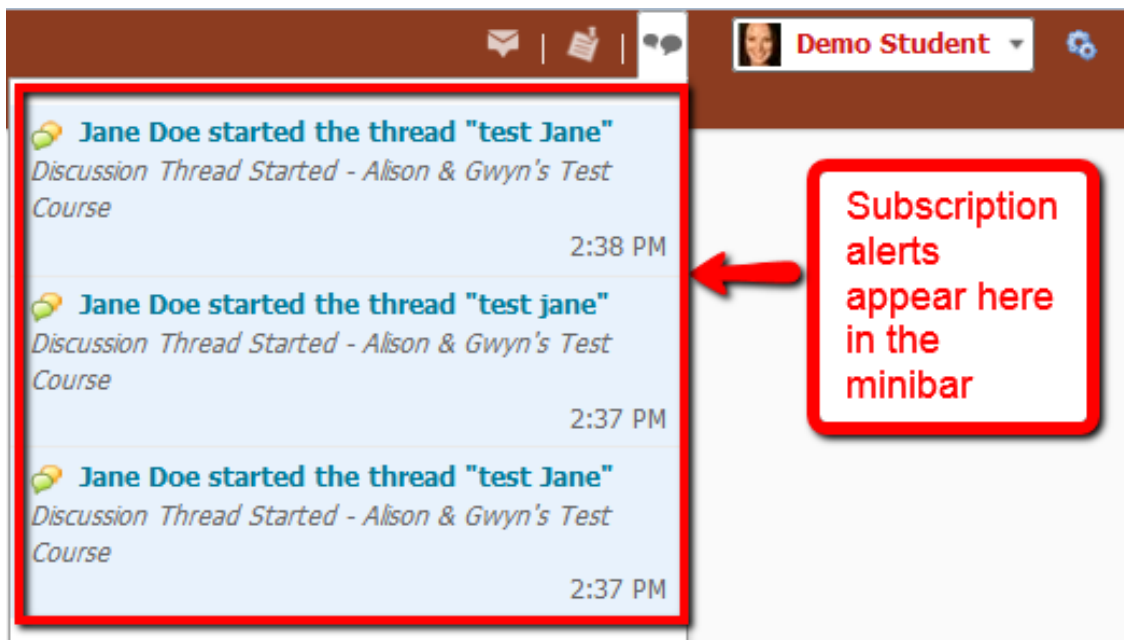
- o **Send me an instant notification**: Select this option to <u>receive an instant email</u> notification and get an alert in the minibar every time someone posts to the Discussion Topic or Thread to which you have subscribed.

- o **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.

M3 Discussion

★ Subscribed

∨ Hide Description

Post the text of your "This I Believe" to the D[...]d don't forget to read it into the VoiceThread's last slide. **See grading [...]scale.** No response is necessary to each other's posts unless you[...]Due 1/12)

Start a New Thread

Subscribing at the Topic level subscribes you to all Threads in the Topic

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   Last post May 7 at 12:36 PM
Unread Replies Views   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   Last post May 7 at 12:35 PM
Unread Replies Views   by
                                                    Mickey Mouse

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

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

White star = "Unsubscribed"

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...

Blue star = "Subscribed"

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...
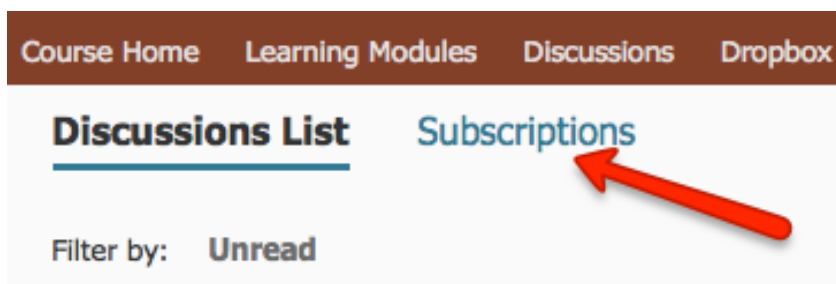
0   0   0
Unread   Replies   Views

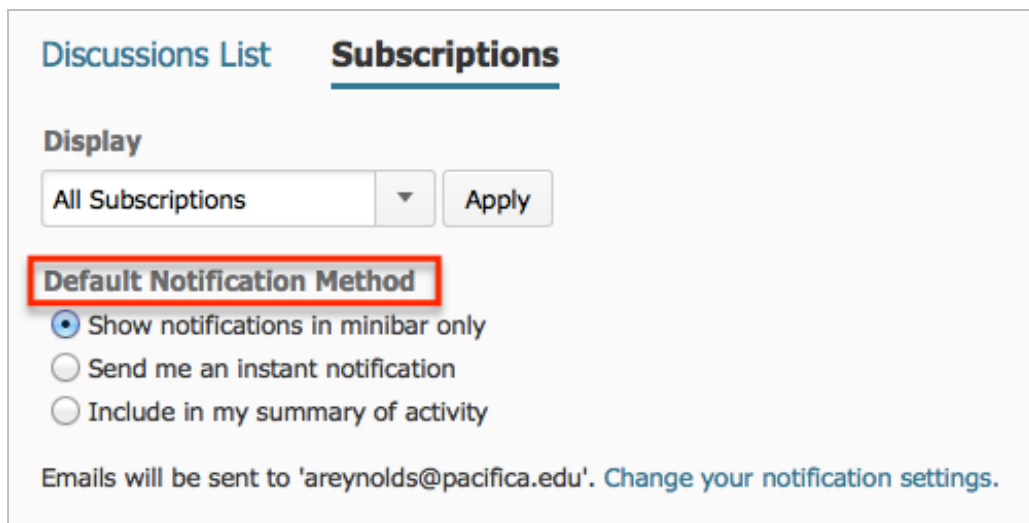## Changing your Default Notification Method

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).
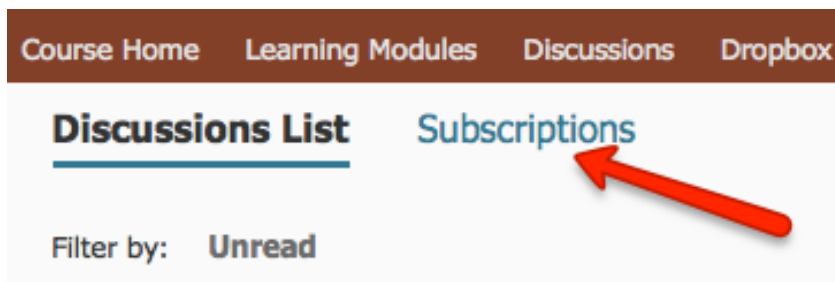

This will be the option automatically selected whenever you Subscribe to a Topic or Thread. You can always select a different option for a particular Topic or Thread.

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

★ Subscribed

Unsubscribe here

Change notification method here

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

∨ 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   ▾   Apply

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@pacifica.ed

Change display settings here

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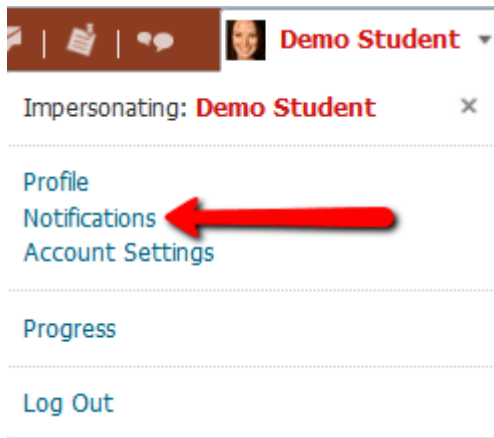
2. Verify that your email is correct under Contact Methods. You can change your email by selecting Change your email settings.

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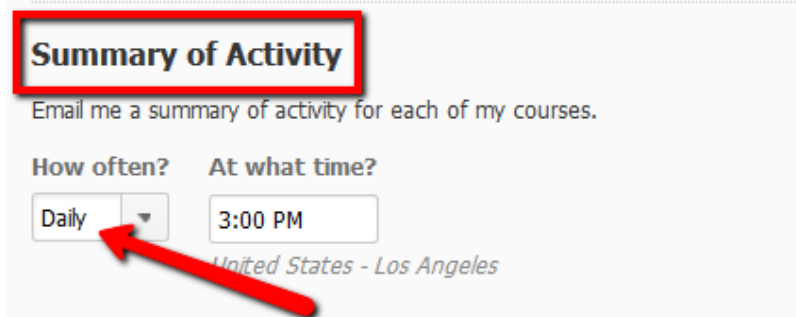
4. Make sure **Discussions** is checked under Instant Notifications.

Instant Notifications

	Email	SMS
Content - content item updated	☐	☐
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	☑	
Dropbox - dropbox folder due date or end date is 2 days away	☐	☐
ePortfolio - feedback added to subscribed items	☐	☐
ePortfolio - another user has subscribed to your updates	☐	☐
ePortfolio - feedback added to my items	☐	☐
Grades - grade item released	☐	☐
Grades - grade item updated	☐	☐
News - item updated	☑	☐
News - new item available	☑	☐

5. Under Exclude Some Courses, select **Manage my course exclusions** and exclude any courses from which you do <u>not</u> 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

Save   Cancel