



Forum Subscription and Tracking

Subscribing to a forum allows you to receive emails whenever someone posts to the forum. However, this ability is dependent on your instructor. There are several settings that your instructor can choose from:

- *Forced subscription*: you cannot opt-out of email notifications for that forum
- *Auto subscription*: everyone is subscribed initially to the forum, but you can choose to unsubscribe at any time
- *Optional subscription*: you can choose whether or not you are subscribed to the forum
- *Subscription disabled*: no one can subscribe to that forum

Forum **tracking** will show you on the course home page, on the main page of the forum, and within each thread, what posts and replies you have not yet read. By default this is available, but your instructor does have the ability to turn it off for a forum.

To auto-subscribe to all available forums

1. When logged in to Cougar Courses, in the upper right corner, hover over your name and select **Edit Profile**. Or, in the Administration block within any course, click **My Profile Settings** and from the dropdown list, click **Edit profile**.
2. You will be redirected to your profile. **Note**: though it appears you can change your name and email address from this page, you actually cannot. Any changes will be overridden upon your next login.
3. Go to the **Preferences** section.
4. Under **Forum auto-subscribe**, select the **Yes** option from the dropdown.

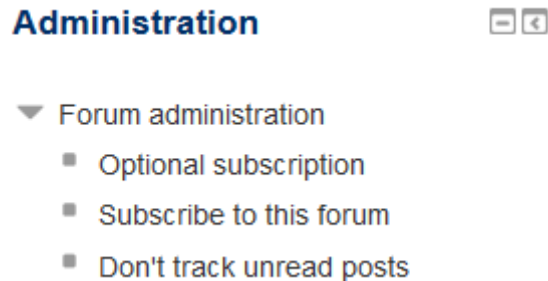
Forum auto-subscribe

A screenshot of a dropdown menu titled "Forum auto-subscribe". The selected option is "Yes: when I post, subscribe me to that forum discussion". The dropdown arrow is visible on the right side of the menu.

5. Scroll to the bottom of the page and select **Update profile**. You will now be subscribed to any forum you post to, unless your instructor has disabled subscriptions.

To subscribe or unsubscribe to a specific forum

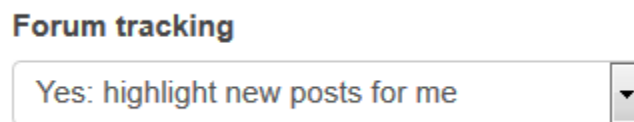
1. Log in to Cougar Courses and navigate to your course.
2. Find the desired Forum on the course home page, or go to the Activities block or This Course on the navigation, and select Forums.
3. Click on the title of the Forum.
4. On the left hand side, under Administration, select **Subscribe to this forum**.



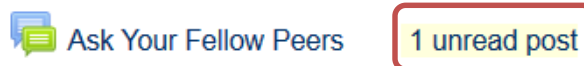
5. If you wish to unsubscribe, select **Unsubscribe to the forum**.

To enable forum tracking to all available forums

1. When logged in to Cougar Courses, in the upper right corner, hover over your name and select **Edit Profile**. Or, in the Administration block within any course, click **My Profile Settings** and from the dropdown list, click **Edit profile**.
2. You will be redirected to your profile. **Note:** though it appears you can change your name and email address from this page, you actually cannot. Any changes will be overridden upon your next login.
3. Go to the **Preferences** section.
4. Under **Forum tracking**, select the **Yes** option.



5. Scroll to the bottom of the page and select **Update profile**.
6. Unread posts will now be highlighted:
 - On the course page:



- Within a forum:

Discussion	Started by	Replies	Unread ✓	Last post
Hey Hey Hey	cctr Training 18	1	0	cctr Training 18 Fri, Sep 11, 2015, 4:20 PM
test	Jane Sim	0	1 ✓	Jane Sim Fri, Sep 4, 2015, 1:28 PM

7. To mark posts as read, click on the title of the post and scroll past the post and any unread replies. To mark all within a forum as read quickly, select the checkmark next to the **Unread** column header.