Student Forum Use

How students use forums
If your professor has put a forum in your course, the link to the forum on the course homepage will look like this:

Posting a New Thread

**Step 1:** Click the link to the forum you wish to enter.

**Step 2:** Click the **Add a new discussion topic** button at the top of the list of threads.

**Step 3:** Type a title for the thread in the **Subject** heading.

**Step 4:** Type your post in the **Message** section.

**Step 5:** When you are finished, click the **Post to forum** button at the bottom. After you have posted, you will have 30 minutes to edit your post.

**For composing long responses:** When composing long forum posts, it is best to write the post in a word processing program of some kind (e.g. WordPad or TextEdit) rather than directly in the LATTE window. This allows you to access better spelling and grammar check tools, to save partially completed documents, and to avoid losing forum posts due to system time outs, power outages, etc. However, MS Word should not be used, as it brings its own formatting code into LATTE, which is confusing and unsightly. If you prefer to use Word, follow these instructions for removing Word formatting code before pasting into LATTE.

Replying to a Thread

**Step 1:** Click on the name of the thread in the forum.

**Step 2:** Click the **Reply** link at the bottom right of the post to which you want to reply. The fields should be the same as they are for making a new thread.

Tracking Read and Unread Forum Posts

LATTE gives you control to keep track of which forum posts you have read.

Receiving E-mails from LATTE Forums

If you **Subscribe** to a forum, you will automatically receive e-mail notifications of every post made to that forum. Some forums do not have this option.

**To subscribe to a forum**

**Step 1:** Click the Forums link in the Activities block on the course homepage, then click on the name of the forum.

**Step 2:** Click on the “Subscribe to this forum” link in the upper right corner of the page.

If you do not wish to receive e-mails from the forum, you must **Unsubscribe** from the forum.

**To unsubscribe from a forum**

**Step 1:** Click the Forums link in the Activities block on the course homepage, then click on the name of the forum.

**Step 2:** Click on the “Unsubscribe from this forum” link in the upper right corner of the page. Some forums may not allow you to unsubscribe, and this option won’t be available.
If you are not receiving forum emails

All forum emails from LATTE will be sent to your Brandeis email account. If you have third-party forwarding set up (you receive your Brandeis emails in a different account), these forum emails may be marked as spam. If you are subscribed to a forum and are not receiving your forum emails, check the spam folder in the third-party email client.

Reducing E-mails through Forum Digests

To reduce the amount of e-mail you receive from subscribed forums within LATTE, you can elect to get a digest of forum posts. The digest consists of one e-mail that includes the forum posts for a day from all your active LATTE courses.

To set up an e-mail digest:

Step 1: Click on your name where it appears either at the top or the bottom of the LATTE page. This will take you to your user profile.

Step 2: Click on the Edit Profile tab.

Step 3: Click on the button Show Advanced.

Step 4: Click on drop down menu next to the e-mail digest type and select “Complete (daily e-mail with full posts)”.

Step 5: At the bottom of the profile page, click the “Update Profile” button.

Forced subscription

Some forums, such as the “News and Announcements” forum in every LATTE course will force students to be subscribed to the forum by default. Your professor is the only one who can change the settings of the forum to make subscription optional.

Professors have the option to set the forums they create to force students to subscribe. If your professor has done this with his/her forum, you will not see a link to subscribe and unsubscribe. If this is the case, you will need to contact your professor and ask him/her to change the setting before you can unsubscribe.

Auto-subscribing and your user profile settings

If you are still receiving e-mail after completing the unsubscribing steps in the forum, you may need to change the settings in your user profile:

To change the auto-subscribe setting in your user profile:

Step 1: Click on your name where it appears either at the top or the bottom of the LATTE page. This will take you to your user profile.

Step 2: Click on the Edit Profile tab.

Step 3: Click on the button Show Advanced.

Step 4: Find the option Forum auto-subscribe. (Default is to Yes: when I post, subscribe me to that forum.) Choose the option No: don’t automatically subscribe me to forums.

Step 5: Click the Update profile button at the bottom of the page to save this new setting.

Contact the Help Desk at 781-736-HELP (x64357) if you need further assistance.

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