
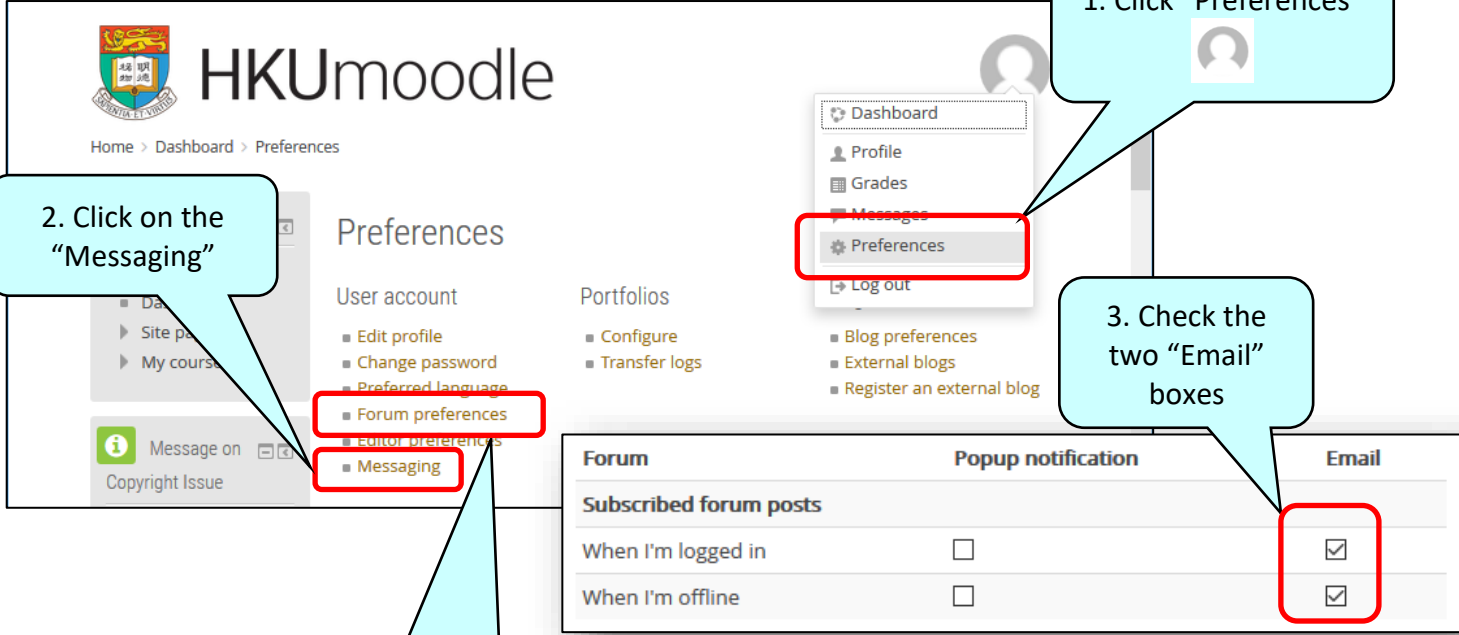


## Moodle messaging (based on HKU Moodle version 3.0)

Teachers have 3 options to manage your Moodle messages: (A) receiving an email whenever a Moodle message is posted (Constant streaming emails), (B) receiving daily digested email or (C) blocking all Moodle email.

### (A) Constant streaming emails

1. Click "Preferences" from the  icon at the top right corner of your screen.
2. Click on the "Messaging" under User account.
3. Click on the two "Email" checkboxes under Forum.



The screenshot shows the Moodle interface with the following callouts:

- 1. Click "Preferences"**: Points to the 'Preferences' option in the user profile dropdown menu.
- 2. Click on the "Messaging"**: Points to the 'Messaging' option under the 'User account' section.
- 3. Check the two "Email" boxes**: Points to the 'Email' column checkboxes in the 'Subscribed forum posts' table.
- 4. Click on the "Forum preferences"**: Points to the 'Forum preferences' option under the 'User account' section.

Forum	Popup notification	Email
<b>Subscribed forum posts</b>		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Click on the "Forum preferences" under User account.
5. Select "No digest" under Email digest type and click "Save changes" at the bottom.

### Forum preferences

#### Email digest type ?

5. Select "No digest"

No digest (single email per forum post)

**No digest (single email per forum post)**

Complete (daily email with full posts)

Subjects (daily email with subjects only)

Yes: when I post, subscribe me to that forum discussion



6. In your course, click “Turn editing on” icon at the top right corner of your screen.
7. click “Add an activity or resource” and select “Forum”, press “Add” at the bottom to create a forum.
8. Select “Forced subscription” under “Subscription and tracking” and press “Save” at the bottom.

7a. Add an activity or resource

7b. Select “Forum”

7c. Press “Add”

8. Select “Forced subscription”

Subscription and tracking

Subscription mode

- Forced subscription
- Optional subscription
- Forced subscription
- Auto subscription
- Subscription disabled

**(B) Daily digested email**

1. Follow step 1 to step 4 from part (A).
2. Select “Complete” under Email digest type for step 5.
3. Follow step 6 and 8 from part (A) for setting up a forum.

Forum preferences

Email digest type

- No digest (single email per forum post)
- Complete (daily email with full posts)
- Subjects (daily email with subjects only)

2. Select “Complete”

**(C) Blocking email**

1. Follow step 1 to step 2 from part (A).
2. Uncheck the two “Email” checkboxes under Forum.

2. Uncheck the two “Email” boxes

Forum	Popup notification	Email
<b>Subscribed forum posts</b>		
When I'm logged in	<input type="checkbox"/>	<input type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input type="checkbox"/>

