

If you are "subscribed" to a discussion forum, you will receive an email message each time someone posts a discussion response to the forum. Digest settings in Moodle allow you to receive a "digest" of discussion forum postings if you are subscribed to the forum. The digest will consist of one daily email message containing either the entire text of each forum post made that day or the subject line from each post made that day. Note that you must be subscribed to a forum in order to receive a daily digest.

To set your default preference for digest settings, click on your name in the top right corner of a Moodle page to display your profile. In the **Administration** block on the left, click on **Edit profile**. Make a selection from the **Email digest type** pull-down menu or leave the option set to the default of **No digest** as shown in the example at right.

Email display Allow only other course members to see my email address
Email format Pretty HTML format
Email digest type No digest (single email per forum post)
Forum auto-subscribe No: don't automatically subscribe me to forums
Forum tracking Yes: highlight new posts for me
Text editor Default editor
City/town Ashland

If you choose not to have a digest of posts delivered to your email address on a routine basis, you can still choose to receive a digest for individual forums. To do so, open the forum that you wish to receive a digest for, and click on **Manage forum subscriptions**. Doing so will display all of the forums in the course site.

7.2 Planning to Fail?
 What experiences have you had with bad planning? What do you think was going on in the organization that contributed to the less-than-optimum results? Was it due to processes or people? How might the situation have been avoided?

[Add a new discussion](#)
[Manage forum subscriptions](#)

You'll find a column on the right labeled **Email digest type** with a pull-down menu associated with each forum. Use the pull-down menu to select the digest option that you prefer for the forum.

Default (No digest)
 Default (No digest)
 No digest
 Complete posts
 Subjects only

Home » My courses » Winter 2015 » BA 476 (3851/3894-Winter 2015) » Forums

General forums

Subscribe to all forums
Unsubscribe from all forums

Forum	Description	Discussions	Unread posts	Subscribed	Email digest type
Ask Your Instructor	This thread was created to provide a convenient space for you to ask questions – questions about particular assignments and discussion activities, questions about the course in general, and questions about expectations.	18	0	No	Default (No digest)
Announcements	General news and announcements.	3	0	Yes	Default (No digest)

Learning forums

Topic	Forum	Description	Discussions	Unread posts	Subscribed	En
Start here on your first day.	Introduce Yourself	One of the most important aspects of an online course is the interaction between you and your fellow learners. Now that you have reviewed the syllabus, write and post your	36	15	No	Def

Remember, the digest default option will depend on the digest setting that you have chosen in your profile.

Note: If you cannot see the **Email digest type** column due to an image or video frame freezing the width of the **Description** column, there are two solutions. First, try clicking on the **triangular collapse icon** in the upper left side of the page next to **Home** in the page's breadcrumb trail (outlined in green above—don't forget to expand the column again so you can access your **Course administration** settings). If that doesn't work, adjust the zoom settings in your browser to make the content smaller.