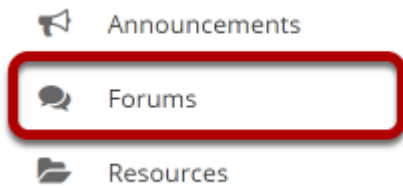


How do I modify forum template settings?

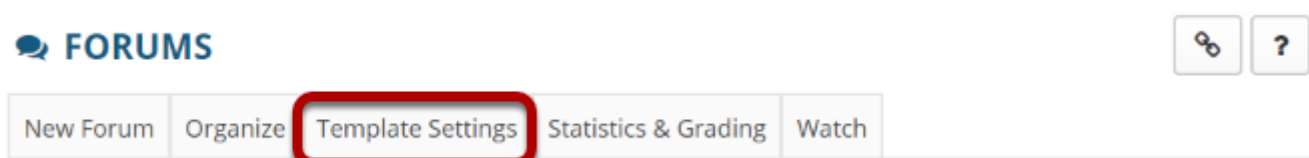
Template Settings control the default settings of each created forum. These settings can be overridden for a specific forum or topic, but must be manually changed after the default settings template is created.

Go to Forums.



Select the **Forums** tool from the Tool Menu of your site.

Click Template Settings.



Configure default settings.

Default Settings Template

Settings from this template will apply each time a new Forum or Topic is created. You can override these settings for a specific Forum or Topic after it has been created.

The default settings template allows you configure the default settings for all new Forums and Topics in this site.

Choose Forum Posting settings.

Forum Posting

Moderate topics in forums

☐ Yes

☒ No

Require users to post before reading

☐ Yes

☒ No

Template Settings allow the option for all topics in Forums to be moderated. There is also an option that requires users to post before reading.

Choose Availability settings.

Availability

☒ Show immediately

☐ Specify dates to open (show) and/or close (hide)

Template Settings allow the option for all Forums to be shown immediately after they are created or based on specified open (show) and close (hide) dates.

Choose if messages are marked "read."

Mark All Messages in Conversations Read

Automatically mark all messages in a conversation as read

☐ Yes

☒ No

Template Settings allow the option for conversations to be marked read automatically.

Select role permissions.

▼ Permissions

Role	Permission Level	
Instructor	<div>Owner</div>	<div>► Customize</div>
Student	<div>Contributor</div>	<div>► Customize</div>
Teaching Assistant	<div>Contributor</div>	<div>► Customize</div>
Group 1	<div>None</div>	<div>► Customize</div>
Group 2	<div>None</div>	<div>► Customize</div>

Template Settings allow the option to select permission levels within Forums based on user roles or groups within the site. User roles can be given the title of Author, Contributor, None, Nonediting Author, Owner, Reviewer, and Custom. In the Customize drop-down menu, the check boxes are automatically selected based on the permission level selected. If the check boxes are manually chosen, this fulfills the Custom Permission Level.

Note: You may see different roles depending on whether your site is a course site or a project site, and whether or not there are any groups or custom roles in your site.

Click Save.

SAVE

CANCEL

Click **Save** to save your settings (or **Cancel** to continue without saving).