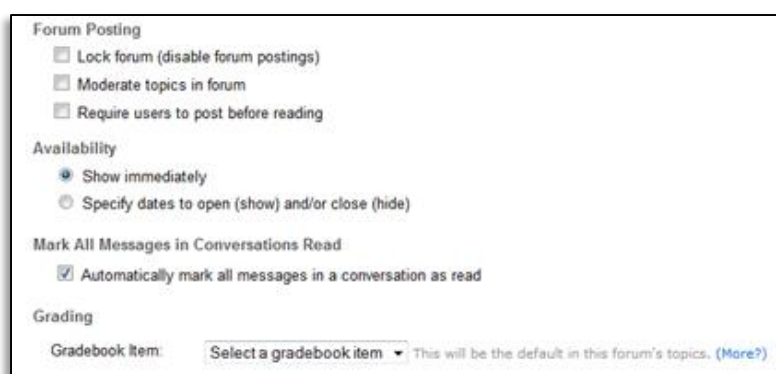


## Understanding Forums Tool Settings and Permissions

*This tip will explain all of the forum and topic settings that are available for instructors to use. It also breaks down the predefined permission roles and permission settings.*

### Forum and Topic Settings

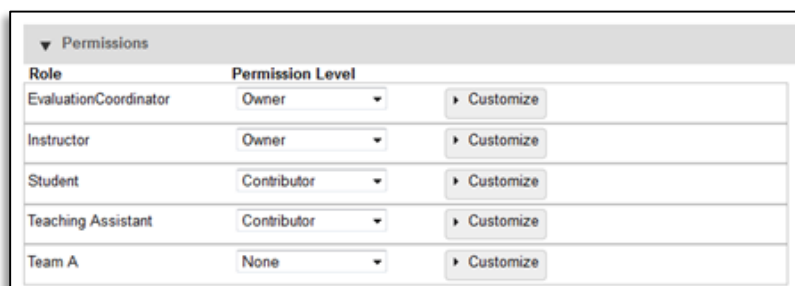


The screenshot shows the 'Forum Posting' settings interface. It includes several sections: 'Forum Posting' with three checkboxes for 'Lock forum (disable forum postings)', 'Moderate topics in forum', and 'Require users to post before reading'; 'Availability' with radio buttons for 'Show immediately' (selected) and 'Specify dates to open (show) and/or close (hide)'; 'Mark All Messages in Conversations Read' with a checked checkbox for 'Automatically mark all messages in a conversation as read'; and 'Grading' with a dropdown menu for 'Gradebook Item' set to 'Select a gradebook item' and a note: 'This will be the default in this forum's topics. (More?)'.

- **Lock Forum:** Students will be able to read everything, but will not be able to edit their content or add new content.
- **Moderate Topics:** Instructors will need to approve all posts before they appear in the forum. This option requires lots of work.
- **Require Users to Post Before Reading:** Requires students to make their own, original post before they're able to read everyone else's.
- **Availability:** Allows instructors to specify dates and times that forums and topics are available.

### Forum and Topic Permissions

#### Built-in Permission Levels



Role	Permission Level	
EvaluationCoordinator	Owner	Customize
Instructor	Owner	Customize
Student	Contributor	Customize
Teaching Assistant	Contributor	Customize
Team A	None	Customize

- **Author:** Has permission to add a new forum, add a new topic, create a new conversation, reply to posts, post to gradebook, change settings, read posts, and mark posts as read.
- **Owner:** Has permission to add a new forum, add a new topic, create a new conversation, reply to posts, post to gradebook, change settings, read posts, mark posts as read, and moderate messages.
- **Contributor:** Has permission to create a new conversation, reply to posts, read posts, and mark posts as read.
- **None:** Does not have permission to do anything (even see forums or topics).
- **Non-editing Author:** Has permission to add a new forum, add a new topic, create a new conversation, reply to posts, post to gradebook, change settings, read posts, and mark posts as read.
- **Reviewer:** Has permission to read posts and mark posts as read.
- **Custom:** Create your own permissions.

## Permissions Explained

The screenshot shows a permissions configuration window for 'EvaluationCoordinator' with the role 'Owner'. The window has a 'Customize' button. The permissions are listed as follows:

Permission	Checked
New Forum	<input checked="" type="checkbox"/>
New Topic	<input checked="" type="checkbox"/>
New Conversation	<input checked="" type="checkbox"/>
Reply	<input checked="" type="checkbox"/>
Post to Gradebook	<input checked="" type="checkbox"/>
Change Settings	<input checked="" type="checkbox"/>
Read	<input checked="" type="checkbox"/>
Mark as Read	<input checked="" type="checkbox"/>
Moderate Messages	<input checked="" type="checkbox"/>

For 'Edit Messages', the radio buttons are: None (unselected), Own (unselected), and All (selected).

For 'Delete Messages', the radio buttons are: None (unselected), Own (unselected), and All (selected).

- **New Forum:** Grants the ability to create new forums.
- **New Topic:** Grants the ability to create new topics.
- **New Conversation:** Grants the ability to start a new conversation.
- **Reply:** Grants the ability to reply to a conversation.
- **Post to Gradebook:** Grants to ability to grade the posts.
- **Change Settings:** Grants the ability to change forum and topic settings.
- **Read:** Gives the ability to read posts.
- **Mark as Read:** Gives the ability to mark posts as read.
- **Moderate Messages:** Gives the ability to moderate posts.
- **Edit Messages None:** Takes away the ability to edit messages.
- **Edit Messages Own:** Gives the ability to edit their own messages.
- **Edit Messages All:** Gives the ability to edit ALL messages.
- **Delete Messages None:** Takes away the ability to delete messages.
- **Delete Messages Own:** Gives the ability to delete their own messages.
- **Delete Messages All:** Gives the ability to delete ALL messages.