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

- **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
- **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

- **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 the 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.