

Marking a Forum Thread as Read (for Instructors)

Did you know Isidore instructors can control how messages are marked as read in the Forums tool? One option is to automatically mark all messages in a thread as read, meaning that once a student opens a thread, all messages are marked as read. **By default, all messages in a single thread will be marked as read when a student clicks on a message.** The other option is to have students manually mark each message as read. This tip will show you how to modify the “Mark Threads Read” settings and how to instruct students to mark messages as read in Forums.

“Mark Threads Read” Setting in Forum and Topic Settings

To access the “Mark Threads Read” settings section, you need to click on either “Forum Settings” or “Topic Settings” from within the Forums tool. The default setting is “yes” (all messages in a single thread will be marked as read when a student clicks on a thread). If you want to change this setting so that students have to manually mark threads as read, please click the radio button next to “No.”



Please note that if you’re modifying the forum settings before any topics are created, you only need to change this setting at the forum level. Any topic you create afterward will have the desired settings. If you’ve already created your topic(s), you’ll need to adjust the topic setting in every topic.

Student View of “Mark Thread Read” in a Topic

If you set “Messages in a Thread as Read” to “No,” students will need to click on the envelope to the right of individual messages to mark them as read. If students do not click the envelope to indicate that they have read the message, Forums Statistics will not reflect that the student read the message, even if they opened it.



The screenshot shows a forum interface with a red header bar containing the word "Forums" and a help icon. Below the header are navigation links: "Post New Thread", "Display Entire Message", "Topic Settings", and a printer icon. The main content area shows a breadcrumb trail: "Forums / This is a forum / This is a topic" and navigation links: "< Previous Topic | Next Topic >". A table lists threads and messages:

Thread	Authored By	Date
▶ What did you like? (3 messages - 0 unread)	Leah Bergman (lbergman1)	Apr 15, 2011 1:40 PM
▶ What should the next meeting be about? (3 messages - 2 unread)	Leah Bergman (lbergman1)	Apr 15, 2011 1:41 PM
Re: What should the next meeting be about? 	Joe Smith (student01)	Apr 15, 2011 1:45 PM
Re: What should the next meeting be about? 	Joe Smith (student01)	Apr 15, 2011 1:46 PM