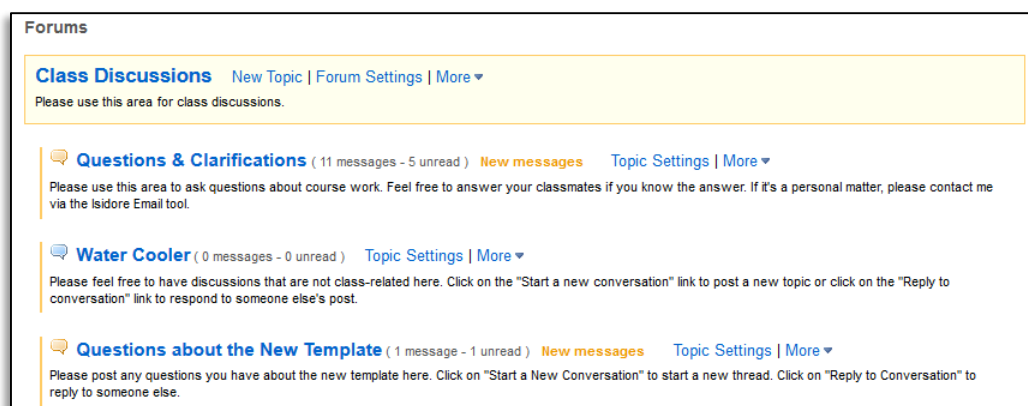


## Marking a Forum Conversation as Read (for Instructors)

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 conversation as read, meaning that once a student opens a conversation, all messages are marked as read. **By default, all messages in a single conversation 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 Conversations Read” settings and how to instruct students to mark messages as read in Forums.

### “Mark Conversations Read” Setting in Forum and Topic Settings

To access the “Mark All Messages in Conversations 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 conversation will be marked as read when a student clicks on a conversation). If you want to change this setting so that students have to manually mark conversations as read, please click the radio button next to “No.”



The screenshot shows the 'Forums' section of a learning management system. It features three forum categories, each with a title, message count, and a 'Topic Settings' link. The 'Class Discussions' category is highlighted with a yellow background. Below each category is a brief description of its purpose.

- Class Discussions** (New Topic | Forum Settings | More ▾)  
Please use this area for class discussions.
- Questions & Clarifications** ( 11 messages - 5 unread ) **New messages** Topic Settings | More ▾  
Please use this area to ask questions about course work. Feel free to answer your classmates if you know the answer. If it's a personal matter, please contact me via the Isidore Email tool.
- Water Cooler** ( 0 messages - 0 unread ) Topic Settings | More ▾  
Please feel free to have discussions that are not class-related here. Click on the "Start a new conversation" link to post a new topic or click on the "Reply to conversation" link to respond to someone else's post.
- Questions about the New Template** ( 1 message - 1 unread ) **New messages** Topic Settings | More ▾  
Please post any questions you have about the new template here. Click on "Start a New Conversation" to start a new thread. Click on "Reply to Conversation" to reply to someone else.

### Mark All Messages in Conversations Read

Automatically mark all messages in a conversation as read

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.

## Marking a Forum Conversation as Read (for Students)

*Did you know that you may need to mark individual forum messages as read as you're reading through the discussion forums? This will ensure that you receive credit for forum posts that you read. **If your instructor has set their forums or topics to mark all conversations as read automatically, you can disregard these instructions.***

### Student View of "Mark Conversation Read" in a Topic

If your instructor has not set their discussion forums to mark all conversations as read automatically, you will need to click on the envelope to the right of individual messages to mark them as read. If you do not click the envelope to indicate that you have read the message, you will not receive credit for reading the message, even if you opened the message.

Conversation	Authored By	Date
▶   <a href="#">Module 1 Questions</a> ( 6 messages - 0 unread )	Leah Bergman (lbergman1)	Apr 29, 2013 10:38 AM
<a href="#">Re: Module 1 Questions</a>	Tami Null (nullt1)	May 13, 2013 10:45 AM
<a href="#">Re: Module 1 Questions</a>	Michele Leber (leberm1)	May 13, 2013 10:50 AM
<a href="#">Re: Module 1 Questions</a>	Leah Bergman (lbergman1)	May 13, 2013 10:56 AM
<a href="#">Re: Module 1 Questions</a>	Michele Leber (leberm1)	May 13, 2013 2:47 PM
<a href="#">Re: Module 1 Questions</a>	Tami Null (nullt1)	May 13, 2013 12:26 PM
<b>New!</b> <a href="#">Module 2 Questions</a> ( 1 message - 1 unread )	<input checked="" type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:38 AM
<b>New!</b> <a href="#">Module 3 Questions</a> ( 1 message - 1 unread )	<input checked="" type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:39 AM
<b>New!</b> <a href="#">Module 4 Questions</a> ( 1 message - 1 unread )	<input checked="" type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:39 AM
<b>New!</b> <a href="#">Module 5 Questions</a> ( 1 message - 1 unread )	<input checked="" type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:39 AM
<b>New!</b> <a href="#">All Other Questions</a> ( 1 message - 1 unread )	<input checked="" type="checkbox"/> Leah Bergman (lbergman1)	Apr 29, 2013 10:39 AM