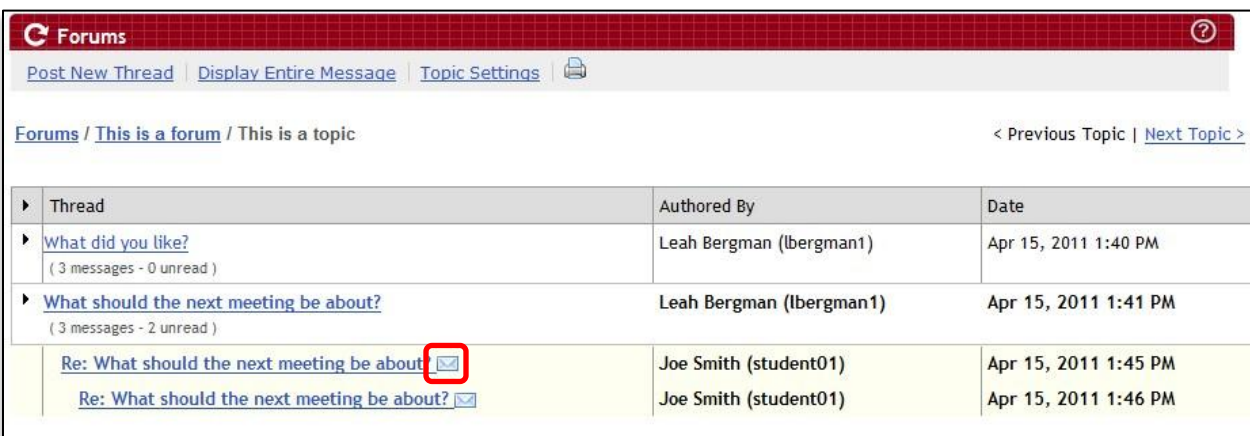




## Marking a Forum Thread as Read (for Students)

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 threads as read automatically, you can disregard these instructions.**

### *Student View of "Mark Thread Read" in a Topic*



The screenshot shows a forum interface with a red header bar containing the word "Forums" and a help icon. Below the header, there 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 forum threads with columns for Thread, Authored By, and Date. The table contains the following data:

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

If your instructor has not set their discussion forums to mark all threads 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.