Moderating a Discussion Forum

As an online instructor, your role is to facilitate the conversation and exchange of ideas on the discussion board. In a discussion forum, you can assign a user the role of moderator. A moderator reviews posts before they are added to a thread and appear in the discussion board. A moderator can delete, edit, and lock posts in a forum even if the forum does not use the moderation queue.

When you create a moderated forum, all posts to the forum are added to a moderation queue. A moderator reviews each post and performs one of the following actions:

- Publishes the post.
- Returns the post to the sender without a message.
- Returns the post to the sender with a message.

If you do not assign a moderator, the manager must take responsibility for approving posts in a moderated forum.

Allow Moderation of Posts

1. Access a forum's contextual menu and click Edit.
2. On the Edit Forum page, select the Force Moderation of Posts check box and click Submit.

**TIP:** When choosing a moderated forum, do not allow students to edit or delete posts. This ensures that the post approved is the one viewed by users.
3. After posts are submitted, access the forum. In the moderator view, no posts appear because the messages are waiting approval. On the action bar, click Moderate Forum.

NOTE: The Moderate Forum function appears only to those users who have a forum role of manager or moderator. In the student view, the author can see the post in Tree View with a reminder it is in the moderation queue.

4. On the Moderation Queue page, the posts appear in alphabetical order by title. Click the column title to sort by post title, author, or date. To review a post, click Moderate.

5. On the Moderate Post page, read the post and click Publish or Return. Published messages are immediately posted to the thread.

6. Optionally, type feedback in the text box.

7. Click Submit.

Returned posts no longer appear in the moderation queue. In tree view, students see their returned posts in the forum. Expand the post using the plus sign. If feedback was included, students can see why their posts were returned. On the thread page, returned posts display Returned next to the post's title.

From the thread page, students can edit their posts while viewing the moderator's feedback and resubmit them. The posts are returned to the moderation queue. Moderation Queue appears next to the post's title.
Forum: Offshore Drilling

Thread: We have too much reliance on foreign oil so...

Chris Casper
We have too much reliance on foreign oil so...
28 minutes ago

Cathy Chu
Explanation for returned post
Support your side with a source.