

How do I moderate a topic?

A moderated discussion allows the instructor to review and approve a discussion posting before the participants may view the post. When a discussion is moderated, each message submitted by a participant must be reviewed and approved before other participants may read them.

Go to Forums.

 [Announcements](#)

 [Discussions](#)

 [Assignments](#)

Select the Discussions tool from the Tool Menu in your site.

Click Topic Settings.

[TEST 003 015 Summer Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Please take a moment to review the topics and post at least one thread in each.

▾ [View Full Description](#)

 [Course Goals](#) 0 unread of 2 messages [Topic Settings](#) [More](#) ▾

Click **Topic Settings** to moderate a particular Topic.

Check the box next to Moderate Topic.

Topic Posting

Lock Topic (Disable topic postings)

Moderate Topic

Require users to post before reading

Posts are anonymous, but identities will be revealed to those with the Identify Anonymous Authors permission below. Note: Roles with Owner permissions can view identities by default.

 This setting cannot be changed.

Select the **Moderate Topic** option in the settings and then scroll down and click **Save**.

View moderated topic in forums list.

[TEST 003 015 Summer Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾
Please take a moment to review the topics and post at least one thread in each.
▾ [View Full Description](#)

 [Course Goals](#) 0 unread of 2 messages (Moderated) [Topic Settings](#) | [More](#) ▾

Moderated topics will have the text **(Moderated)** shown next to the title of the topic.

View Pending messages.

 FORUMS [LINK](#) [HELP](#) [X](#)

[Start a New Conversation](#) [Display Message Content](#) [Topic Settings](#) 

[Forums](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#)  [< PREVIOUS TOPIC](#) [NEXT TOPIC >](#)

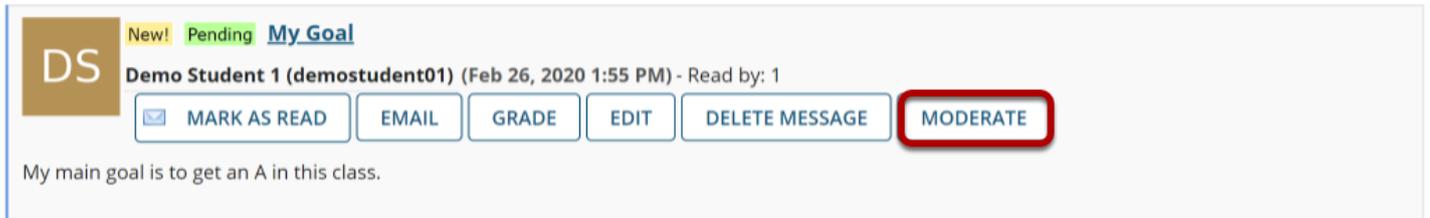
Course Goals (Moderated)

[MOVE THREAD\(S\)](#)

	Conversation	Authored By	Date
<input type="checkbox"/>	Understanding 1 unread of 3 messages	Demo Instructor (demoinstructor)	Feb 26, 2020 12:01 PM
<input type="checkbox"/>	New! Pending My Goal 1 unread of 1 message	Demo Student 1 (demostudent01)	Feb 26, 2020 1:55 PM

All messages pending approval will display Pending highlighted in green next to the message. Click on the title of the message to view it.

Click Moderate.



DS New! Pending [My Goal](#)
Demo Student 1 (demostudent01) (Feb 26, 2020 1:55 PM) - Read by: 1

[MARK AS READ](#) [EMAIL](#) [GRADE](#) [EDIT](#) [DELETE MESSAGE](#) [MODERATE](#)

My main goal is to get an A in this class.

Approve or Deny pending posts.

FORUMS

[LINK](#) [HELP](#) [X](#)

[Forums](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#) / [My Goal](#)

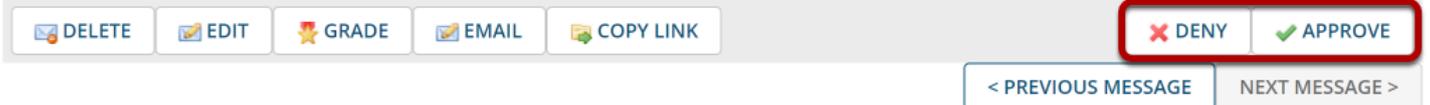
< PREVIOUS CONVERSATION

NEXT CONVERSATION >

TEST 003 015 Summer Forum / Course Goals

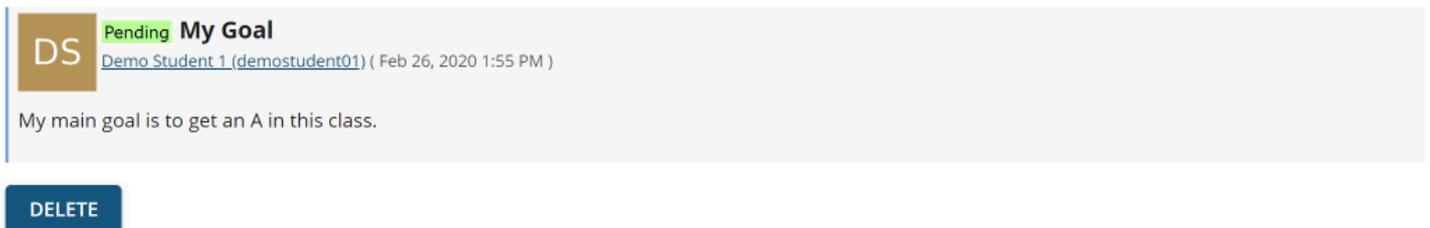
▸ Hide Full Description

Word Count: (11)



[DELETE](#) [EDIT](#) [GRADE](#) [EMAIL](#) [COPY LINK](#) [DENY](#) [APPROVE](#)

< PREVIOUS MESSAGE NEXT MESSAGE >



DS Pending [My Goal](#)
[Demo Student 1 \(demostudent01\)](#) (Feb 26, 2020 1:55 PM)

My main goal is to get an A in this class.

[DELETE](#)

Click either **Deny** or **Approve** to moderate the message. Approved messages will be visible to the rest of the site participants. Denied messages remain visible to the instructor only.