

NCKU Moodle Instruction Manual –Bulletin Board

I.	Post Announcement	2
II.	Disable Subscription	4
III.	Contact Us	5

NCKU Moodle Instruction Manual

Each course has a preset "bulletin board", mainly to let teachers to publish course bulletin, only teachers and teaching assistants can post announcements. If teacher wants students to discuss, he/she needs to establish a forum.

[Note] Regarding to set bulletin board, please refer to "Forum" file.

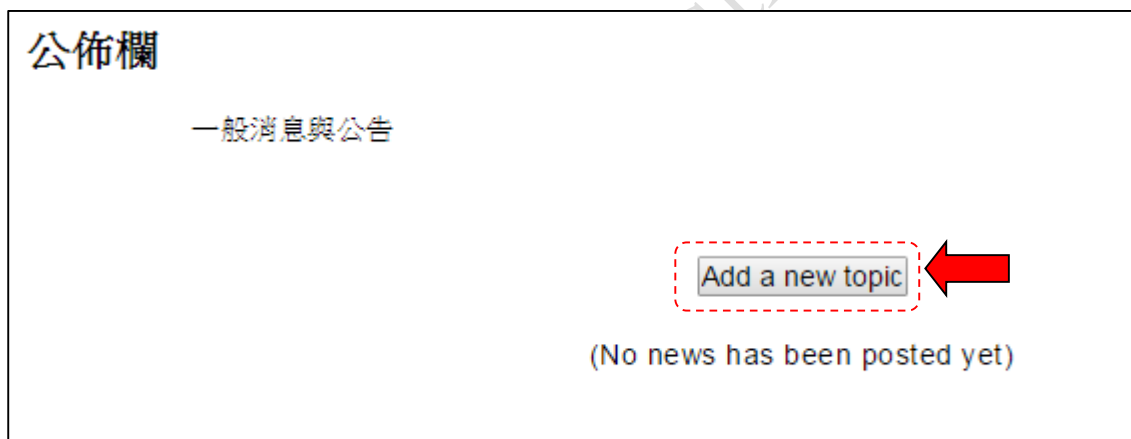
All course participants will be joined in the subscription list by default, so as long as the teacher posted an announcement on the bulletin board, system will send email to all the course participants after 30 minutes.

I. Post Announcement

1. Click on the bulletin board, enter the bulletin board



2. Click the "Add a topic" button



3. Input the subject and message, then press the "post to Forum" button.

公佈欄
一般消息與公告

▼ Your new discussion topic

Subject*

Message*

Path: p

Subscription Everyone is subscribed to this forum

Attachment Maximum size for new files: 200MB, maximum attachments: 1

Files

You can drag and drop files here to add them.


Mail now

Post to forum

There are required fields in this form marked *.

4. After posting, you can edit the post within 30 minutes.

[Add a new topic](#)

Discussion	Started by	Replies	Unread ✓	Last post
test	 試用帳號 10	0	0	試用帳號 10 Fri, 9 Oct 2015, 11:31 PM

II. Disable Subscription

All course participants will be joined in the Bulletin board subscription list by default, so long as the teacher posted the announcement on the bulletin board, system will send email to all the course participants after 30 minutes.

If teachers want students to take the initiative to watch course announcement, just disable the subscript feature so that it will no longer notify subscribers.

1. Start the edit mode, click "Subscription mode" to expand



The screenshot shows the Moodle forum administration interface. On the left, there is a navigation menu under 'Administration' with the following items: Forum administration (expanded), Edit settings, Locally assigned roles, Permissions, Check permissions, Logs, Backup, Restore, Subscription mode (highlighted with a red dashed box), Subscribe to this forum, Show/edit current subscribers, Don't track unread posts, Course administration, Switch role to..., and My profile settings. The main content area is titled '一般消息與公告' and contains a table of forum topics. The table has columns for Discussion, Started by, Replies, Unread (with a checkmark), and Last post. A single topic is listed with the discussion 'test', started by '試用帳號 10', 0 replies, 0 unread posts, and a last post on 'Fri, 9 Oct 2015, 11:31 PM' by '試用帳號 10'. An 'Add a new topic' button is visible above the table.

Discussion	Started by	Replies	Unread ✓	Last post
test	 試用帳號 10	0	0	試用帳號 10 Fri, 9 Oct 2015, 11:31 PM

2. Click "Subscription disabled" to close subscript feature.

- ▼ Forum administration
 - **Edit settings**
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Logs
 - Backup
 - Restore
 - ▼ Subscription mode
 - Optional subscription
 - Forced subscription
 - Auto subscription
 - **Subscription disabled**
 - Subscribe to this forum
 - Show/edit current subscribers
 - Don't track unread posts
- ▶ Course administration
- ▶ Switch role to...
- ▶ My profile settings

III. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 ~ 61029.