

# Moderating a forum

How to moderate a forum

Setting up a forum for moderation enables the forum administrator to monitor postings and choose whether they should go up on the forum pages for everyone to read.

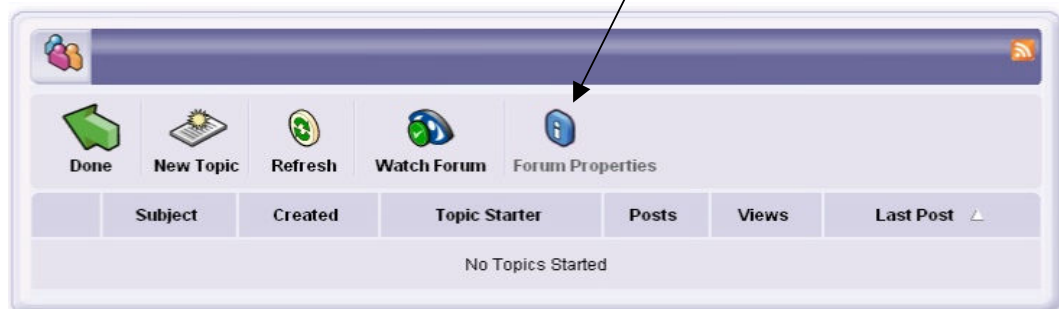
## How to set up a moderator in a forum

Changing the settings of a forum is easy, all you will need to do is go to the forum you would like to edit and select “Forum Properties” this will allow you to alter the settings.

Ensure that you are logged on and have the access rights to alter the settings of the forum

## How to access the edit mode of the forum you wish to edit

1. Begin at the Forum you wish to edit and select Forum Properties from the forum toolbar.




## How to edit the forum properties

2. Select the box “all posts must be moderated by an administrator” and type the email address of the new moderator/administrator.

The screenshot shows the 'Forum Properties' dialog box for a forum titled 'This is a test'. The settings are as follows:

<b>Forum Title</b>	This is a test
<b>Description</b>	Testing, testing, testing.
<b>All posts must be moderated by an administrator</b>	<input checked="" type="checkbox"/>
<b>Administrator Email Address</b>	training@digitalbrain.com
<b>Allow Anonymous Contributions</b>	<input checked="" type="checkbox"/> Please Note: In order to use anonymous posting the Forums access rights must be set to public. For security reasons all anonymous posts will require moderation, even if the forum is not set to be moderated overall.

At the bottom of the dialog box are two buttons: 'Save Forum Settings' and 'Close'.

3. Then click on the  button.

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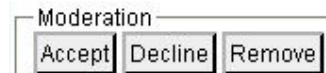
## What happens to postings sent for moderation?

Once a posting has been made it is assigned the status of pending moderation and will look something like this.



As the moderator you will receive an email every time someone posts a comment, here is an example of the type of message you will receive.

The subject for the email will read “This is (name of the forum) moderation” (followed by the name of the topic).



When you open the mail you will have three choices   , simply make your selection and the message will be posted or not based on your choice.

## How to moderate a post by accessing it through the forum itself

From your homepage select the forums icon and then the topic you intend to moderate. You will see the following tool bar, above each posting which is awaiting moderation.



Your options are simple and apply to different situations. You may reply to the postee to get further information and or clarification about the posting. Approve the posting, decline the posting or edit the post before replying or approving.