How can I see when new items are added to a forum in my module?

This refers to Moodle 3.4 from July 2018 onward

In your profile there is a setting to get Moodle to mark new forum posts for you:

- Go to your dashboard by clicking University logo on the top left
- Open your personal menu and click Preferences

- Click Forum preferences
- Under Forum tracking ensure it is set to highlight new posts

You will then see new posts highlighted in a number of ways, for example:
To receive an email every time someone posts

This means that you will receive an email (either every time someone posts or once a day, depending on your profile settings)

- Still in the Forum preferences page:
  - Forum auto-subscribe should be set to ‘Yes: when I post, subscribe me to that forum’

When you have completed changes to your Profile click on the Update profile button.

IMPORTANT: If you are subscribed, you will receive an email every time someone posts BUT you will no longer see the new posts highlighted in Moodle - the two settings are mutually exclusive.