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’

![Forum auto-subscribe](image)

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.