Sigma Xi Communities:
How to moderate discussions (approve or reject posts):

Step 1: By default, your new communities are set to be fully moderated. All community admins will receive an email message each time a post has been made to the discussion, or when a document has been added to the library. Click on the link at the top of the message next to the word 'discussion':

Discussion Posts in Moderation

discussion: Chapters Test Community

Date	Posted By	Message Subject	Reason
August 11	mike pavlot-x	Tues 8/11 test at 1:30pm	Full Moderation : Post made in a moderated community

Step 2: This link will take you to the 'Items in Moderation' page for your community. Here, you can preview the item (1) and then select either 'Approve' (2) or click the dropdown arrow (3) and select 'Reject'. If you choose 'Reject' you will be required to give a reason for the rejection:

Items in Moderation

	Pending	Rejected						

1 to 6 of 6

Type	Author / Title	Community	Created	Reason	Actions	
Message	Test... Please Ignore Michael Pavlot (mpavlot@sigmaxi.org)	Chapters Test Community	7 minutes ago	Full Moderation	Preview	Approve ▼
Message	SCONC Meets Escher and Da Vinci! (Dec 3, 12:30p) Holly Menninger (hlmennin@ncsu.edu)	Science Communicators of North Carolina - SCONC	34 minutes ago	Full Moderation	Preview	Approve ▼
Message	November Science and Society Public Lecture 📎 Jacqueline Ericksen (jhericksen@msn.com)	University of New Mexico	5 hours ago	Full Moderation	Preview	Approve ▼
Document	And Then There Was Mass From the Higgs To The Unknown By Joe Incandela 📎 Jacqueline Ericksen (jhericksen@msn.com)	University of New Mexico	6 hours ago	Full Moderation	Preview	Approve ▼

When you reject an item, you can opt to send an email message to notify the user that their item has been rejected (1), or you can reject the item without notifying the user (2).

Regards,

Michael Pavlot

NOTE: This post has an attachment, rejecting this post discards both the post and the attachment.

Reject and Send Email ▼ Cancel

Reject without Email

Questions? Contact Chapter Services at 1-800-243-6534 or chapters@sigmaxi.org.