List Moderation

By Email

In a moderated list, messages addressed to the list must be approved by a moderator before they are distributed to the list. For every posting, list moderators receive emails from listserv, and will have to take action to approve postings for distribution. The email from Listserv will show the body of the message that was submitted, and will also include instructions on how to approve it.

Moderators may approve a message by:

1. "Replying" to the message from Listserv with "OK" in the body of the message, or,
2. Clicking on the link included in the message (it will open in a browser and will display a message acknowledging the approval).

List moderation can take place as "round-robin" where moderators take turns to be notified of postings to the list; or under a model where all moderators receive all notifications for postings. You can tell how your list is set up by this parameter:

Moderator=Round-robin,[email1],[email2]…

Moderator= All,[email1],[email2]…

When "All" is specified, the list is set up so that all messages are sent to all moderators for approval: when one of them approves the posting, Listserv will act to distribute the posting. If subsequent to approval of a message by one of the moderators, the message is approved by a second moderator, Listserv will respond that there is no outstanding message to be distributed (i.e., the message won't be re-distributed).

List Moderation through the Web Interface

1. Log in at http://listserv.acm.org with your Listserv credentials (refer to Listserv_Login.pdf). Note that your email must match the email defined in the list header as a moderator for the list.
2. Navigate to List Moderation and click on "All Moderators".

List Moderation (CSTA-MEMBERS)

Select List:
CSTA-MEMBERS (unlisted)

Search Options
All Moderated Lists ☐
All Moderators ☑

CSTA-MEMBERS

There are currently no messages for CSTA-MEMBERS requiring moderation.

LISTSERV.ACM.ORG

Click on "Refresh" to see if any messages are pending moderation, and use the drop-down to approve or reject postings.

CSTA-MEMBERS Home

Narrow:

Items:

Update

Refresh

Subscriber Emails with Delivery Errors

Listserv will report errors on delivery attempts to the primary owner, unless the parameter "Errors-To" is explicitly included in the list header and set to a role or specific email address. A notification will be sent for each attempt to deliver to an email address where an error is received.

This behavior can be modified by setting the "Auto-Delete" parameter as follows:

* Auto-Delete= Yes,Full-Auto,Delay(0),Max(0),Probe(0)

This configuration will remove emails with errors right away, and it will be possible to pull the emails that were removed using "List Management", "List Reports", "List Activity Reports". No notifications will be sent to the owner, and no probing will be performed.

To send a daily report to the primary owner:

* Auto-Delete= Yes,Full-Auto,Delay(1),Max(1),Probe(0)