Blackboard - How to Lock a Discussion Forum

After the deadline of a discussion forum has passed, you may lock it to prevent students from posting messages. The easiest way to lock a forum is to change students’ role to “Readers”. In this role, students can only review the messages but not post messages.

1. Navigate to the discussion forum. In this example, click the “Discussions” link in “Course Menu”. If you link a discussion forum elsewhere, you will need to navigate to the page.

2. Go to the action icon next to the forum you would like to lock and select “Manage”.

3. Check the “Select All” box to choose all students. Go to “Edit Role” and choose “Reader”.

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Choose ONE of the TWO questions below. Answer the questions.

1. Comment at least ONE response posted by another student (2 points).
2. The answer to the discussion questions is due midnight of Saturday.
3. Your response to another student is due midnight of Sunday.

With being in a group (e.g., a club, a study group, a work group, a religious group, etc) in terms of success. Describe a critical decision that the group was asked to make and explain how the decision was made with a group of people (4 points).
4. In Forum Role column, verify that all students are set to “Reader”. Click “Ok” at the bottom of the page.