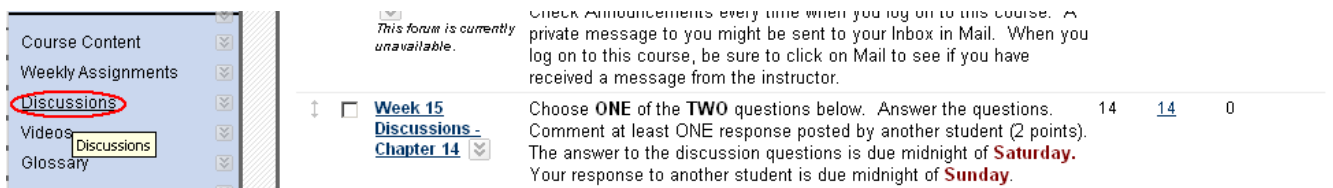


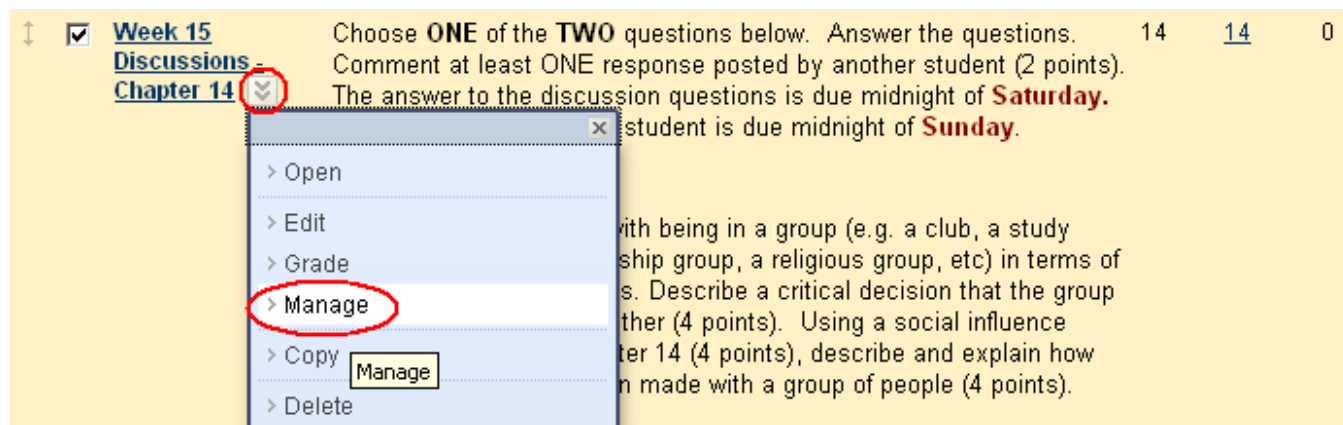
Blackboard - How to Lock a Discussion Forum

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.

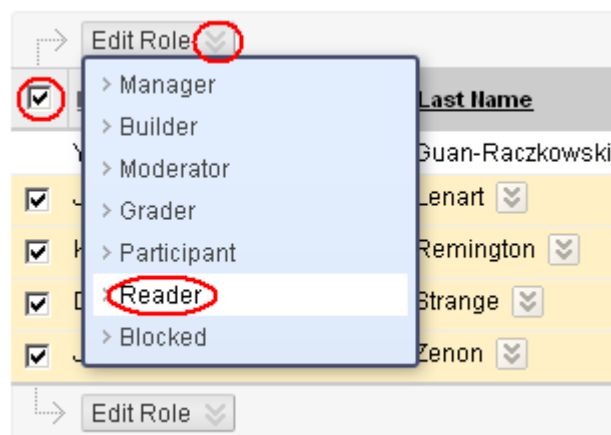
1. Navigate to the discussion forum. In this example, click the "Discussions" link in "Course Menu". If you link a discussion forum elsewhere, you will need to navigate to the page.



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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4. In Forum Role column, verify that all students are set to "Reader". Click "OK" at the bottom of the page.

Manage Forum Users

Edit a course member's forum role by selecting a new role in the forum role select menu.

Display Forum Role:

<input type="checkbox"/>	First Name	Last Name	Username	Forum Role
<input type="checkbox"/>	Yi	Guan-Raczkowski	00701015	Manager
<input type="checkbox"/>	John	Est	01059007	Reader
<input type="checkbox"/>	Karen	Est	01579806	Reader
<input type="checkbox"/>	Dan	Est	01556100	Reader
<input type="checkbox"/>	Jan	Zin	01243388	Reader

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