

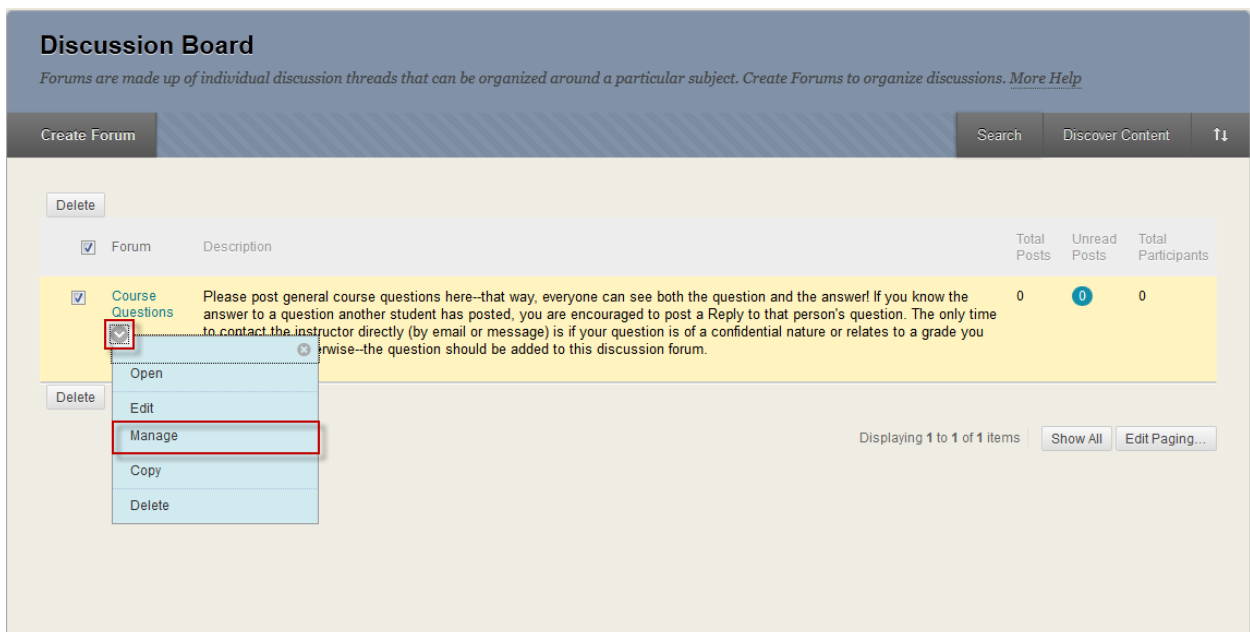
Tunxis Distance Learning Documentation

How to “Lock Down” a discussion forum in Blackboard

Blackboard provides instructors with the ability to prevent students from posting NEW messages to a discussion forum while enabling them to review what has already been posted.

To do this:

1. Navigate to the discussion forum you wish to “lock down”.
2. Hover over the discussion forum of your choice and click on the “contextual menu” that appears to the right of that item.
3. Choose “Manage”



The screenshot shows the Blackboard Discussion Board interface. At the top, there is a header with the title "Discussion Board" and a sub-header: "Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)". Below the header, there is a navigation bar with "Create Forum", "Search", "Discover Content", and a sort icon. The main content area displays a table of forums. The first forum is selected, and a contextual menu is open over it. The menu options are: Open, Edit, Manage (highlighted with a red box), Copy, and Delete. The forum details are as follows:

<input checked="" type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
<input checked="" type="checkbox"/>	Course Questions	Please post general course questions here—that way, everyone can see both the question and the answer! If you know the answer to a question another student has posted, you are encouraged to post a Reply to that person's question. The only time to contact the instructor directly (by email or message) is if your question is of a confidential nature or relates to a grade you otherwise—the question should be added to this discussion forum.	0	0	0

At the bottom of the forum list, it says "Displaying 1 to 1 of 1 items" and "Show All Edit Paging..."

Tunxis Distance Learning Documentation

4. Check the “Select All” box to choose all students. Alternatively, you can select them one by one.
 - a. “Uncheck” the members with the “Manager” role who are likely co-facilitators or simply those that you wish to keep the ability to post to the forum that you are locking down.

*Be sure that you are “Displaying All” of your students on the page you are viewing otherwise your changes will only be reflected for the users that are selected on the page that you are currently viewing.

Manage Forum Users

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

Display Forum Role: All Forum Users

<input checked="" type="checkbox"/>	First Name	Last Name	Username	Forum Role
<input type="checkbox"/>				Manager
<input type="checkbox"/>				Manager
<input type="checkbox"/>				Manager
<input checked="" type="checkbox"/>	txcctraining10	txcctraining10	txcctraining10	Participant
<input checked="" type="checkbox"/>	txcctraining11	txcctraining11	txcctraining11	Participant
<input checked="" type="checkbox"/>	txcctraining2	txcctraining2	txcctraining2	Participant
<input checked="" type="checkbox"/>	txcctraining3	txcctraining3	txcctraining3	Participant
<input checked="" type="checkbox"/>	txcctraining4	txcctraining4	txcctraining4	Participant
<input checked="" type="checkbox"/>	txcctraining5	txcctraining5	txcctraining5	Participant
<input checked="" type="checkbox"/>	txcctraining6	txcctraining6	txcctraining6	Participant
<input checked="" type="checkbox"/>	txcctraining7	txcctraining7	txcctraining7	Participant
<input checked="" type="checkbox"/>	txcctraining8	txcctraining8	txcctraining8	Participant
<input checked="" type="checkbox"/>	txcctraining9	txcctraining9	txcctraining9	Participant

Displaying 1 to 13 of 13 items

uncheck any co-facilitators with the "Manager" role

Tunxis Distance Learning Documentation

5. Hover over the “Edit Role” button and choose “Reader”
6. Verify that all students are set to “Reader” in the “Forum Role” column.
7. Click “Ok” located on the bottom of the page.

