Making a Discussion Forum "Read-Only"

Action

Have you ever wanted to close a discussion but still allow students to be able to refer to it? You can! You can make it a "read-only" forum by following the steps below:

Instructions

1. Go to Course Tools on your control panel, then click on the Discussion Board.
2. Locate the forum you want to make read-only and click the menu to the right of the title. You should see the option to Manage.
3. Click Manage and select all of the users by clicking the box next to the heading First Name.
4. Click Edit Role and select Reader. Students will be able to read but no longer post to the forum.

Additional information


Need more help? Contact the ITS Service Desk.