Blackboard Discussion Tool

How to make a Discussion Forum Read-Only

Access Blackboard at [www.blackboard.ttu.edu](http://www.blackboard.ttu.edu) and open your course.

Once a discussion is complete, the instructor can change the forum into read-only, allowing students to go back into a forum and read the posts, but not be able to make changes or add a post to the forum.

1. Open the Discussion Board.

2. Click on the drop-down menu for the Discussion Forum you want to be read-only.

3. Select Manage from the drop-down menu.

4. Place a check next to each of the Forum Users.
5. Click on the **Edit Role** button and select **Reader**.