How do I change a Discussion Forum to read-only access for my students?

How to Make a Discussion Forum Read-Only

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.
Please contact Blackboard Support at blackboard@ttu.edu if you have difficulties or questions with this procedure.