

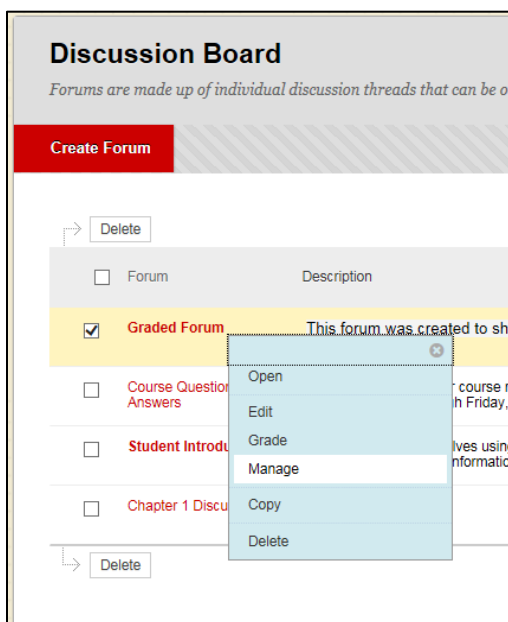
Blackboard Discussion Tool

How to make a Discussion Forum Read-Only

Access Blackboard at 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**.

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

Forum Role: All Forum Users

<input checked="" type="checkbox"/>			Username	Forum Role
<input checked="" type="checkbox"/>	Builder	Bayne	Gail Alleyne Bayne	Participant
<input checked="" type="checkbox"/>	Grader		Demo Four	Reader
<input checked="" type="checkbox"/>	Participant		Karissa Greathouse	Manager
<input checked="" type="checkbox"/>	Reader		Karissa Greathouse_PreviewUser	Participant
<input checked="" type="checkbox"/>	Blocked			
<input checked="" type="checkbox"/>	Demo	One	Demo One	Reader
<input checked="" type="checkbox"/>	Demo	Three	Demo Three	Reader
<input checked="" type="checkbox"/>	Demo	Two	Demo Two	Reader
<input checked="" type="checkbox"/>	Deniz	Uzunosmanoglu	Deniz Uzunosmanoglu	Participant