



## Locking Discussions

Discussions topics and threads can be locked to prevent students from posting new messages. For example, if a thread is getting too far off topic, lock it and encourage students to start a new thread. Or, if discussions for a certain topic were to be completed by a certain date, lock the topic after the due date.

To lock a topic:

1. From the Discussions screen, locate the topic you want to lock and, from its ActionLinks menu, click **Edit Properties**. The Edit Topic Properties screen appears.
2. Under **Topic Behavior Options**, go to the *Student Posting Rule* heading, select *Lock this topic for Students* and click **Save**. The Discussions screen appears. Students can still read postings in this topic but can no longer post new messages to it.

To lock a thread, from the Messages screen, click the name of the thread you want to lock. The Message pop-up screen appears. Click **Lock Thread** and close the pop-up screen. The Messages screen appears and the thread can be viewed but not added to.