

# Locking Posts

It is not possible to archive a discussion board or thread, however, you can lock the discussion to preserve it from further posts. Locking enables students to read but not post to the discussions. To lock or unlock a thread:

1. Navigate to the forum where you wish to lock posts.

	Date	Thread	Author	Status	Unread Posts	Total Posts	
<input checked="" type="checkbox"/>	11/12/08 4:11 PM	<a href="#">Test Post</a>	Amanda Albright	Published	0	1	
<input checked="" type="checkbox"/>	11/11/08 10:53 AM	<a href="#">Thread 3 (draft)</a>	JoAnn Gonzalez-Major	Draft	<a href="#">selected</a>	0	1
<input type="checkbox"/>	11/11/08 10:39 AM	<a href="#">Thread 2</a>	JoAnn Gonzalez-Major	Hidden	<a href="#">tag sample, selected</a>	1	2
<input type="checkbox"/>	11/11/08 10:39 AM	<a href="#">Thread 1</a>	JoAnn Gonzalez-Major	Published	<a href="#">selected</a>	0	1

Change Status to: Published Hidden Unavailable Locked Unlocked Go Search

Select All Go Items Per Page 25 Go Display Show All Go Tags Show All Tags Go

OK

2. Click the boxes next to the threads (posts) you wish to lock.
3. If you want to lock all of the messages, click **Select All** then click the **[Go]** button.
4. Click on the **“Change Status to:”** menu arrow, then click on Locked in the dropdown menu.
5. Next click on the **[Go]** button.

	Date	Thread	Author	Status
<input checked="" type="checkbox"/>	11/12/08 4:11 PM	<a href="#">Test Post</a>	Amanda Albright	Locked
<input checked="" type="checkbox"/>	11/11/08 10:53 AM	<a href="#">Thread 3 (draft)</a>	JoAnn Gonzalez-Major	Locked
<input type="checkbox"/>	11/11/08 10:39 AM	<a href="#">Thread 2</a>	JoAnn Gonzalez-Major	Hidden
<input type="checkbox"/>	11/11/08 10:39 AM	<a href="#">Thread 1</a>	JoAnn Gonzalez-Major	Published

6. The Thread status will be changes to **“Locked”**
7. Click on the **[OK]** button to return to the Forum listing screen.