Closing a Forum

It is a good idea to change the forum settings so that students cannot create additional posts after you have graded the forum. You could do this by using the Edit Options to hide the forum or make it unavailable. The disadvantage to this option is that students will no longer be able to view the forum.

If you want students to be able to view a forum, but not post to it, you will need to change two settings. First, at the forum level, you will need to prevent students from creating new threads. To do so, click the double down arrow beside the forum name and choose **Edit** from the menu.
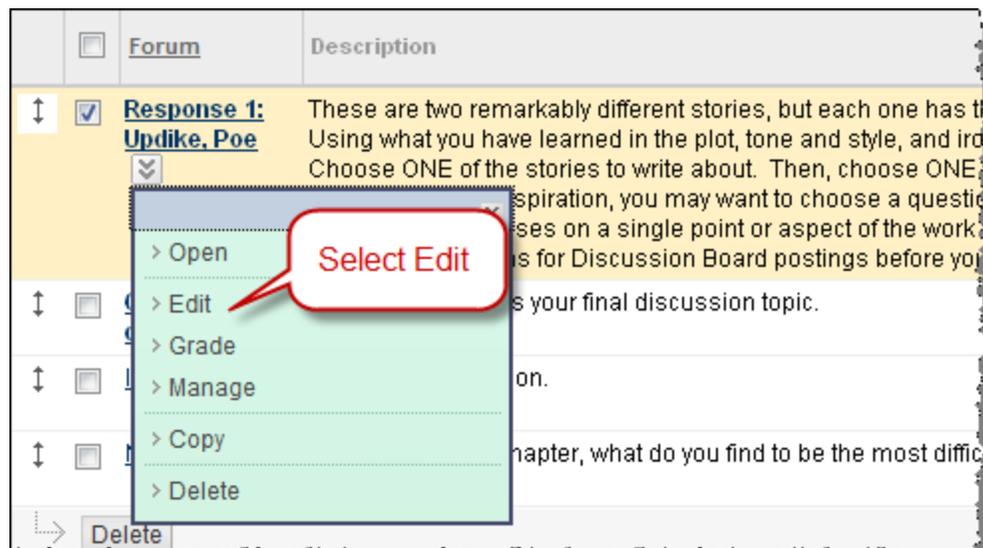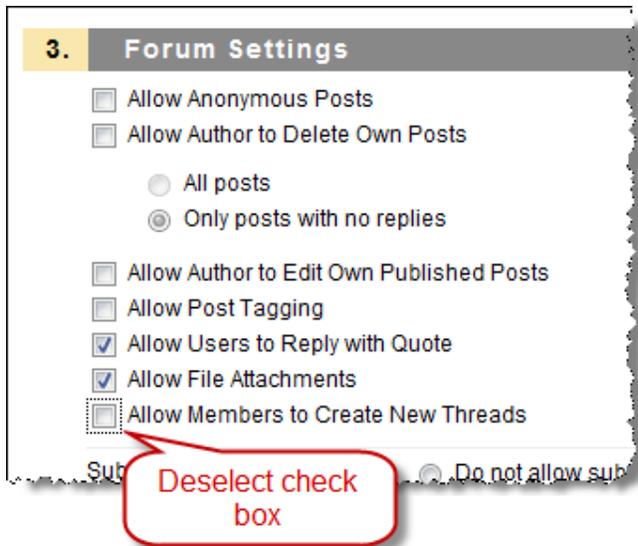
On the Edit Forum page, scroll down to the Forum Settings section. Deselect the check box beside **Allow Students to Create new Threads**.

Once this is deselected and you have saved your changes by clicking **Submit**, students will no longer be able to respond by creating new threads in the forum. However, since posting a reply does not create a new thread, students will still be able to respond to existing posts. Therefore, we need to change one additional setting at the thread level.

Open the forum by clicking on the forum title. Select the check box at the top of the list of threads. This automatically selects all threads in the forum. Then from the Thread Actions menu, select **Lock**. When you select this option, you should see the status of all threads change from Published to **Locked**. This means that students will still be able to view the thread, but they will not be able to reply to any messages within the thread.
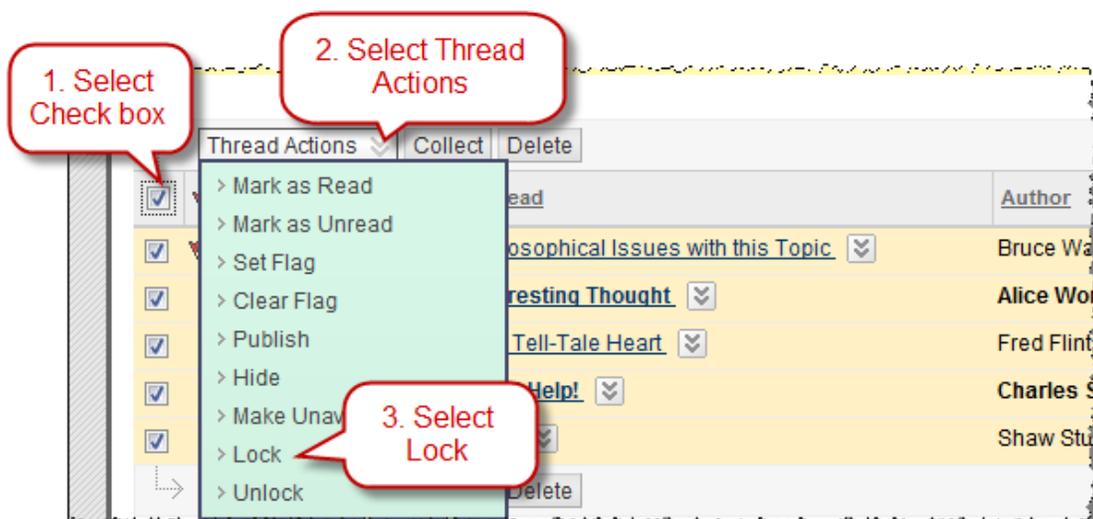
Now that we have closed the discussion so that students can't make any additional posts, we are ready to grade it.