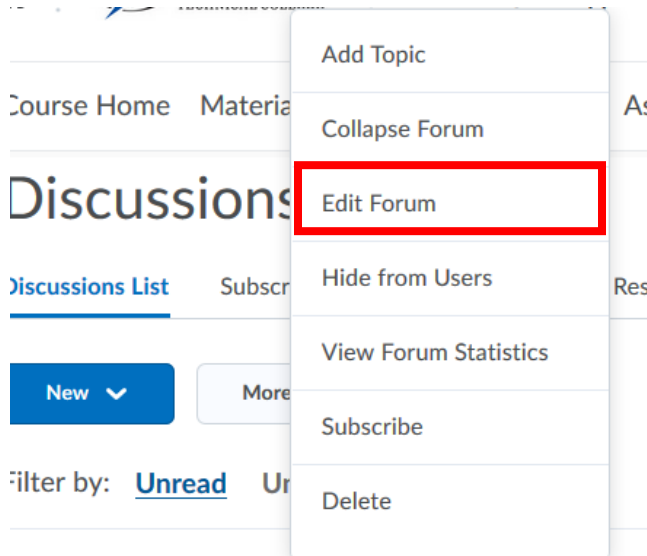




Lock a Discussion Forum

The purpose of “Locking” a discussion is to prevent students from creating or responding to posts.

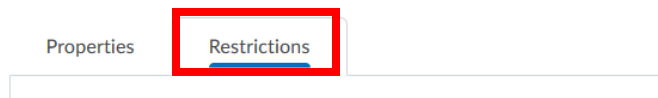
- Once in your Brightspace account, navigate to “**Discussions**”
- Click the down arrow on the forum on which you would like to lock and choose “**Edit Forum**”:



Introductions

- Click the “**Restrictions**” tab:

Edit Forum - Introductions v





- Scroll down to **“Locking Options”**
- Select **“Lock forum”**:

Locking Options

Unlock forum

Lock forum

Unlock forum for a specific date range

Has Start Date

12/13/2019 10:19 AM Now
United States - Chicago

Has End Date

12/20/2019 4:19 PM Now
United States - Chicago

Display in Calendar

- Click the **“Save and Close”** button:

Save and Close