How to “Unlock” a discussion forum in Blackboard

Blackboard provides instructors with the ability to prevent students from posting NEW messages to a discussion forum while enabling them to review what has already been posted. This tutorial is intended for those that locked their discussion forum by changing the role of their students from participants to readers. If you locked your discussion forum using another method, please contact your local Distance Learning Support Staff for assistance.

Begin by:

1. Navigating to the discussion forum you wish to “Unlock”.

2. Hover over the discussion forum of your choice and click on the “contextual menu” that appears to the right of, or just below, that item.

3. Choose “Manage”
4. Check the “Select All” box to choose all students. Alternatively, you can select them one by one.

   a. “Uncheck” the members with the “Manager” role who are likely co-facilitators or simply those that you wish to keep as Managers of the forum.

   *Be sure that you are “Displaying All” of your students on the page you are viewing otherwise your changes will only be reflected for the users that are selected on the page that you are currently viewing.
5. Hover over the “Edit Role” button and choose “Participant”

6. Verify that all students are set to “Participant” in the “Forum Role” column.

7. Click “Ok” located on the bottom of the page.