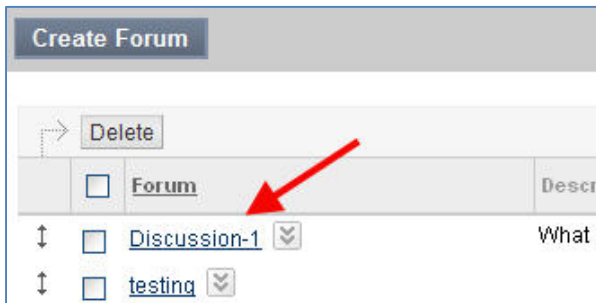


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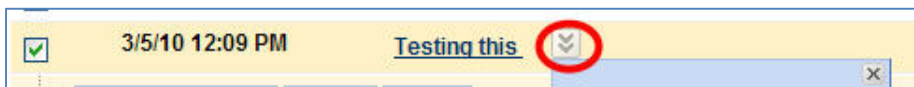
Hiding/Archiving a Discussion Thread

Discussion Board threads can be hidden or archived by the instructor and made unavailable to students.

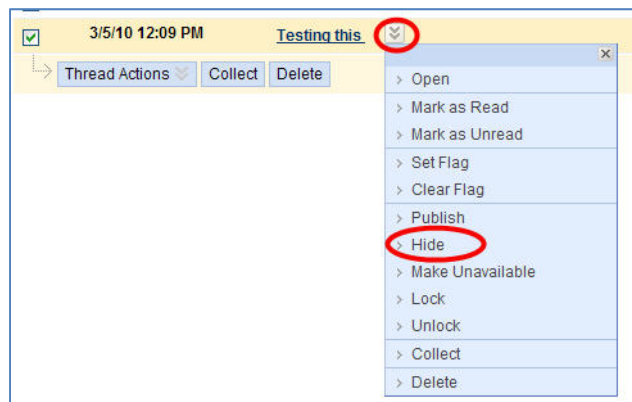
1. Select the **Forum** in which the threaded discussion exists that you wish to archive.



2. Click the double down arrows to the right of the Thread to open its contextual menu.



3. Click on Hide
 - i) Hidden threads do not display unless the user chooses. Furthermore, they may not be modified. Hiding threads removes outdated threads and makes relevant content easier to find.



4. Click on **Make Unavailable**

- ii) Unavailable threads are only visible to forum managers. Even then, forum managers must choose to view these threads. Making threads unavailable means that user's can no longer view the thread.

