

Changing Status of Threads

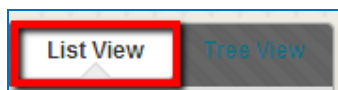
When a user creates and submits a thread, it is assigned the Published status. You can change the status of a thread to keep students focused on relevant discussions and to help organize a forum containing many threads. Use the **Thread Actions** button to modify the status of a thread. You can accomplish this only when viewing a forum in List View.

The following table describes which thread status to select to accomplish various objectives.

| Thread Status in the Discussion Board | |
|---------------------------------------|--|
| Status | Goal for Thread |
| Publish | Make thread available to all users. |
| Hide | Hide the thread from immediate view, but still allow users the option of reading the threads. Unneeded content is hidden from view, helping users find relevant content. Users cannot reply to or edit hidden threads even if editing is enabled for the thread. |
| Make Unavailable | Users can view hidden threads using the Display drop-down list on the action bar. When you do not want the thread hidden, change the status to Publish. Hide thread from view of all users except forum managers. |
| Lock | Allow users to read the thread, but not edit or add to it. Locking a thread allows you to assign grades without users updating or changing posts. |
| Unlock | Unlock a locked thread to select another status. |

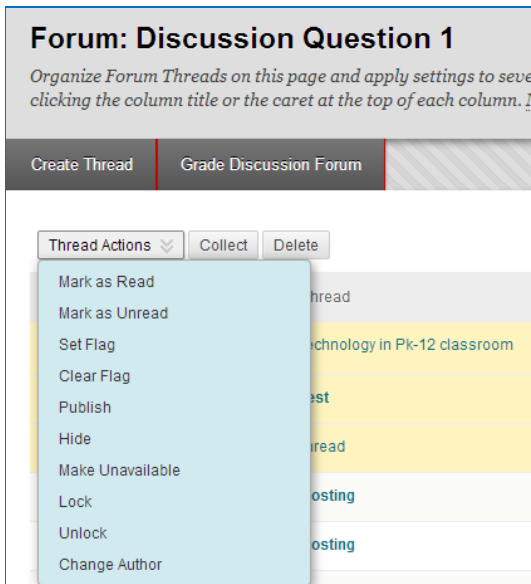
Use the following steps to change the status of a thread or multiple threads at one time.

1. Access the forum and change to **List View**, if needed.

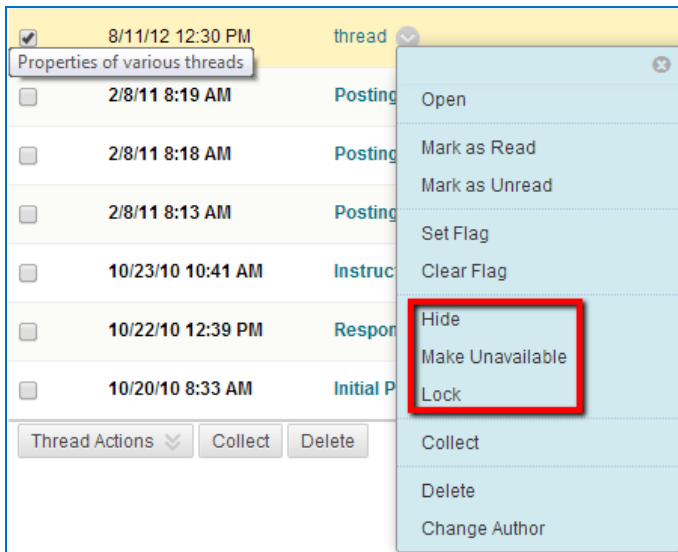


2. Select the checkbox next to each thread requiring a change of status. You can select multiple threads or select the checkbox in the header to select all threads.

3. From the **Thread Actions** drop-down list, select a new status for the selected thread or threads.



Alternatively, access a thread's contextual menu and select a thread status. The contextual menu is also available only in List View.



The status for each thread appears in the Status column. If you save a draft of a thread to edit in the future, the Status column will indicate *Draft*.