



Availability Options in Discussions

Discussions may be restricted by date and time, at both the Forum and Topic level. Apply the restrictions at the Forum level if you want the restrictions to cascade down to all Topics within that Forum. Apply the restrictions at the Topic level, if each Topic within the Forum requires a different set of restrictions.

There are two methods from which to choose when restricting the date and time on a Forum or Topic:

- The first option, **Availability**, should be used only when you want to hide the Discussion Forum or Topic from participants outside of the specified dates and times.
- The second option, **Locking Options**, should be used when you want to allow participants to retain visibility of the Forum or Topic, but block them from posting outside of the restricted dates.

Please Note: When using Availability restrictions, course participants will see no evidence of any Discussion Forum or Topic that falls outside of the specified date/time restrictions (see example below).

Student View

Discussions

Discussions List Subscriptions

Filter by: Unread Hide All Topics

General Forums

Topic	Threads	Posts	Last Post
Discussion - Could animal welfare become a profession?	2	2 (2)	Read More
General Questions	9	24 (20)	Read More
Current event news choice	13	14 (14)	Read More

Graded discussion forums

Topic	Threads	Posts	Last Post
Discussion: Which housing option for laying hens provides the best welfare, and why?	12	13 (13)	Read More

Instructor View

Discussions

Discussions List Subscriptions Group and Section Restrictions Statistics

Filter by: Unread Unapproved Hide All Topics

General Forums

Topic	Threads	Posts	Last Post
Get to know one another!	1	21	Read More
Discussion - Could animal welfare become a profession?	2	2 (2)	Read More
General Questions	9	24 (20)	Read More
Current event news choice	13	14 (14)	Read More

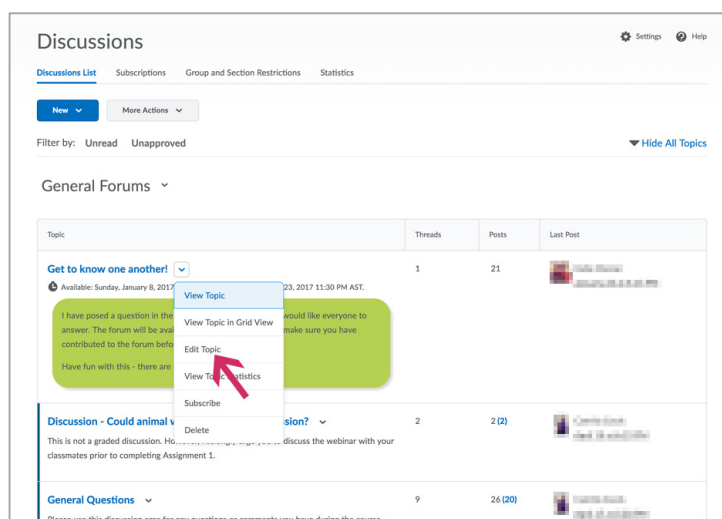
Graded discussion forums

Topic	Threads	Posts	Last Post
What are your views on animals?	4	14 (14)	Read More

Configure Availability Options

To set or alter a Forum or Topic's availability:

1. Select the down arrow beside the Forum (or Topic) name, and choose "Edit Forum" (or "Edit Topic").



2. Scroll down to the “Availability” heading (if collapsed, click “Show topic (or forum visibility options)”).
3. Select the desired Visibility Option:
 - **Forum/Topic is always visible:** The Forum or topic is fully visible to course participants without restriction. This is the default option for all new Forums and Topics.
 - **Hide this forum/topic:** Hides the Forum or Topic from course participants.
 - **Forum/Topic is visible for a specific date range:** Use this option to restrict Forum or Topic based on start and/or end date and time.

Please Note: If you choose the **Hide this forum/topic**, the Forum or Topic will remain hidden to course participants until you use one of the two other options to change visibility restrictions.

4. If using the **Forum is visible for a specific date range** option, keep in mind that:
 - Check the **Has Start Date** box if you want to hide the forum or topic *before* a specified date and time. Then set the date and time the forum or topic should become visible.
 - Check the **Has End Date** box if you want to hide the forum or topic *after* a specified date and time. Then set the date and time the forum or topic should be hidden.

Please Note: If you would like a time not on the half hour (e.g. 11:59 PM), you will need to manually enter the desired time. You **MUST** enter either AM or PM after the time to indicate morning or afternoon/evening.

5. Check the **Display in Calendar** box to show the start and/or end dates specified in participants’ calendar and events.
6. Click **Save and Close** when finished to return to the Discussions page.



Configure Locking Options

To lock or specify dates for unlocking:

1. Select Edit Topic (or Edit Forum), as above, and scroll down to the Locking Options heading.
2. If collapsed, click the **Show locking options** to make these options visible.
3. Select a Locking Option:
 - **Unlock forum/topic:** Course participants may post to a Discussion topic without restriction. This is the default option for all new Forums and Topics.
 - **Lock forum/topic:** Course participants are not able to post a message to the Discussion topic.
 - **Unlock forum/topic for a specific date range:** Use this option to restrict course participants' ability to post to a Discussion topic to a specified date range.

Please Note: If using the **Lock forum/topic** option course participants will not be able to post to a topic (or any topic contained within a forum restricted this way) until one of the two other options are used to change visibility restrictions.

4. If using the **Unlock forum/topic for a specific date** option do the following:
 - Check the **Has Start Date** box if you want to block course participants from posting to a topic *before* a specified date and time. Then set the date and time the forum/topic should be unlocked.
 - Check the **Has End Date** box if you want to block course participants from posting to a topic *after* a specified date and time. Then set the date and time the forum/topic should be locked.

Please Note: If you would like a time not on the half hour (e.g. 11:59 PM), you will need to manually enter the desired time. You **MUST** enter either AM or PM after the time to indicate morning or afternoon/evening.

5. Check the **Display in Calendar** box to show the start and/or end dates specified in participants' calendar and events.
6. Click **Save and Close** when finished to return to the Discussions page.