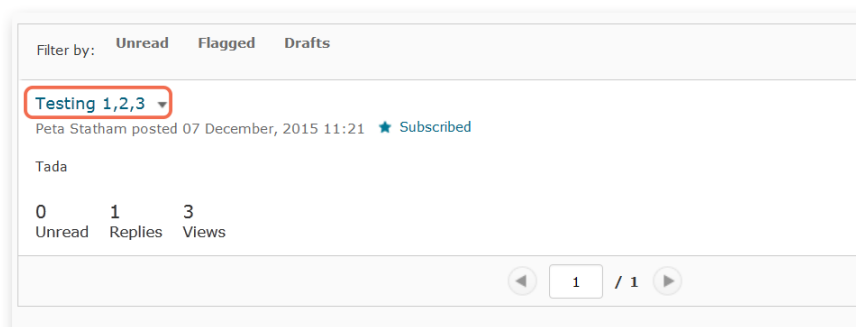


QUARANTINE A DISCUSSION POST

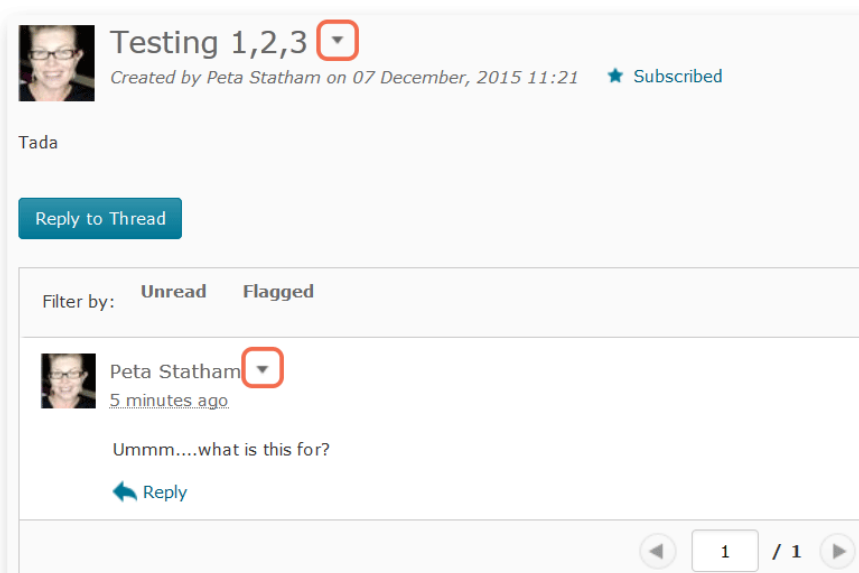
It is possible to 'quarantine' an inappropriate discussion post by copying it and pasting it into the *Quarantined Discussion Posts Discussion Topic*. This *Topic* is included in the TSBE MyLO Template, and is set up to only be visible to staff. It should appear in the *Discussions* tool in your unit. If it does not appear in your unit, please contact the TSBE Flexible Learning Team (Teaching.TSBE@utas.edu.au) and request that the *Quarantined Discussion Forum* be imported into your unit.

1. Go to the relevant *Discussion Forum* and *Topic*. Open the relevant *Thread* by clicking on its name.

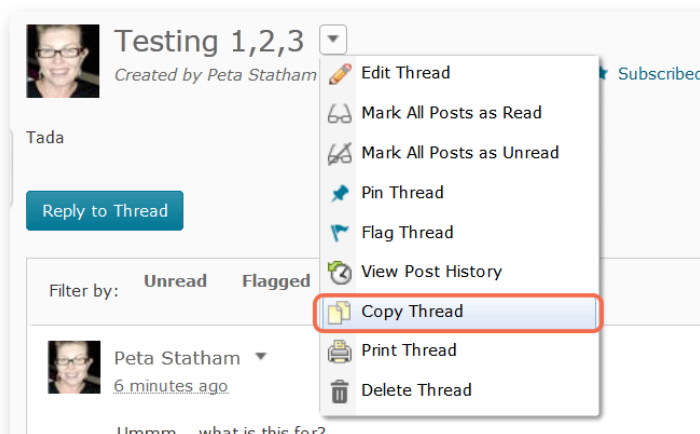


2. Click on the drop-down arrow next to the *Thread* OR *Reply* that you wish to quarantine.

NOTE: If you choose to quarantine a *Thread*, all the related *Replies* will be removed with it.



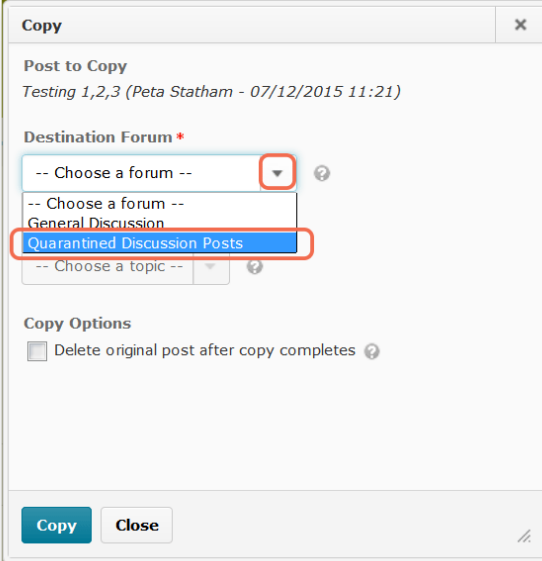
3. Select the *Copy Thread* or *Copy Reply* option.



QUARANTINE A DISCUSSION POST

- The *Copy* window will open. Select the *Quarantined Discussion Posts* option from the *Destination Forum* drop-down menu.

NOTE: If you don't have the *Quarantined Discussion Posts Forum* in your unit, please contact the TSBE Flexible Learning Team (Teaching.TSBE@utas.edu.au) and ask for the *Forum* to be imported into your unit.



The screenshot shows a 'Copy' dialog box with the following fields:

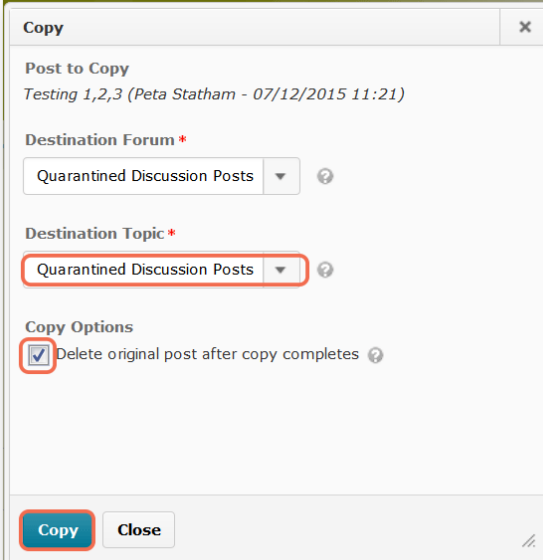
- Post to Copy:** Testing 1,2,3 (Peta Statham - 07/12/2015 11:21)
- Destination Forum *:** A dropdown menu is open, showing options: '-- Choose a forum --', 'General Discussion', and 'Quarantined Discussion Posts' (which is highlighted with a red box).
- Copy Options:** A checkbox labeled 'Delete original post after copy completes' is currently unchecked.

Buttons at the bottom: 'Copy' and 'Close'.

- Now select the *Quarantined Discussion Posts* option from the *Destination Topic* drop-down menu.

If you'd like to remove the *Thread/Reply* from the original *Topic*, check the *Delete original post after copy completes* option.

Finally, click on the *Copy* button.



The screenshot shows the 'Copy' dialog box with the following fields:

- Post to Copy:** Testing 1,2,3 (Peta Statham - 07/12/2015 11:21)
- Destination Forum *:** A dropdown menu showing 'Quarantined Discussion Posts'.
- Destination Topic *:** A dropdown menu showing 'Quarantined Discussion Posts' (highlighted with a red box).
- Copy Options:** A checkbox labeled 'Delete original post after copy completes' is now checked.

Buttons at the bottom: 'Copy' and 'Close'.

TIP: You can access the *Quarantined Discussion Posts Forum* and *Topic* from the *Discussions* tool.