

How do I modify a post in Conversations?

Once you have posted a question or an answer, you can modify it by editing it, hiding it, deleting it or locking it. Click on the three dots in the upper right corner of your post. You will see the options to edit, hide, delete, or lock a post.

Editing a post

Select **Edit** to make changes to the post's content. Select **Publish** to post the revised item in Conversations.

Hiding a post

Select **Hide** to remove the post from student view. A hidden post will have a red eye icon with a slash through it at the top of the post. You will be able to unhide the post by clicking on the three dots in the upper-right corner and selecting **Show**.

Deleting a post

Select **Delete** to remove the post entirely (answers to questions will be deleted as well). You will need to confirm that you really want to delete the post by selecting **OK** from the pop-up confirmation window.

Locking a post

Select **Lock** to halt changes to an individual post, while still keeping it available for student viewing. A locked post will be noted by a red lock icon at the top of the post. You will be able to unlock it by clicking on the three dots in the upper-right corner and selecting **Unlock**.

Instructors will be able to perform these actions on all posts; students will only be able to modify their own posts.

Note: *Any actions taken on Questions will also affect the Answers and Comments posted on them. If you lock a Question, you will also lock any Answers or Comments associated with it. Comments do not have any of these options.*