



Mute A Student

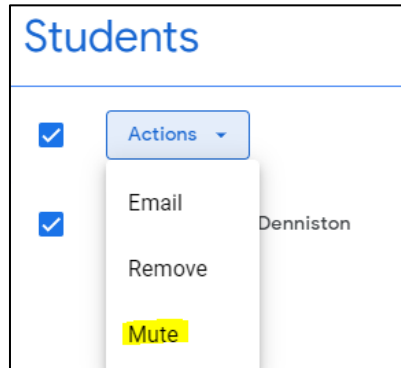
If you allow students to post and/or comment, the following steps can 'mute' the student until you have deemed it appropriate to allow the student to post and comment again.

Step 1.

Locate the inappropriate post or comment that the student has entered.

Step 2.

Click on the triple dots to the right of the comment and choose to either delete the comment and/or mute (student's name). Another option (for muting) is to click on the People tab near the top of the screen, click on the student's name, then click Actions. From the drop-down menu, select Mute.



At the next prompt, click Mute. A slash through a speaker icon indicates the student has been muted.

Step 3.

To unmute a student, click on the checkbox before the student name, click the Actions button, then select Unmute from the drop down menu.

