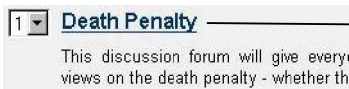


Archiving a Discussion Thread

A discussion can get very large when a large class provides their input and then also replies to other people's comments in the discussion. It is appropriate to archive a discussion to control the size of the archive. Also, if the discussion topic, or thread, changes, it is appropriate to archive the old discussion thread so that only the current discussion thread is available. For example, a professor might wish to have 4 different discussion topics throughout the semester. Therefore, when a new discussion thread is started, the old discussion thread would most probably be archived.

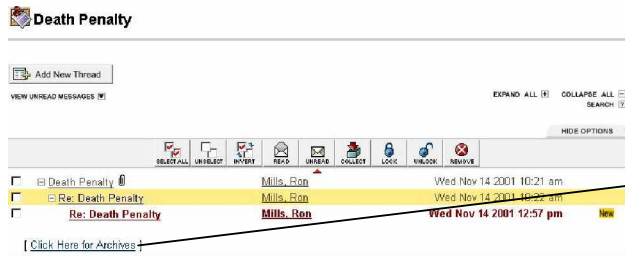
Step 1: Click on the **Discussion Board** link in *Course Tools* area of Control Panel.

Step 2: Click the **link** to the discussion.



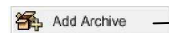
Click on the **link** to the discussion.

Step 3: Click the **Click Here for Archives** link.



Click the **Click Here for Archive** link.

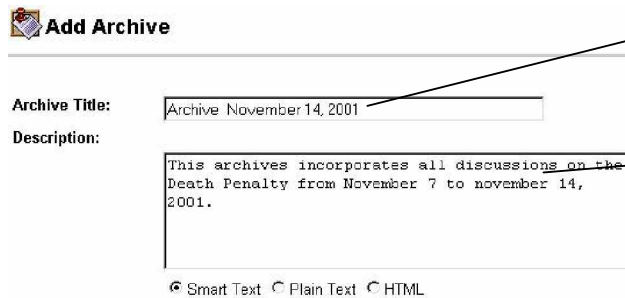
Step 4: Click the **Add Archive** button.



Click the **Add Archive** button.

This forum currently contains no archives.
To create an archive, use the *Add Archive* |

Step 5: Type in an **Archive Title**, type in a **Description** of the archive and click the **Submit** button.



Type in a **Title** for the archive.

Type in a brief **description** of the archive.

Available: The archive and its messages are available to students

Step 6: Click the **Modify** button.

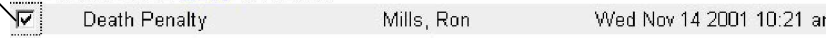


Click the **Modifv** button.

Step 7: Click the check box(es) beside the **thread(s)** you wish to **move** to the archive.

Click the **check box** beside the **thread** you wish to archive

Select threads to **move** to Archive



Step 8: Click the **Submit** button.