

Archiving Blackboard Discussion Board Postings

1. Access the Blackboard Discussion Board
2. Select the forum title to enter the forum you want to archive.
3. Select the Click here for archives link at the bottom of the forum posting list.
4. Click the Add Archive button.
5. Enter Archive Title and Description.
6. Select the visibility option for the forum archive. A check box indicates the forum archives will be available for student viewing. Uncheck the box if you would like students to be able to view the archives. If you choose to hide the archive only the instructor will see a message indicating there is a hidden archive.
7. Click Submit. You have created the archive container now you have to add the postings to the archive.
8. Click the Modify button to enter the archive.
9. Select, by placing a check mark in the box, the postings you want to move to the archive. This action will move the original posting and all its replies from the discussion board forum to the forum archive.
10. Click Submit. Any postings you did not move should remain in the discussion board forum.
11. Click OK to return to the forum.
12. Click OK to return to the forum listing. To access the archive in the future use the "Click here for archives link".

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