

How to Archive and Print (or Download) WebCT Discussions

1. Login to WebCT and go into your course.

2. Click on the **Build** or **Teach** tab.

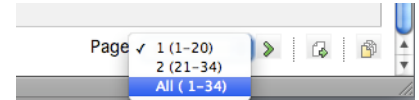
3. Click **Discussions**.



4. Click **All Topics**.

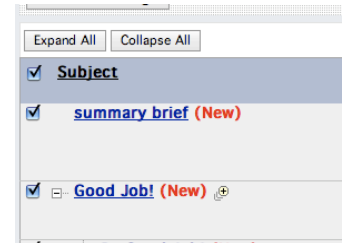
5. If you are viewing only *Unread* messages, click Display: **All**.

6. At the bottom of the page, pull down the Page menu and select *All*, then click the **green Go arrow** button. (This menu will not be displayed in courses with few discussion messages.)



7. If you are using the *Threaded* view, click **Expand All**.

8. Click the **checkbox** next to the **Subject** table heading. This puts a checkmark next to all topics



9. Click **Create Printable View** at the bottom. A new window will open and display the Discussion messages.

10. Select a save or print option:

- To save the Discussion messages as plain text with attachments, click the **Save as File** button. The file will be saved to your default download folder.
- To print a hardcopy of the the discussion message, click the **Print** button and select your printer.
- To save an HTML version of the discussion messages, pull down the browser's **File** menu , select **Save As** and then select the **Web Page, Web Archive** or **HTML** option. You will need to select a location on your computer, and a name for the file.

Note: *If you are archiving discussions from several courses, make sure to save each to a separate folder with a unique name. This will help you avoid overwriting the previously saved discussion, and make it easier to locate and use your archived discussion.*