

# Managing and Archiving WBL Projects



You can archive student projects to help clean up your reports without deleting the project from the student's records. This allows you to view only the current/active projects while grading.

## Two Different Ways of Archiving Projects

### Archiving a Group Project

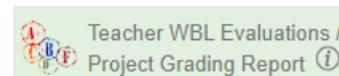
**Step 1:** Under the **Accounts** tab, click "Add/Manage Student Project Groups"



**Step 2:** Under "Project Groups," you can click the  button. Then click "OK" to make the project inactive.

### Archiving Student Project

**Step 1:** Under the **Tracker** tab, click "Teacher WBL Project Grading Report"



**Step 2:** Click the green active button to make the project inactive.



**Note:** Students can also activate or deactivate their own projects under settings.

