

## BLACKBOARD 9.1 END OF THE SEMESTER CHECKLIST

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### CREATE A FOLDER

Create a folder for all your course material on your computer. Make sure and save all your documents in more than one place. You may want to burn the content on a CD, or use a USB storage device.

### EXPORT THE GRADE CENTER

If you used the Blackboard Grade Center it is important that you export a copy every time you make changes. You will also want to export the Grade Center at the end of the semester for future reference.

1. Select the Action Link (the two arrows pointing downward) in **Work Offline** on the Grade Center page, and click **Download**.
2. Select the **Data to Download** and the desired **Options**.
3. Click Submit and **Download**.
4. Click **Save** and select the Course Folder you created on your computer.
5. Rename your file for easier recall. You may want to use the name or course id# followed by the semester.
6. Click **Save** to complete the process.

### PRINT DISCUSSION BOARD MESSAGES

1. Go to the **Discussion Board** and select the **Forum** you want to print.
2. Click the **Select All** checkbox and that top of the page to select all messages.
3. Click **Collect** at the top of the page to gather all the messages.
4. Click **Print Preview** at the top of the page to print.

### EXPORT/ARCHIVE COURSE

One of the greatest benefits of using Blackboard is the ability to re-use the course materials.

#### **Archive vs. Export**

The **Archive** Course option creates a permanent record of a course including all content and user interactions. The **Export** Course option creates a package of course content that can later be imported into another course taught with the same content. Unlike the Archive course feature, Export Course does not include any user interactions – it only includes the content of the Course.

1. Through the **Control Panel** open the **Packages and Utilities** menu.
2. Click **Export/Archive** course and select either the Export or Archive option.
3. If you are Exporting your course, select the **Course Materials** you want to Export and **Click Submit**. If you are **Archiving** your course, you will not have this option you will just have the option of including the Grade History.

4. **Click Submit** and the Export/Archive task will be scheduled in the queue and users will get an email when the task is complete.
5. Once confirmation of the Export/Archive is received via email the user will then go back into the **Control Panel** to download the exported zip file located in the **Export/Archive Manager** in the **Course Options** area.
6. Please remove packages from this page once they are downloaded. Each package counts against the course quota; so keeping packages on this page may result in limited space to add additional content to the course. Through the Control Panel Click **Export Course** in the Course Options area to access the Export/Archive Manager. Click the drop down menu next to the package and then **Delete**.

An email will be sent once the Course Copy task is complete. Once this email is received, check the destination course to verify that the selected materials were copied successfully from the original course.

#### **MAKING THE COURSE UNAVAILABLE**

Once all grades have been submitted to WebAdvisor, and your students no longer need access to the course, you will want to turn the course off.

1. Select **Customization** and **Properties** in the **Control Panel** area.
2. In the **Set Availability, Make Course Available** area select **No** and click **Submit**.

#### **NOTES**

- Course shells will be automatically generated for all courses. If you would like a development course shell in order to get a jump on course building, please contact the Office of Distance Learning and Instructional Technologies.