

Blackboard 9.1 End of the Semester Checklist

□ **Save Your Files**

Make sure and save all your documents in more than one place. You may want to use Google Drive or your Box at Fresno State account.

□ **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. From the Full Grade Center view, Select the Action Link (the two arrows pointing downward) in **Work Offline**, and click **Download**.
2. Select the **Data to Download** and the desired **Options**.
3. Select **My Computer** as the **Download Location**.
4. Click Submit and **Download**.
5. Click **Save** and the location where you want the file to download.
6. Rename your file for easier recall. You may want to use the name or course id# followed by the semester (UNIV1_FA13).
7. 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 checkbox located in the gray bar and the 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 your 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. Leave the **File Attachments** default settings.
5. **Click Submit** and the Export/Archive task will be scheduled in the queue and users will receive an email when the task is complete.
6. 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.
7. 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 **Remove** next to the package and the OK.

Notes:

- Official course shells will be automatically generated for all courses within PeopleSoft six weeks before the beginning of a new semester. If you would like a development course shell in order to get a jump on course building, please fill out a Developmental Course Request Form located in the Faculty and Staff area on <https://blackboard.fresnostate.edu/>.

Getting Help with Blackboard:

Mary Bennett, Instructional Designer
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JoLynne Blake, Instructional Designer
jblake@csufresno.edu • 278-8788

Sue Yang, Instructional Designer
suyang@csufresno.edu • 278-5782

Resource Center located in Studio 2 in
the Henry Madden Library
278-7373 • 278-6892

To download forms:

<http://www.fresnostate.edu/academics/blackboard/fac-staff/request-forms.html>

Email

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