

# BLACKBOARD

## INSTRUCTORS' END OF SEMESTER CHECKLIST

✓	Activity
	<input type="checkbox"/> Check Grade center calculations, if it was used.
	<input type="checkbox"/> Archive course if <b>student</b> information will be needed for future reference. ⇒ Control Panel → Packages and Utilities → Export/Archive course. Select “Archive”. Submit. A zip file will be generated by Blackboard after a few minutes. Save the .zip file to your computer as a back-up in case the course need to be restored at a future date. Don’t open the .zip file; if restoration is necessary, contact the system administrator for assistance.
	<input type="checkbox"/> <b>Export</b> course contents if instructor-added materials will be needed for future use. Export does not contain student information. ⇒ Control Panel → Packages and Utilities → Export course → Export → Select items to be placed in exported package file → Submit.
	<input type="checkbox"/> Make course UNAVAILABLE  Control Panel → Customization → Properties → Course Availability → No
	<input type="checkbox"/> In May of each year, courses three years or older will be deleted to ensure system compatibility.  The age of a course can be determined by the course ID, e.g., <i>2007F16-CORE-100-A</i> would indicate that the course was created in the fall of 2007 and would be deleted in May 2010.

For more instructional materials, please view the resources available at the Technology Services website under Campus Computing – Blackboard.

<http://www.meredith.edu/techserv/campuscomputing/blackboard/default.php>