

# The End of Semester Checklist

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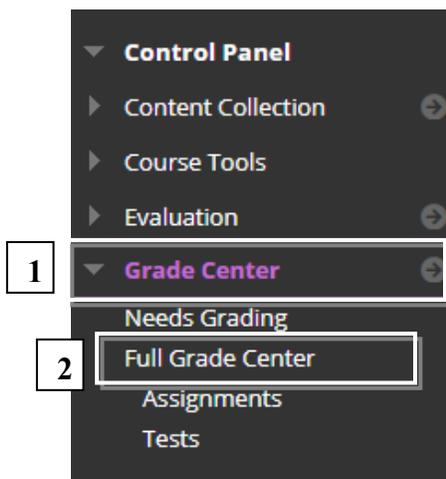
## The End of Semester Checklist

There are three components to the checklist:

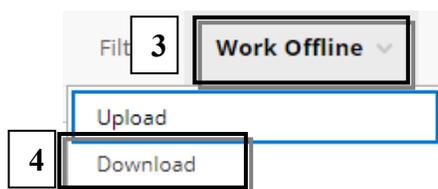
- **Download Grades:** Downloading produces the Grade Center as an Excel formatted worksheet.
- **Archive Course:** Archiving creates a permanent record of a course including user data and interactions (grades, discussion board postings, etc.). This information may only be accessed if the course is exported back into the Blackboard LMS. Although the Blackboard administrator archives every course at the end of the semester, instructors are strongly urged to archive their courses for their own personal records.
- **Export Course:** Exporting creates a Zip file of course content that can be moved into another course. *You cannot save user data and interactions.* (student names, grades and discussion board postings) The zip file feature allows for course portability, so the course can be copied onto a thumb drive or desktop.

## Download Grades

Instructors have the ability to download Grade Center data as a delimited spreadsheet file.



1. On the *Control Panel*, click **Grade Center**.
2. Click **Full Grade Center**.



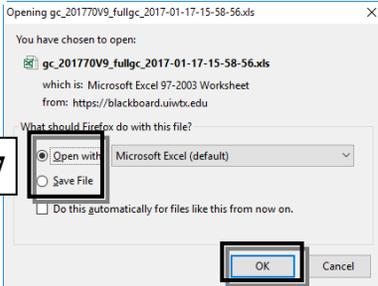
3. Click **Work Offline** on the far right side of the Grade Center.
4. Click **Download**.
5. On the next screen, click **Submit**.

## Download Grades

The data has been saved to a

6 **DOWNLOAD**

6. On the next page, click **Download**.



7. A Dialogue Box opens. Click **Open With** to review the worksheet. Click **Save File** to save it.  
8. Click **OK** to exit the **Download** page.

## Archive Course

▼ **Control Panel**

▶ Content Collection →

▶ Course Tools

▶ Evaluation →

▶ Grade Center →

▶ Users and Groups

▶ Customization →

1 **Packages and Utilities**

Check Course Links

Course Copy

2 **Export/Archive Course**

Import Course Cartridge

Import Package / View Logs

Manage LTI Links

Move Files to Course Files

1. On the *Control Panel*, click **Packages and Utilities**.  
2. Click **Export/Archive Course**.

### Export/Archive Course

Export Course creates a package of course content and user interactions available at the time the Arch to perform these operations. [More Help](#)

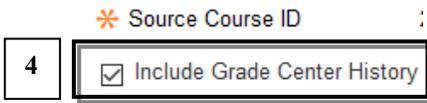
Export Pa

3

**Archive Course**

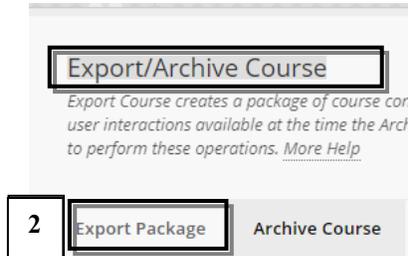
3. Click **Archive Course**.

## SELECT COPY OPTIONS

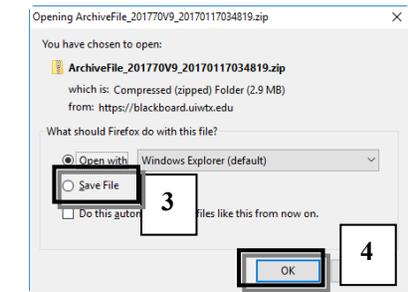


4. The *Archive Course* page opens. Locate *Select Copy Options*, and Click the **checkbox** Include **Grade Center History**.
5. Click **Submit**. You will receive confirmation email through *Cardinal Mail* when the archive is complete.

## Export Course



1. Upon receipt of the *Archive email*, Click **Export/Archive Course** on the Control Panel.
2. Choose the **Export Package** link.  
[ArchiveFile\\_Bb9TrainingCourse\\_20100323042206.zip](#)



3. The *File Download Dialogue Box* opens. Click **Save File** and choose a location. (You may want to save a copy in your course file and on your OneDrive).
4. Click **OK**