Blackboard End of Semester Procedures

1. Beginning Fall of 2019, Blackboard courses will remain for 1.5 years on the Blackboard cloud server. This will provide instructors access to all course contents and files from previous courses during that time period. Two weeks after the conclusion of the semester, all courses will be automatically closed to student view. The closed course status allows faculty access, but not student access.

2. At the conclusion of each semester it is encouraged that faculty export the completed gradebook as an Excel file for documentation of student grading activity, as well as to create a course archive for safe keeping. In Blackboard, instructors have two options for backing up course shells. The first option is to conduct a "Course Copy," which moves the course contents to another Blackboard shell for reuse, for example moving course contents to a future semester. The second option is to make a "Course Archive." This archive is a standalone compressed zip file that can only be used in Blackboard. However, it allows the instructor to keep a copy of a course for future use or safe keeping.

3. When you archive and export your courses we ask that you create a folder on your hard drive, "O" drive, or on a USB thumb drive labeled "Blackboard Courses," with subfolders for each corresponding semester and courses within that main Blackboard courses folder.

4. Your Blackboard course shells for the new term will be loaded as soon as they have been entered into Colleague. The courses will be unavailable to students but you can begin to work in them as they appear in your Blackboard course list. All classes will be made available to students on the first morning of the first day of classes. However, if you wish to make your course(s) available prior to the first day you can do so by clicking on the "closed padlock" 🔒 icon in the upper right hand of your course, in which the icon will then appear as an "open padlock" 🔓 icon, thus opened for student viewing.

For faculty assistance with end of semester procedures please contact the Office of Online Learning at 208-535-5417.