Blackboard Guidelines and Checklist for
Ending a Semester
and / or
Beginning a Semester

The following are guidelines you can use as a checklist for ending your Bb sections and beginning your next semester Bb sections. We have listed the checklist first followed by the guideline descriptions. We hope you find these guidelines helpful. If you have any questions or need additional information, please contact LMS Application Manager, or Digital Learning and Instructional Innovation at 660-543-8528.
There are dozens of tutorials and professional development opportunities available to you on Blackboard, Ultra Experience Refer to the final section of this document for a listing.

Checklist for ending semester Bb sections

❑ **Make semester courses unavailable.**

❑ **Download grades from Grade Center.**

❑ **Export and/or Archive your course to your computer or disk.**

❑ **Export/Import or Copy material from past semester sections to new sections.**

Checklist for beginning semester Bb sections

❑ **Modify the name of your section.**

❑ **Request Course Merges.** (Allow a few days to process)

❑ **Import or Copy material from older sections to new sections.**

❑ **Sync your 3rd Party software, i.e. SoftChalk lessons, ExamSoft etc. (if you use 3rd Party products).**

❑ **Make your section available to your students. (On day Semester Starts)**

Guidelines for ending Semester Sections

1. **Make semester courses unavailable**. Once you are through with a semester section you should make it unavailable to the students enrolled in the section. Make courses unavailable in one of three ways:

a. In the course: use the availability icon (Red Padlock) just to the left of the Edit Mode switch in your section, upper right corner.
b. You can use the Qwickly System Tool module to easily make courses unavailable or available. Available in the system Tools section.
c. From Control Panel > Customization > Properties. Under Set Availablity.
d. From Courses Menu. Depending on the view, select the 3 dots to the right of the course name, or in the upper right corner of course image, select make course private.

2. **Download grades from Grade Center.** If you have kept your semester grades in Bb, you should now download the grades to your computer as a permanent record. **See this, https://www.ucmo.edu/offices/jc-kirkpatrick-library/blackboard-gateway/instructor-help/download-gradecenter.pdf, for information on downloading grades.**

3. **Export and/or Archive your course to your computer or disk.** When you **export** your course, you download to your computer only those areas of your Bb section you want to save as a Zip file for later use. Exports do not save enrollments, course statistics or grades. Exports are used to save material so that they can be imported into a new section later.

When you **archive** a course, you save everything from your Bb section to your computer (content, stats, grades, etc.). This gives you a permanent record of everything you and your students have done in the section for the semester. Archives are only viewable when reloaded back into the Bb system. They are not intended for frequent reference, or content re-use. Archives can only be restored by a system administrator.
The process of saving an export or archive is first to create the export and/or archive on Blackboard; and then to download the export and/or archive to your computer. If you need assistance in doing this reach out to DLII.

A Special Note: Any for-credit section that is older than three semesters is removed from Bb. Therefore, archiving allows you to keep a permanent record of your course.

4. **Import or Copy material from past semester sections to new sections.** If you have existing material contained in an exported file or in a past semester section you can reuse this material in new sections without having to recreate the material. You have the option of importing / copying entire content areas over to a new section or just individual content items. If you are not sure how to do this, reach out to DLII for more information.

5. Request that your semester sections be deleted. If you are done with your semester sections, you can request that they be deleted. This helps keep the Bb database at an appropriate size and helps in the performance of the platform. Send your request to dlii@ucmo.edu. List the CourseIDs (ex. 202130MCOM104512345) of the sections you want deleted.

Guidelines for beginning Semester Bb sections

1. **Modify the name of your section as appropriate.** We encourage all instructors using Bb to customize the name of their Bb sections. For help in doing this you can contact us at the number or email listed above. Changing the name of your section(s) does two things:

a. It helps identify multiple sections of the same course (ex., Basket Weaving, Section1 and Basket Weaving, Section 2 or History 1001, MWF and History 1001, T/Th)

b. It personalizes (Humanizes) the course for the students.

2. **Request Course Merges.** You can combine enrollments of multiple Bb sections into a single section by requesting a course merge. To request a course merge, browse to https://www2.ucmo.edu/webapps/courseMerge/ and use your network ID and password to login.

3. **Import or copy material from older sections to new sections.** If you have existing material contained in an export file or in an older Bb section you can use this material in new sections without having to recreate the material. You have the option of importing entire content areas over to a new section or just individual components to new sections. If you are not sure how to do this, reach out to DLII for more information.

4. **If you use a 3rd Party product i.e. SoftChalk**, sync your lessons in your new sections. SoftChalk is a software used by the university to create dynamic online lessons and modules. If you created a SoftChalk lesson to integrate into the Blackboard Grade Center, you will need to re-sync your content once you have transferred your material over to a new section. Follow these steps:

a. In the new section, go to Control Panel > Course Tools and click on "SoftChalk – Synchonize Copied Content"

b. On next screen, click Synchronize

c. Once sync is complete, you should see a confirmation list displaying all the SoftChalk assignments in the course.

d. As long as all lessons listed have green check marks, they are ready.

5. Make your section available to your students. Once you are ready to open a section to your students, you must make the section available to them. Make courses available in one of three ways:

a. In the course: use the availability icon (Red Padlock) just to the left of the Edit Mode switch in your section, upper right corner.

b. You can use the Qwickly System Tool module to easily make courses unavailable or available. Available in the system Tools section.

c. From Control Panel > Customization > Properties.   Set availability to Yes

d. From Courses Menu. Depending on the view, select the 3 dots to the right of the course name, or in the upper right corner of course image, select open course.

FYI

The following is to help you interpret the Course ID's of sections on Blackboard:
Course ID example – 202330ENGL100012345 (or 2023 30 ENGL1000 12345)
2023 = sch. yr. ending ('22-'23), **30** = semester, **ENGL1000** = Dept. class #, **12345** = CRN

Semester Course IDs beginning with:

202310 = Fall Semester occurring in 2022
202320 = Spring Semester occurring in 2023
202330 = Summer Semester occurring in 2023