

## *Blackboard end of semester procedures*

*Starting with the Fall 2008 semester instructors have more control over their courses in Blackboard.*

- 1. Courses and students will no longer be deleted from Blackboard at the end of each semester. Courses will remain on the server for 1 year (e.g. Summer 2009, Fall 2009, Spring 2010). This will give you access to all your documents and files from previous courses. At the end of the semester each instructor should go into their courses and make them unavailable. This still gives you access to the material but the students will no longer be able to access them.*
- 2. When you archive and export your courses we ask that you create a folder in your P: drive called **Blackboard Courses**. The export and archive files should then be saved to this folder. This will allow IT to back up the files and you will have access to them if you need them.*
- 3. Your courses for the new term will be loaded as soon as they "ALL or most" have been entered into Colleague. The courses will be unavailable to students but you can begin to work in them. When you are ready to make them available to students you just go in and make the course available.*
- 4. If you want to reuse a course from another semester you will be able to do this yourself. This will give you as the instructor the flexibility to choose what you want restored instead of IT giving you everything. The previous 3 semesters of classes will be in Blackboard and in your Blackboard Courses folder in your P: drive to use. All we ask is that you delete the oldest (e.g. 2008FA) and add the new one (e.g. 2009FA) each year.*
- 5. Course Cartridges can now be loaded by the instructor. With the move to the new network this is now possible.*

*I have created PDF's of all the instructions with screen shots for each procedure. The Archive, Export and Make Your Course Available/Unavailable are included with this email. They will also be posted to the EITC Website under Help Desk (<http://www.eitc.edu/helpdesk/>). If anyone needs assistance please call Help Desk @ 680-6874. If there are a group of instructors that would like assistance, we can grab a lab and walk you through the steps.*