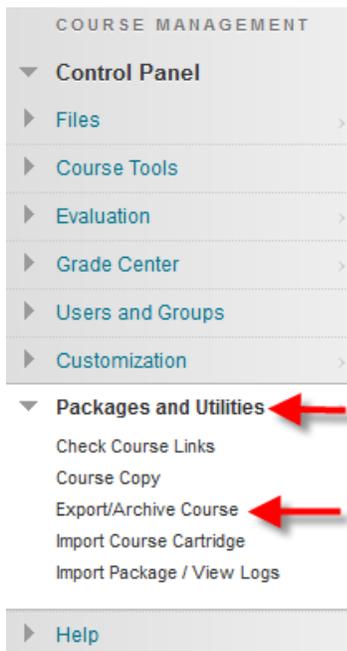


Blackboard Learn End of Semester Procedures

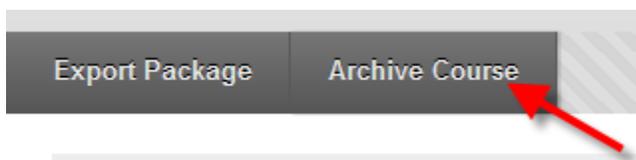
At the end of each semester, we suggest that you run a backup of your course(s), and then download that to your desktop or flash drive for an archive. We also suggest that you download your grade center and store it on your desktop or flash drive, as well.

Backup of course:

1. From the Control Panel, expand the Packages and Utilities area
2. Click on the Export/Archive Course link



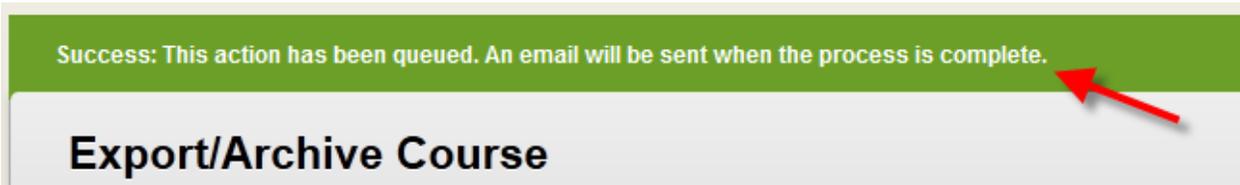
3. Click on the Archive Course button



4. In step 1 "Select Copy Options," we suggest that you do include the grade center history if this is the final backup of your course. You can also calculate the size of the backup to ensure that it will not exceed the limit, which should be 1 GB.

5. Click Submit

6. You should see a green banner that has a message for you:



7. You will need to wait for the email that lets you know that the process is complete. You could also go back and check.

8. Once the archive is complete, you should see it listed in the inventory of the Export/Archive tool.

File Name	Date Created
ExportFile_PracticeCourse_Paula_20130513032341.zip	5/13/13 3:23 PM
ArchiveFile_PracticeCourse_Paula_20130813023719.zip	8/13/13 2:37 PM

9. Please don't leave it there, but download it to an external storage device.

10. Click the chevron beside the .zip file.



11. Choose "Open"

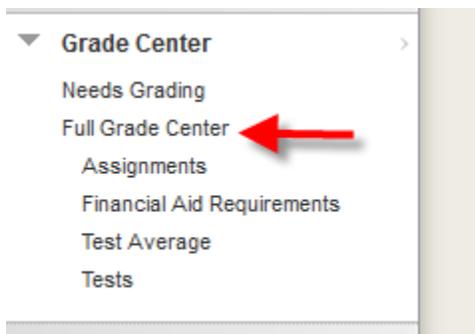


12. You should be presented with the option to either “Open” or “Save.” At least, in Firefox you will get those options. You want to “Save” the file to an external area, device, etc. Once you have it saved off the server, please **Delete** the backup.

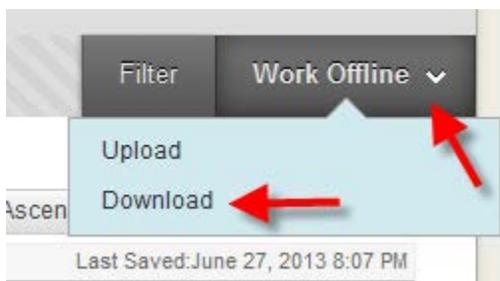
To download your Grade Center:

1. Once the semester has ended, we recommend that you also download your Grade Center and store it with the backup that you just created.

2. From the Control Panel, expand the Grade Center link.



3. Click on the “Work Offline” button on the right hand side.



4. You can choose the data to download, but if it is the end of the semester, we suggest that you select the Full Grade Center. You can also change the delimiter types, and you can indicate whether you want hidden columns to be included. If you want, you can just leave those options set to the defaults.

1. Data

Select Data to Download

Full Grade Center

Selected Column

Include Comments for this Column

User Information Only

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

Hidden information includes columns and users that have been hidden from view.

3. Submit

Click Submit to proceed. Click Cancel to quit.

5. Click Submit.

6. You will receive a notice that the data has been saved to a file. Click the "Download" button to save it to an external area.

Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file.

DOWNLOAD