



Blackboard End of Semester Checklist

Three components of the EOS (End Of Semester) checklist:

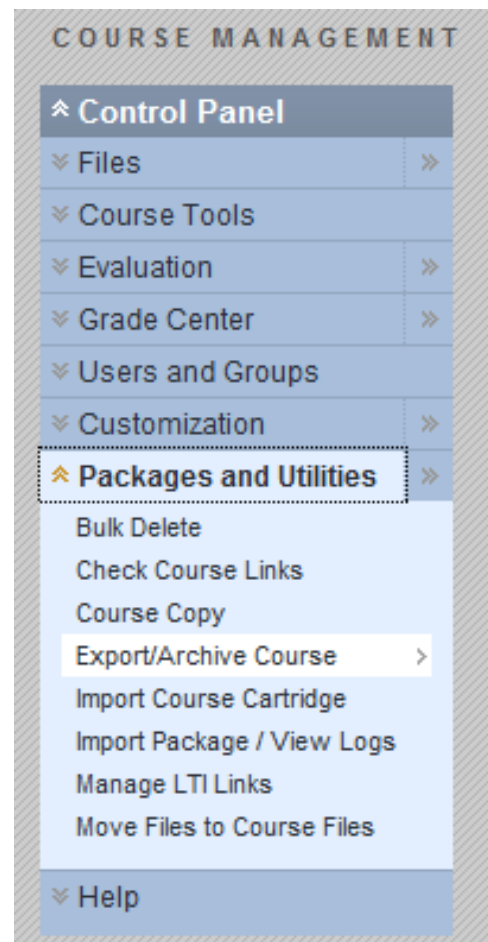
- ❖ [Download Grade Center](#) – Saves the Grade Center as an Excel workbook.
- ❖ [Archive the Course](#) – Archiving creates a permanent record of a course including student user data and interactions (grades, discussion board postings, messages, etc.). The information may only be accessed if the course is restored into VVC Blackboard. While every course is archived by the Blackboard administrator at the end of the semester, (which is the first business day after grades for the course must be submitted, i.e., for the 2013 Fall semester this would be January 7, 2014) instructors may archive their courses for their own personal records (see instructions below).
- ❖ [Export the Course](#) – Export Course creates a package of course content that can later be imported by the Blackboard administrator into the same course or a different course. Instructors may choose the course content they wish to export (see instructions below).

Download Grade Center

Open the course and access the **Grade Center** from the **Control Panel**. Select **Full Grade Center** and select **Work Offline** then select **Download** from the contextual menu. Under the **Data** heading select **Full Grade Center** and select the **Submit** button. Next select the **DOWNLOAD** button. By default the file will be save in the Documents folder in your Library. The file name will look like this: **gc_13SP_HIST_195_23808_fullgc_2013-06-05-10-05-21.xls**. The file will open using Excel or a spreadsheet.

Archive the Course

Open the course and access the **Packages and Utilities** from the **Control Panel**. Select **Export/Archive Course**. Click on the **Archive Course** button. Check the box that says **Include Grade Center History** (increases file size and processing time) and click the **Submit** button.





Victor Valley Community College Blackboard Support Team Blackboard Learn 9.1 SP 13

You will receive the following message:

Success: This action has been queued. An email will be sent when the process is complete.

You will receive an email when the process is complete.

Once you have received the email you will see the archived course on your **Export/Archive Course** page.

Export/Archive Course

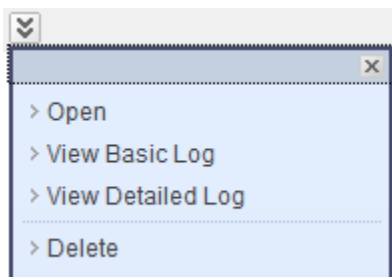
Export Course creates a package of course content that can later be imported into other Blackboard management systems. You must have the proper permissions to export or archive a course.

Export Package **Archive Course**

File Name

[ArchiveFile_BB_RESOURCE_SITE_20130606075159.zip](#) ▾

Select the chevron (action button) and select **Open**



Click Save File and select a location where to save the file.

Contact the Blackboard Support via the [Request for Service](#) form on the [Faculty Resources](#) page to restore an archived course.



Victor Valley Community College Blackboard Support Team Blackboard Learn 9.1 SP 13

Export the Course

Open the course and access the **Packages and Utilities** from the **Control Panel**. Select **Export/Archive Course**. Click on the **Export Package** button. Select the course items that you want to export and click the **Submit** button.

Return to your **Export/Archive Course** page and select the action button next to the Export File and select **Open**. Click Save File and select a location where to save the file.

Contact the Blackboard Support via the [Request for Service](#) form on the [Faculty Resources](#) page to **import** an exported course.

Notes: [The Blackboard End of Semester Checklist](#) video.

Remember: *Every course is archived by the Blackboard administrator at the end of the semester, (which is the first business day after grades for the course must be submitted, i.e., for the 2013 Fall semester this would be January 7, 2014).*