

At the end of each semester, instructors teaching in Blackboard must perform a series of tasks called the **End of the Semester Process**. This process preserves a record of an instructor's course content, Grade Center, and student work in an Archive file.



It is the instructor's responsibility to perform the following steps in each course they have taught so that content and grade information can be accessed at a later date!

If you have any questions about these processes, [contact the Teaching and Learning Technology Department](#).

Step 1: Download Course Grades

[Download each course's Grade Center](#) or [create Grade Reports](#) to save grades in a format that you can easily review at a later time.

Step 2: Make Semester Course Shells "Unavailable" to Students

After final grades are submitted, instructors [make their courses unavailable to students](#). This closes the course and prevents students accessing it going forwards. Perform this step should before generating an archive file.

Step 3: Request a Personal Master (if applicable)

If you did not do so when preparing your course before the start of the semester, [request a blank Personal Master](#). This is a permanent shell in Blackboard that faculty use to develop, revise, and store a master copy of a single course for later use¹. You should have one (1) Personal Master per each course that you teach (ex: ENG-201). You may skip this step if you already done this.

Step 4: Archive the Course

[Create and download an archive file](#) of your semester course. This compresses all course content into a .ZIP file that can be imported into a Personal Master for editing between semesters. This is an important step to save and re-purpose content.

Step 5: Recycle the Old Personal Master (if applicable)

If you want to update a Personal Master with changes to content that occurred while teaching, it is a best practice to [recycle the Personal Master](#). This prepares the master for an import of an archive file.

Step 6: Import the Archive File into your Personal Master

[Import your semester course archive file](#) into your Personal Master for revision or storage. Always review imported content to ensure that it was came in correctly without duplication or errors.

¹ *If you plan to adopt publisher integrations, use a Personal Master as a base course template that contains all other content. Due to access codes and pairing settings, publisher integrations must be added directly to semester courses.*