Blackboard End of Semester Process

Faculty Support
eLearning

Blackboard Learn

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

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

STEP 1: DOWNLOAD COURSE GRADES

Downloading each course's Grade Center or creating student Grade Reports are the only ways to save grades in a format that you can easily review at a later time.

- Instructions for Downloading a Course's Grade Center
- Instructions for Creating Grade Reports

STEP 2: MAKE SEMESTER COURSE SHELLS "UNAVAILABLE" TO STUDENTS

At the end of each semester, it is the instructor's responsibility to make their course "unavailable" to students. This removes the course from your students' course lists and prevents them from accessing the course going forwards. Please Note: This step must be performed *before* creating an Archive file.

- Instructions for Using the Qwickly Tool to Make Courses Unavailable

STEP 3: REQUEST PERSONAL MASTERS FOR YOUR COURSES

A Personal Master is a space to develop or store a master copy of a single course's materials. It is a unique course shell that is never deleted from the Blackboard system. You should have one (1) Personal Master per each course that you teach (ex: ENG-201). You may skip this step if you already have Personal Masters for your courses.

- Personal Master Request Form

STEP 4: REVIEW AND ARCHIVE THE COURSE

Archiving a course compresses all course content into a .ZIP file. The Archive file can be later imported into a Personal Master for editing between semesters or your new semester course shell for display to your new students. This is an important step to save and re-purpose content.

Before You Archive – Review Your Course File Size

Please review your course's estimated file size before performing the Archive process. If your course is over the 500 MB course file size limit, you must review your course's Content Collection to delete duplicate or large media files and use alternative methods of sharing large files in the course.

- Instructions for Creating and Downloading an Archive File of a Course

⚠ **Maximum Course File Size Warning**

If your course's overall file size is over 500 MB, errors may occur in the Archive/Import process that cause added burden on the Blackboard servers. If your course **exceeds 500 MB**, you may be contacted by Blackboard Administration to take corrective actions!

STEP 5: RECYCLE THE OLD PERSONAL MASTER (IF APPLICABLE)

If you have a Personal Master for the course that has just completed and want to update the Personal Master with any changes to content that occurred while teaching, it is a best practice to recycle all content from the old Personal Master before importing an Archive of a semester course into it. This prepares the Personal Master for new content and is a part of good file management.

- Instructions for Recycling a Personal Master

STEP 6: IMPORT THE ARCHIVE FILE INTO YOUR PERSONAL MASTER

Importing your Archive file into your Personal Master gives you the opportunity to view the course materials between semesters and update any content as necessary. Only Archive files that are under 500 MB in overall size can be imported into courses or Personal Masters successfully.

- Instructions for Importing an Archive File into a Personal Master or Course

If you have any questions about these processes, contact the Blackboard Faculty Support team using the Blackboard Faculty Support Contact Us Form.