

## Blackboard Learn 9.1 - END OF THE SEMESTER CHECKLIST

### EXPORT THE GRADE CENTER

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If you used the Blackboard Grade Center it is important that you export a copy every time you make changes. You will also want to export the Grade Center at the end of the semester for future reference.

1. Under **COURSE MANAGEMENT**, Control Panel, select **Full Grade Center**.
2. Select the **Action Link** (the two arrows pointing downward) next to **Work Offline** on the upper-right corner of the Full Grade Center page, and click **Download**.
3. Select the **Data to Download** and the desired **Options**.
4. Click **Submit** and **Download**.
5. Click **Save** and select the location to save your file to on your computer.
6. Rename your file for easier recall. You may want to use the Course Title or Course ID followed by the semester.
7. Click **Save** to complete the process.

### ARCHIVE YOUR COURSE

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1. Under **COURSE MANAGEMENT**, select **Packages and Utilities -> Export/Archive Course**.
2. Select **Archive Course**.
3. Under **Select Copy Options**, check the box for **Include Grade Center History**.
4. Under FILE ATTACHMENT, Select the following options:

#### FILE ATTACHMENTS

*Choose between copying only the links to files or the links and new copies of every file attached within the course.*

Course Files Default Directory

- Copy only links to course default directory files  
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

- Copy only links to files stored outside of the course default directory  
 Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size

Manage Package Contents

5. Press **Submit**.

When the archive process is complete, you will receive a confirmation email. Even though you received the email, **you must wait at least 30 minutes** before you complete the next steps. If you do not wait – the full course may not be archived.

6. Return to the **Export/Archive** screen (click **Packages and Utilities** and **Export/Archive Course**).
7. **Left click** on the archive file link and save the .ZIP package to your computer or flash drive.
8. Please remove packages from this page once they are downloaded by clicking the drop down menu next to the package and selecting **Delete**. Each package counts against the course quota of 250 MB; so keeping packages on this page may result in limited space to add additional content to the course.

### NOTES

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Course shells for the new semester will be automatically generated for all courses once the courses have been assigned in Banner. Archive files are downloaded as compressed .zip files and can be imported in the same format. **Do not unzip an archive package – otherwise it will not import correctly if you try to restore a course.**

### GETTING HELP WITH BLACKBOARD

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For One-on-One Coaching – send an email to [distance@necc.mass.edu](mailto:distance@necc.mass.edu)