

Blackboard End of the Semester Process

This process should be repeated for each of your courses once the class has completed. It is the instructor's responsibility to save their Grade Center and Archive their course so the content can be accessed at a later date. It is also important that you make your course "unavailable" once the semester has ended. This removes the course from the student's course list.

Please contact [Brian Carlson](#) at x77508 with questions regarding this process.

Process Overview

- Step 1. Download the Grade Center
- Step 2. Make the Semester Shell (live section) "Unavailable"
- Step 3. Request a Personal Master
- Step 4. Archive the Semester Shell (live section)
- Step 5. Recycle your Old Personal Master (if applicable)
- Step 6. Import the Archive file Into the Personal Master

Step 1. Download Grade Center

Downloading the Grade Center is the only way that the grades can be saved and accessed at a later date.

Follow these steps:

1. Navigate to your course
2. In the Control Panel, select **Evaluation**
3. Within the Evaluation menu, select **Grade Center**
4. Once the Grade Center loads, select **Work Offline** at the top right of the Grade Center spreadsheet.
5. Select **Download**.
6. Leave all of the default choices set. Press **Submit** to download your Grade Center.
7. A screen will appear with a **DOWNLOAD** link. Select this link to save your Grade Center as an Excel file.
8. A File Download window will appear. Choose **Save** to save the file to your computer. When the Browse window appears, locate the folder on your computer (or I-Drive) to save the file to.
9. Press **Save** to start the download.

You have successfully downloaded and saved your Grade Center. On to Step 2.

Step 2. Make the Semester Shell “Unavailable”

At the end of each semester, it is the instructor’s responsibility to make their course “unavailable.” Making the course “unavailable” removes the course from your student’s course list. This also removes their access to the course.

1. In the Control Panel, select the double arrows to expand the Customization menu.
2. Select the **Properties** button.
3. In the Set Availability option (#3), select **Unavailable** to remove student access to the course.
4. When finished, press **Submit**.

Step 3. Request a Personal Master

A personal master is a Blackboard course shell created specifically for you and the course you request. A personal master is your course shell to keep course documents between semesters or as your own personal archive of course information.

If you would like to request a Personal Master, please complete the [Online Form Request](#). ***Skip this step if you already have a Personal Master for the course that has just completed.***

Step 4. Archive the Course

Archiving the course compresses all course files into a .ZIP file. This file can be later imported into your Personal Master for editing between semesters or your live course shell for display to your students. This is an important step to save your course content and repurpose it at a later time.

1. Navigate to your course. In the **Control Panel** area select the **Package and Utilities** section.
2. Select **Export/Archive Course** and then select the **Archive** button.
3. The next screen will ask you if you would like to include your Grade Center history. It is recommended that you select “Yes.”
4. Next, select **Submit**. You will receive a notification on the next screen that should look like:
Success: This action has been queued. An email will be sent when the process is complete.
5. After you receive the email from Blackboard telling you that your archive is complete, come back to the Archive screen. (**Packages and Utilities > Export/Archive Course > Archive**).
6. You should now see a link to your archived course. You need to save this file. To do so, Right-Click your mouse on the link and select “**Save Target As.**” A Window will appear. Choose the location where you want to save your archive file and press **Save**.

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

If you already had a personal master for the course that has just completed, it is best to Recycle

(remove) all content from the old Personal Master before importing the course you just archived into it. ***Skip this step if you do not have an old Personal Master that needs to be Recycled.***
Note: *Make sure that you have Archived your course shell prior to Recycling your old Personal Master.*

1. Navigate to your old Personal Master.
2. In the Control Panel, select **Packages and Utilities**.
3. Select **Recycle**.
4. Check all of the boxes within Section 1. In Section 2, check all boxes EXCEPT for “Users”.
5. In the Confirmation field, type “Delete” (without quotation marks)

Blackboard will now remove all content from your Personal Master. Once this process is complete you will only see empty Content Areas (course menu buttons). Select the down arrow next to each button and select **Delete**.

Note: Do NOT Delete your Announcements or Home button (depending on which button you have in your course menu)

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.

1. In the **Control Panel** select **Packages and Utilities**.
2. Within **Packages and Utilities**, select **Import Package/View Logs**.
3. Then select the **Import Package** button.
4. To add your archived file from your computer, in the **Select a Package** section select the **Browse** button.
5. In the **File Upload** dialog box, select your .zip file and click the **Open** button.
6. In the **Select Course Materials** section, select the materials to include in the import process.
7. Select the **Submit** button, at the lower right, to finish the import process. Depending on the file size of your course, this process may take several minutes. Once the import process is complete, you will receive an email from Blackboard.