

**Blackboard Guidelines and Checklist
for
Ending of Fall '18-'19 (school year) Semester
and
Beginning your Spring '18-'19 (school year) Semester**

The following are guidelines you can use as a checklist for ending your Fall Bb sections and beginning your Spring Bb sections. We have listed the checklist followed by the guideline descriptions. We hope you find these guidelines helpful. If you have any questions or need additional information, please contact the Center for Teaching and Learning at 660-543-8528.

There are dozens of tutorials and professional development opportunities available to you on Blackboard, Version 9.1. Refer to the final section of this document for a listing.

Checklist for ending Fall Semester Bb sections

- Make Fall semester courses unavailable.**
- Download grades from Grade Center.**
- Export and/or Archive your course to your computer or disk.**
- Export/Import material from past semester sections to new sections.**
- Request that your Fall semester sections be deleted from the server.**

Checklist for beginning Spring Semester Bb sections

- Modify the name of your section.**
- Request Course Merges.**
- Import material from older sections to new sections.**
- Sync your SoftChalk lessons (if you use SoftChalk).**
- Make your section available to your students.**

Guidelines for ending Fall Semester Sections

1. **Make Fall semester courses unavailable.** Once you are through with a Fall semester section you should make it unavailable to the students enrolled in the section. By doing this the section listing will no longer show up on the student's Bb Home Page. Make courses unavailable from Control Panel > Customization > Properties. You can also watch a brief demonstration on this topic at <https://www.atomiclearning.com/highed/almovie?key=83330&cn=ucmo&type=Tutorial&sid=2368>. Use your Network ID and password to login to watch the tutorial and be sure to have your speakers on as this is both a text / animated and audio demonstration.

Note: You can now use the Qwickly module to easily make courses unavailable or available. Watch tutorial to find out how: <https://www.youtube.com/watch?v=POUjmhdxY>

2. **Download grades from Grade Center.** If you have kept your Fall Semester grades in Bb, you should now download the grades to your computer as a permanent record. See this, https://courses.ucmo.edu/Blackboard/help/Downloading_GradeCenter.pdf, for information on downloading grades.
3. **Export and/or Archive your course to your computer or disk.** When you **export** your course you download to your computer only those areas of your Bb section you want to save in a Zip file for later use. Exports do not save enrollments, course statistics or grades. Exports are primarily used to save instructional material so that they can be imported into a new section at a later time.

When you **archive** a course you save everything to your computer (content, statistics, grades, etc.). This gives you a permanent record of everything you and your students have done in the section for the semester. Archives are only viewable when reloaded back into the Bb system. They are not intended for frequent reference, or content re-use. Archives must be restored to the Blackboard platform by a system administrator.

The process of saving an export or archive is first to create the export and/or archive on Blackboard; and then to download the export and/or archive to your computer. If you need assistance in doing this, see these:

https://courses.ucmo.edu/Blackboard/help/Exporting_Blackboard_Courses.pdf

https://courses.ucmo.edu/Blackboard/help/Archiving_Blackboard_Courses.pdf

A Special Note: Any for-credit section that is older than three semesters will be removed from Bb. Therefore, archiving allows you to keep a permanent record of your course even though it is removed from the Bb server.

4. **Import material from past semester sections to new sections.** If you have existing material contained in an exported file or in a past semester section you can reuse this material in new sections without having to recreate the material. You have the option importing/copying entire

content areas over to a new section or just individual content items. If you are not sure how to do this, see these for more details:

For Export / Import:

https://courses.ucmo.edu/Blackboard/help/Exporting_Blackboard_Courses.pdf

For Course Copy:

https://courses.ucmo.edu/Blackboard/help/Copying_Blackboard_Courses.pdf

5. **Request that your Fall semester sections be deleted.** If you are done with your Fall semester sections, you can request that they be deleted. This helps keep the Bb database at an appropriate size and helps in the performance of the platform. Send your request to blackboard@ucmo.edu. List the CourseIDs (ex. 201910CHEM104512345) of the sections you want deleted.

Guidelines for beginning Spring Semester Bb sections

1. **Modify the name of your section.** We encourage all instructors using Bb to customize the name of their Bb sections. This is accomplished under Control Panel > Customization > Properties. Changing the name of your section(s) does two things:
 - a. It helps identify multiple sections of the same course (ex., Basket Weaving, Section1 and Basket Weaving, Section 2 or History 1001, MWF and History 1001, T/Th)
 - b. It personalizes (Humanizes) the course for the students.
2. **Request Course Merges.** You can combine enrollments of multiple Bb sections into a single section by requesting a course merge. Information regarding course merges can be found here, <https://courses.ucmo.edu/courseMerge.html>
3. **Import or copy material from older sections to new sections.** If you have existing material contained in an export file or in an older Bb section you can use this material in new sections without having to recreate the material. You have the option of importing entire content areas over to a new section or just individual components to new sections. If you are not sure how to do this, see this for more details:

For Export / Import:

https://courses.ucmo.edu/Blackboard/help/Exporting_Blackboard_Courses.pdf

For Course Copy:

https://courses.ucmo.edu/Blackboard/help/Copying_Blackboard_Courses.pdf

4. **If you use SoftChalk,** sync your lessons in your new sections. SoftChalk is a software used by the university to create dynamic online lessons and modules. If you created a SoftChalk lesson to integrate into the Blackboard Grade Center, you will need to re-sync your content once you have transferred your material over to a new section. Follow these steps:

- a. In the new section, go to Control Panel > Course Tools and click on “SoftChalk – Synchronize Copied Content”
 - b. On next screen, click Synchronize
 - c. Once sync is complete you should see a confirmation list displaying all the SoftChalk assignments in the course.
 - d. As long as all lessons listed have green check marks, they are ready to be used.
4. **Make your section available to your students.** Once you are ready to open a section to your students you must make the section available to them. Make courses available from Control Panel > Customization > Properties. You can also watch a brief demonstration on this topic at <https://www.atomiclearning.com/highed/almovie?key=83330&cn=ucmo&type=Tutorial&sid=2368>. Be sure to have your speakers on as this is both a text / animated and audio demonstration.
- Note: You can now use the Qwickly module to easily make courses available or unavailable. Watch tutorial to find out how: <https://www.youtube.com/watch?v=POUjmhdxixY>
5. **Requesting current semester section deletions.** Because of the way courses are updated on Blackboard, current semester section deletions cannot take place until after the semester is over.

FYI

The following is to help you interpret the Course ID's of sections on Blackboard:

Course ID example – 201920ENGL100012345 (or 2019 20 ENGL1000 12345)

2019 = sch. yr. ending ('18-'19), **20** = semester, **ENGL1000** = Dept. class #, **12345** = CRN

Semester Course IDs beginning with:

201810 = Fall Semester occurring in 2017

201820 = Spring Semester occurring in 2018

201830 = Summer Semester occurring in 2018

201910 = Fall Semester occurring in 2018

201920 = Spring Semester occurring in 2019

Opportunities for You!

This is a reminder that you have several opportunities to learn more about Blackboard and all the functions available to you through the platform. For general information and inquiries, you can contact the Center for Teaching and Learning at ctl@ucmo.edu and / or 660-543-8528.

Hours of Training Opportunities

Each semester we offer over 100 hours of training opportunities on Blackboard. The training ranges from “Getting Started with Blackboard” (an introductory workshop) to one-hour concentrated sessions on specific functions of Blackboard.

For dates and times browse to <http://www.ucmo.edu/calendar>. Be sure to register for these sessions.

Online Training at your Desktop

You have access to Blackboard tutorials through two on-line sources.

Tutorials from Blackboard, Inc. are available to you by browsing to:

https://courses.ucmo.edu/Blackboard/faculty_tut.html

Blackboard tutorials from Atomic Learning are available to you by browsing to:

https://courses.ucmo.edu/atomic_login.html . Login with your Network ID and password and do a search for Blackboard 9.1 tutorials.

Online Help Documents for Faculty

Shannon has developed a number of help documents that can aid you in your use of Blackboard.

Browse to https://courses.ucmo.edu/Blackboard/faculty_help_docs.html.

Online Help Documents for Students

Shannon has also developed a number of help documents that you can share with your students. Have them browse to https://courses.ucmo.edu/Blackboard/student_help.html for a list of these documents.