

# **Blackboard Guidelines and Checklist for Ending the Spring '18 – '19 (school year) Semester and / or Beginning the Summer '18-'19 (school year) Semester Fall '19 –'20 (school year) Semester**

The following are guidelines you can use as a checklist for ending your Spring Bb sections and beginning your Summer/Fall Bb sections. We have listed the checklist first 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 Spring Semester Bb sections**

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

## **Checklist for beginning Summer/Fall Semester Bb sections**

- Modify the name of your section.**
- Request Course Merges.**
- Import or Copy 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 Spring Semester Sections

1. **Make Spring semester courses unavailable.** Once you are through with a Spring 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 in one of three ways:
  - a. Use the new Availability icon just to the left of the Edit Mode switch in your section.
  - b. You can use the Qwickly module to easily make courses unavailable or available. Watch tutorial to find out how: <https://www.youtube.com/watch?v=POUjmhdxixY>
  - c. From Control Panel > Customization > Properties. You can 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.
2. **Download grades from Grade Center.** If you have kept your Spring Semester grades in Bb, you should now download the grades to your computer as a permanent record. See this, <https://www.ucmo.edu/offices/jc-kirkpatrick-library/blackboard-gateway/instructor-help/download-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 as a Zip file for later use. Exports do not save enrollments, course statistics or grades. Exports are used to save material so that they can be imported into a new section at a later time.

When you **archive** a course you save everything from your Bb section to your computer (content, stats, 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 can only be restored 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:

To Export, [click here](#).

To Archive, [click here](#).

**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 or Copy 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 of

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,

To Import, [click here](#) and scroll to Part B of document.

To Course Copy, [click here](#).

5. **Request that your Spring semester sections be deleted.** If you are done with your Spring 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](mailto:blackboard@ucmo.edu). List the CourseIDs (ex. 201920MCOM104512345) of the sections you want deleted.

## Guidelines for beginning Summer or Fall Semester Bb sections

1. **Modify the name of your section as appropriate.** We encourage all instructors using Bb to customize the name of their Bb sections. For help in doing this you can contact us at the number or email listed above. Changing the name of your section(s) does two things:
  - a. It helps identify multiple sections of the same course (ex., Basket Weaving, Section 1 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. To request a course merge, browse to <https://www2.ucmo.edu/webapps/courseMerge/> and use your network ID and password to login.
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:

To Import, [click here](#) and scroll to Part B of document.

To Course Copy, [click here](#).

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.

5. **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 in one of three ways:
  - a. Use the new Availability icon just to the left of the Edit Mode switch in your section.
  - b. You can use the Qwickly module to easily make courses unavailable or available. Watch tutorial to find out how: <https://www.youtube.com/watch?v=POUjmhdxY>
  - c. From Control Panel > Customization > Properties. You can 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.
  
6. **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 – 201930ENGL100012345 (or 2019 30 ENGL1000 12345)

**2019** = sch. yr. ending ('18-'19), **30** = semester, **ENGL1000** = Dept. class #, **12345** = CRN

Semester Course IDs beginning with:

- 201820 = Spring Semester occurring in 2018
- 201830 = Summer Semester occurring in 2018
- 201910 = Fall Semester occurring in 2018
- 201920 = Spring Semester occurring in 2019
- 201930 = Summer Semester occurring in 2019
- 202010 = Fall Semester occurring in 2019
- 202020 = Spring Semester occurring in 2020
- 202030 = Summer Semester occurring in 2020

# 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](mailto:ctl@ucmo.edu) and / or 660-543-8528.

## **Hours of Professional Development 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.

## **On-line Training at your Desktop**

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

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

[https://help.blackboard.com/Learn/Administrator/Hosting/Watch\\_Videos/Video\\_Archives](https://help.blackboard.com/Learn/Administrator/Hosting/Watch_Videos/Video_Archives)

## **On-line Help Documents for Faculty**

There are a number of help documents that can aid you in your use of Blackboard. Browse to

<https://www.ucmo.edu/offices/jc-kirkpatrick-library/blackboard-gateway/instructor-help/>

## **On-line Help Documents for Students**

We have also developed a number of help documents that you can share with your students. Have

them browse to <https://www.ucmo.edu/offices/jc-kirkpatrick-library/blackboard-gateway/student-help/>