

Blackboard Guidelines and Checklist for Ending the Summer '08-'09 (school year) Semester and Beginning the Fall '09 –'10 (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 Shannon or Mike at 660-543-8484 or bbhelp@ucmo.edu.

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Checklist for ending Summer Semester Bb sections

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

Checklist for beginning Fall Semester Bb sections

- Modify the name of your section as appropriate**
- Arrange to have a Course Cartridge uploaded to your section(s).**
- Copy material from older sections to new sections.**
- Upload exported or archived courses to Bb.**
- Make your section available to your students.**
- Make dropped students unavailable or remove as necessary.**

Guidelines for ending Summer Semester Sections

1. **Make Summer semester courses unavailable.** Once you are through with a Summer 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. If you are unsure of how to make your Bb sections unavailable, you can watch a brief demonstration on this topic at <http://ucmconnect.ucmo.edu/p60368324> . 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 Summer Semester grades in Bb, you should now download the grades to your computer as a permanent record. By clicking on "Manage > Download" in the Grade Center, you will download a file to your computer that can then be opened with Microsoft Excel or Open Office Calc for later reference.
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. The export/import process is recommended over course copy, due to the potential corruption caused by course copy.

When you **archive** a course you save everything 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. 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, please give us a call.

Please note: Due to the restriction on storage space now placed on the Bb Platform, all for-credit sections older than three semesters will be removed from the server. Therefore, archiving allows you to keep a permanent record of your course even though it is removed from the Bb server.

4. **Copy material from past semester sections to new sections.** If you have existing material contained in past semester sections you can reuse this material in new sections without having to recreate the material. You have the option of copying entire content areas over to a new section or just copying individual content items. If you are not sure how to do this, please contact us at the number or email above.

Please Note: The course copy process can potentially corrupt the destination course through the inclusion of hidden student data retained from the source course. We are, therefore, recommending export/import over course copy.

5. **Request that your Summer semester sections be deleted.** If you are done with your Summer 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 bbhelp@ucmo.edu. List the CourseIDs (ex. 200930MCOM104512345) of the sections you want deleted.

Guidelines for beginning Fall Semester Bb sections

1. **Modify the name of your section.** 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, 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. **Arrange to have a Course Cartridge uploaded to your section.** Many publishers now have “already developed” material for your Bb section that support textbooks used in class. The instructor is responsible for contacting the publisher to acquire an Instructor download key so that the course cartridge can be uploaded to Bb.
 - a. If you are unsure whether the textbook has a course cartridge available, contact us at the number or email listed above and we will help you do a search on the Behind the Blackboard website. Or you can go to <http://behind.blackboard.com> , create your own instructor account and do your own search.
 - b. If you know a course cartridge is available and would like to arrange an upload, contact us at the number or email listed above to arrange a time to upload the course cartridge. Course Cartridge uploads are a System Administration function and must be done by the System Administrator.
 - c. Please allow a few days for testing and upload of the Course Cartridge. Do not expect a Course Cartridge to be processed immediately.

Please Note: Some publishers allow multiple loads from one Instructor Download Key. Other publishers only allow one load from one Download Key. Be sure to check with your publisher what copyright restrictions are placed on the Course Cartridge. Additionally, some publishers require additional student fees to use a Course Cartridge. Be sure to take this into account when setting up a Course Cartridge load.

3. **Copy material from older sections to new sections.** If you have existing material contained in older Bb sections you can use this material in new sections without having to recreate the material. You have the option of copying entire content areas over to a new section or just copying individual content items to new sections. If you are not sure how to do this, please contact us at the number or email above.

Please Note: The course copy process can potentially corrupt the destination course through the inclusion of hidden student data retained from the source course. We are, therefore, recommending export/import over course copy.

4. **Upload exported courses to Bb.** If you have an exported copy of a course you would like to up-load, you may do this yourself by using the Import Package feature under “Course Option” in the Control Panel. If you would like help with this, contact us at the number or email listed above.
If you have an archived course to upload, contact us at the number or email listed above.
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. If you are unsure of how to make your Bb sections available, you can watch a brief demonstration on this topic at <http://ucmconnect.ucmo.edu/p60368324> . Be sure to have your speakers on as this is both a text / animated and audio demonstration. A reminder that course enrollments are not pushed to Bb until approx. two weeks prior to the beginning of the semester.
6. **Make dropped students unavailable or remove as necessary.** A reminder that students are automatically enrolled in a Bb section when they enroll in a course; however, students must be made unavailable or removed by the instructor if the student drops the class. The following are the established processes in place to help you in this effort:
 - a. Your Banner roster is always the official roster. You should always consult Banner for the up-to-date enrollment of your class.
 - b. We recommend that when a student drops a class, you make them unavailable to the section. You can do this under the “Properties” for a specific student. By making them unavailable, you hide the section from the student, you hide the student from your Bb roster, yet you maintain any work or material submitted by the student. If you need help in knowing how to make students unavailable to a section, please contact us.
 - c. You can also remove the student as we have done in the past. If you are unsure of how to remove students from your Bb sections, you can watch a brief demonstration on this topic at <http://ucmconnect.ucmo.edu/p29695257> . Be sure to have your speakers on as this is both a text / animated and audio demonstration.
 - d. **Special Note:** When making students unavailable or removing them, be sure to not only check a Student’s name, but also the Student ID. A student may have had a name change that might not be listed in Blackboard. Before removing students it is a best practice to Archive the course and download the Grade Center. This will provide a backup of the course and Grade Center in case a currently enrolled student is removed by mistake.

Requesting current semester section deletions. Because of the way courses are updated on Blackboard, current semester section deletions cannot take place until late in the semester.

FYI

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

Course ID example – 200930ENGL100012345 (or 2008 30 ENGL1000 12345)

2008 = sch. yr. ending ('07-'08), **30** = semester, **ENGL1000** = Dept. class #, **12345** = CRN

Semester Course IDs beginning with:

200920 = Spring of '09

200930 = Summer of '09

201010 = Fall of '09

201020 = Spring of '10

201030 = Summer of '10

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.

Blackboard Open Houses

At the end of each semester and again at the beginning of the subsequent semester we have Blackboard Open Houses. This is a time when you can drop in to the CTL second floor Dockery and receive one-on-one help with ending your semester section and getting ready for the next semester. Please note that Open Houses are not intended or designed for training purposes. We will be happy to help you out with anything you need help with, but be aware our time will be divided among several people.

For dates of the Open Houses you can browse to <http://www.ucmo.edu/calendar> .

Hours of Training Opportunities

Each semester we offer several training opportunities on Blackboard. The training ranges from Bb for New Users (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

With a University-wide license purchased by the Office of Information Technology and Instruction and CentralNet, students, faculty and staff have available to them Atomic Learning training modules 24/7. Included in the thousands of Quicktime and Flash tutorials are over one hundred tutorials on Blackboard for Instructors.

You can browse to <http://highed.atomiclearning.com> . If you are on campus there is no need to log-in. If you are off campus, browse to <http://courses.ucmo.edu> , click on the Atomic Learning icon and follow the directions for off-campus access.