ILLINOIS VALLEY COMMUNITY COLLEGE
## Center for Excellence in Teaching, Learning, and Assessment (CETLA)
End of Semester Best practices for Blackboard Courses

At the end of the semester the Blackboard grade center should be downloaded and saved for future reference and submission to the records office. Faculty may also archive their Blackboard courses for future reference if there are questions regarding student work, grades or course materials.

Downloading the Blackboard Grade Center

1. Go the full grade center view in the control panel
2. Select the option to Work Offline form the upper right-hand corner.
3. From the off-line options select Download. The default options will include all of the grade center columns but will not include any hidden information.
4. Select the comma delimited format, (CSV).
5. Browse to a location to save the grade center file.
6. If needed, open the csv file in Excel.
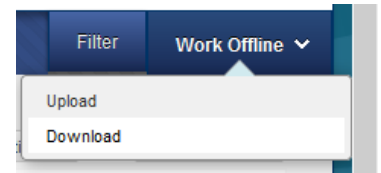
Archiving Blackboard Course Content

From the Blackboard control panel, select the Packages and Utilities option. Select the Export/ Archive option and select Archive Package option from the left side of the screen. The default settings will a backup copy of the course which will include student work and the course content.

After a few minutes refresh the screen and the link to down load the archive file will be available. Download the zipped archive folder to your computer for reference. The resulting achieved package maybe used to recreate a copy of the course in the future if necessary. In the event that it is necessary to restore the course the zipped archive file must be provided to webmaster for restoration.

Export/Archive Course

Export Course creates a package of course d
permanent record of a course including all th
a package that can be shared across learnin

Export Package   Archive Course
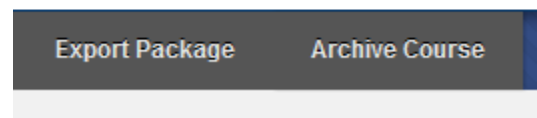
CETLA
Center for Excellence in Teaching, Learning, and Assessment
CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.

May 28, 2021