

## End of Semester Checklist for course instructors

You can download student data and submissions from your Blackboard course. It is advisable that you save all your student grades and submissions to your computer once the course is over. You can download entire Grade book, Discussion forums, assignment submissions and test submissions from your course.

### 1. Download student grades from Grade Center

From your course , under Control Panel, click Full Grade Center.

From the top right corner of the Grade Center hover over the Work Offline button and a dropdown menu will open up

Click Download

The screenshot shows the Blackboard Grade Center interface. On the left is a navigation menu with 'Full Grade Center' highlighted. The main area displays a table of student grades with columns for Last Name, First Name, Username, Student ID, Last Access, Availability, and various assessment scores. At the top right, a 'Work Offline' button is highlighted with a red box, and a dropdown menu is open showing 'Upload' and 'Download' options. A blue arrow points to the 'Download' option.

Last Name	First Name	Username	Student ID	Last Access	Availability	New Column	Group Project 2	Assignment Gr	Week 3 Forum	Journal
Three	Student	student3		November 7, 2011	Available	--	--	--	5.00	--
Thirteen	Student	student13			Available	--	--	--	--	--
Ten	Student	student10		March 16, 2012	Available	--	--	--	--	--
Student	Test	ppalvan1_admin_d		April 4, 2012	Available	--	--	--	--	--
Six	Student	student6		February 3, 2012	Available	--	--	--	--	--
Seven	Student	student7		March 22, 2012	Available	--	--	--	--	--
Nine	Student	student9		March 1, 2012	Available	7.00 (C-)	--	--	--	--
Fourteen	Student	student14			Available	2.00 (F)	--	--	--	--
Four	Student	student4			Available	--	--	--	--	--
Five	Student	student5		March 16, 2012	Available	--	34.00	--	8.00	--
Fifteen	Student	student15		November 7, 2011	Available	--	--	--	--	--
Eleven	Student	student11		March 16, 2012	Available	7.00 (C-)	--	--	--	--
Eight	Student	student8		January 20, 2012	Available	9.00 (A-)	--	--	--	--

On the next screen select options for what grades you would like to save and download from the Grade Center.

Select **Full Grade Center** to download grades in all columns

Select Tab delimited option to download grades in excel format (".xls") or Select comma delimited option to download grades in a .csv file format.

Select whether you want to download Hidden information (any columns that may be set to hidden in your Grade center will also be downloaded)

Select **My Computer** to download the file to your computer.

Click Submit

### Download Grades

Full or partial data can be downloaded from the Grade Center. Once downloaded, Grades, or comments accessed through the Quick Comment feature or the Manually Override page, can be changed and added offline and later uploaded to the Grade Center. Data can be downloaded as tab-delimited or comma-delimited files. Downloaded files can be saved on a local computer or in a Content Collection folder. [More Help](#)

Cancel Submit

#### 1. Data

Select Data to Download

- Full Grade Center
- Selected Grading Period
- Selected Column   Include Comments for this Column
- User Information Only

#### 2. Options

Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

- Delimiter Type  Comma  Tab
- Include Hidden Information  Yes  No  
Hidden information includes columns and users that have been hidden from view.

#### 3. Save Location

Select where to save the file.

Download Location

- My Computer
- Content Collection

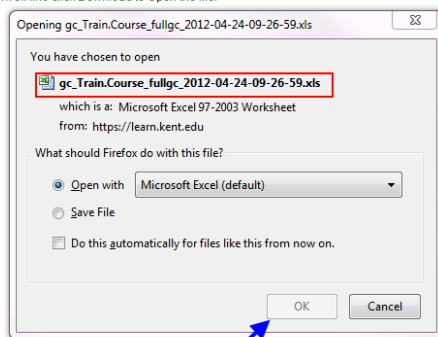
#### 4. Submit

Cancel Submit

On the next screen, Click Download and choose to Open or Save file on your computer.

### Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file.

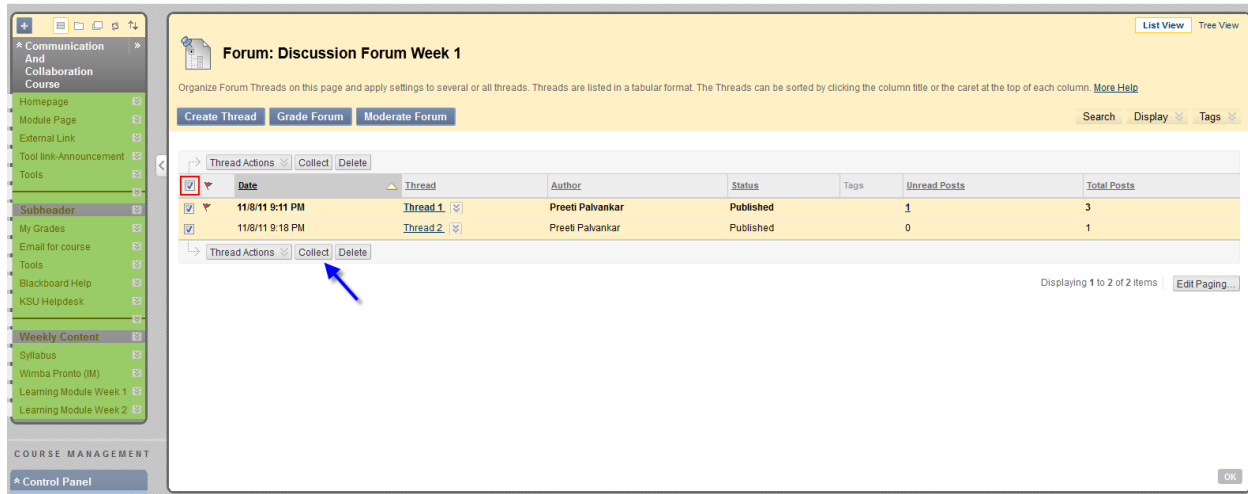


## 2. Download Discussion Forums

From your course, navigate to your Discussion Forums.

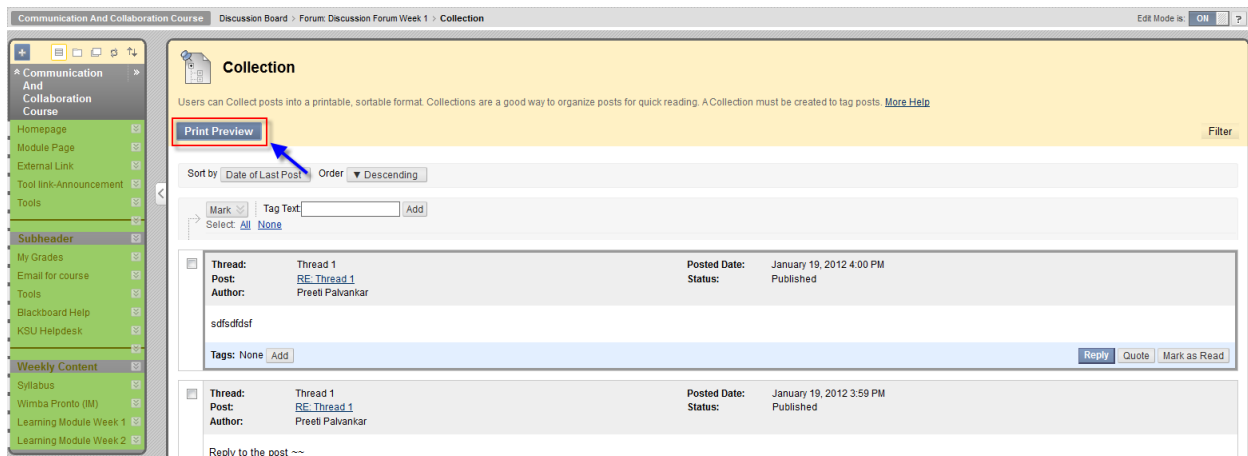
Select all the Discussion Forums that you would like to save by checking the box at the very top.

Click Collect.



On the next screen you will a list of all student messages in this Forum.

Click Print Preview button



You can now choose to save the page as a complete web page or a PDF document.

### 3. Download Assignment Submissions

From the Grade Center, navigate to the specific columns for the assignment you would like to download.

Click on the down arrow next to the column name and click Assignment Download

**Grade Center : Full Grade Center**

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode, use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email

Last Name	First Name	Username	Class Survey	World History	Assignment Week 2	General Discussion
Three	Student	student3	--	--	--	--
Thirteen	Student	student13	--	--	--	--
Ten	Student	student10	--	--	--	--
Student	Test	ppalvan1_admin_d	--	--	--	--
Six	Student	student6	--	--	--	--
Seven	Student	student7	--	--	--	--
Nine	Student	student9	--	1.10	49.00	--
Fourteen	Student	student14	--	--	--	--
Four	Student	student4	--	--	--	--
Five	Student	student5	--	--	--	--
Fifteen	Student	student15	--	--	--	--
Eleven	Student	student11	--	--	--	--
Eight	Student	student8	--	1.00	40.00	--

Selected Rows: 0

On the next screen, select the check box next to "name " to select submissions from all students and then click Submit. You will be able to download all student submissions in a.zip file format which will include information about the student (date and time of submission) as well as any file attachments.

**Download Assignment: Assignment Week 2**

Download and view student assignment submissions by selecting one or more Usernames and clicking **Submit**. Selected Assignments are packaged as a ZIP file. Click the link to save the file to a local drive.

Cancel Submit

1. Select Users

Name	Date	Grade
<input checked="" type="checkbox"/> Eight, Student		Not Available ( Override Grade: 40.0 )
<input type="checkbox"/> Eleven, Student		Not Available
<input type="checkbox"/> Fifteen, Student		Not Available
<input type="checkbox"/> Five, Student		Not Available
<input type="checkbox"/> Four, Student		Not Available
<input type="checkbox"/> Fourteen, Student		Not Available
<input checked="" type="checkbox"/> Nine, Student	Thursday, March 1, 2012 11:29:28 AM EST	49.0
<input type="checkbox"/> Seven, Student		Not Available
<input type="checkbox"/> Six, Student		Not Available
<input type="checkbox"/> Student, Test		Not Available
<input type="checkbox"/> Ten, Student		Not Available
<input type="checkbox"/> Thirteen, Student		Not Available
<input type="checkbox"/> Three, Student		Not Available

Displaying 1 to 13 of 13 items Show All Edit Paging...

2. Submit

Cancel Submit

#### 4. Download Test Submissions

From the Grade Center; navigate to the column for the test you would like to download student data for. Click on The down arrow action link next to column name.

Click Download Results.

**Grade Center : Tests**

In the **Screen Reader mode**, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Current View: Tests Category: Test Status: All Statuses

Grade Information Bar: Move To Top Email Sort Columns By: Layout Position Order: Ascending Hide Color Coding Last Saved: April 24, 2012 9:22 AM

Last Name	First Name	Username	Last Access	Availability	New Column	Test 1	Test 2	World History	Final Exam	Sample Test
Three	Student	student3	November 7, 2011	Available	--	--	--	--	--	--
Thirteen	Student	student13		Available	--	--	--	--	--	--
Ten	Student	student10	March 16, 2012	Available	--	--	--	--	--	--
Student	Test	ppalvan1_admin_d	April 4, 2012	Available	--	--	--	--	--	--
Six	Student	student6	February 3, 2012	Available	--	--	--	--	--	--
Seven	Student	student7	March 22, 2012	Available	--	--	--	--	--	--
Nine	Student	student9	March 1, 2012	Available	7.00 (C-)	--	--	--	--	--
Fourteen	Student	student14		Available	2.00 (F)	--	--	--	--	--
Four	Student	student4		Available	--	--	--	--	--	--
Five	Student	student5	March 16, 2012	Available	--	--	--	--	--	--
Fifteen	Student	student15	November 7, 2011	Available	--	--	--	--	--	--
Eleven	Student	student11	March 16, 2012	Available	7.00 (C-)	32.00	--	--	--	--
Eight	Student	student8	January 20, 2012	Available	9.00 (A-)	--	23.00	--	--	--

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

On the next screen you can choose what you would like to save and then click Download Results button. The student responses for the test will be saved in a ".xls" file format.

**Download Results**

Cancel Click to download results

**1. Download Results**

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

Comma

Tab

Question text and results will download for all question types. Unsupported question types will be noted. Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions. All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

Format of Results  By User  By Question and User

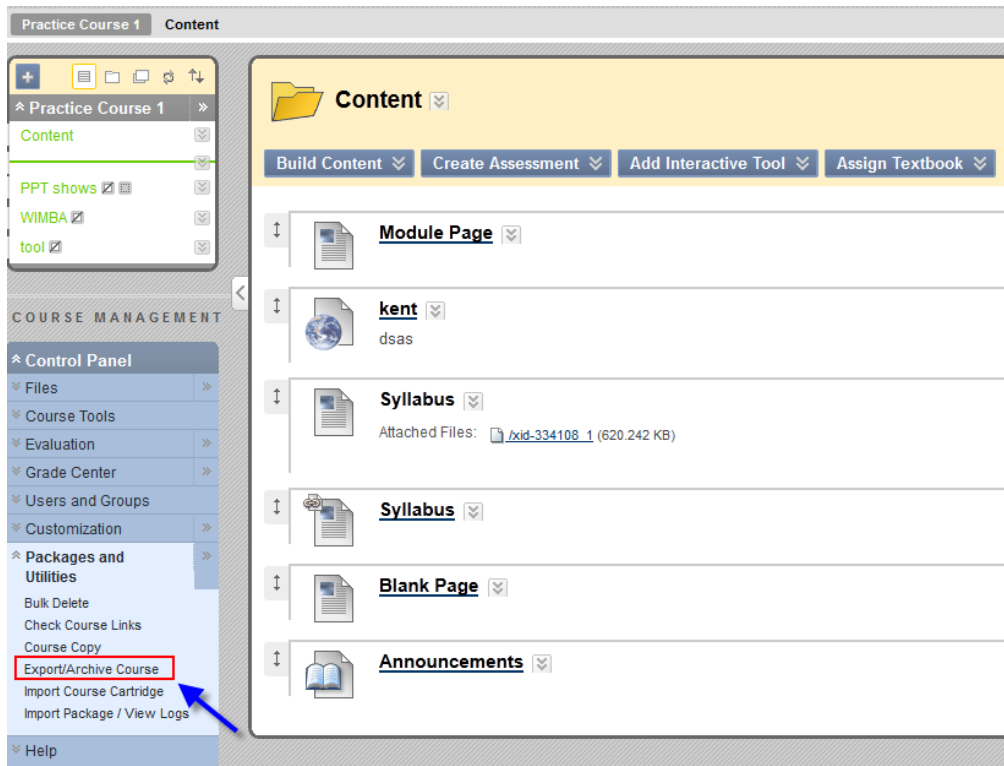
Attempts to Download  Only Valid Attempts  All Attempts

**2. Click to download results**

Cancel Click to download results

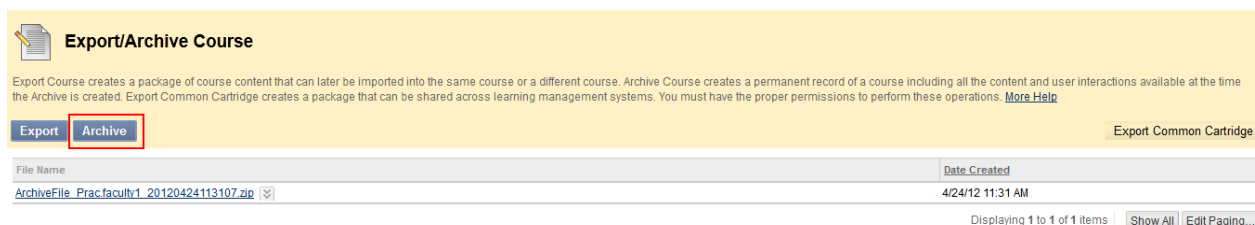
## 5. Archive your course

From under Control Panel ,click Packages and Utilities  
Click Export/Archive Course



Click the Archive button.

The process to Archive the course will begin and depending on size of your course and amount of student data it may contain, can take from few to several minutes. You will receive an email once the process has been completed.





Once the archive is created you can download it in a .zip format on your computer. Click on the action link next to the .zip file and click Open to save the file on your computer.

**Export/Archive Course**

Export Course creates a package of course content that can later be imported into the same course. The Archive is created. Export Common Cartridge creates a package that can be shared across courses.

**Export** **Archive**

File Name

[ArchiveFile\\_Train.Course\\_20120104114924.zip](#)

- > Open
- > View Basic Log
- > View Detailed Log
- > Delete

## 6. Deny student's access to your course

From the Control Panel of the course go to Customization

Click Properties

Under "Set Course Duration" ,check "Select Dates" option

Next to "End Date" select the date you would like to turn off student access to your course. You can enter dates manually in the box or use the in-built calendar to select the dates.

Click Submit

The screenshot shows the 'Properties' page for 'Practice Course 1' in the 'Customization' section. The 'Set Course Duration' section is active, with the 'Select Dates' radio button selected. The 'Start Date' field is empty, and the 'End Date' field is also empty. A calendar is open, showing the month of May 2012. A blue arrow points to the 'End Date' field, and another blue arrow points to the date '25' in the calendar. The 'Classification' section shows 'Subject Area' as 'Education' and 'Discipline' as 'Higher Education'. The 'Set Availability' section shows 'Available' as 'Yes'. The 'Submit' button is visible at the bottom right of the form.