



Blackboard "End of the Year" Housekeeping

It's that time again! Another school year behind us. At the end of each year there are tasks Blackboard instructors/leaders need to take to maintain courses, organizations, and websites within Blackboard for use next school year. One of the biggest advantages of using Blackboard is its reusability, the ability to build the course/website once, and with adaptations reuse year after year.

Tasks to close out the year with your Blackboard Course/Site are listed below:

Task 1: Download Your Gradebook

If you are using your Blackboard gradebook, make sure you save a copy as a backup. This is important because when you remove students from your site it will remove their grades from the gradebook.

To Download Your Gradebook:

- Go to your **Course/Website**
- Go to the **Control Panel**
- Click on **Grade Center**
- Click on **Full Grade Center**
- In the far-right hand corner of the screen, click **Work Offline**
- Click **Download**
- Keep all of the defaults and click **Submit**
- Click **Download** and choose a location to save the Excel file to your computer

Task 2: Manage Your Announcements

The Announcements are the entry point for most of Blackboard courses; therefore, it is important that a current announcement be displayed. It is recommended that you post a new announcement for the summer. It can be something simple that indicates its been a great year and best wishes on a great summer. You should decide if you want to delete or make your old announcements from this year unavailable. There is a feature that will let you delete all announcements at one time. Directions for completing the above tasks are below:

Add A New Announcement:

Click on Create New Announcement. Provide a Subject and a Message. Click on Submit.

Make Old Announcements Unavailable:

Hover over one of the announcements near the subject area to reveal the drop-down arrow. Click on Edit. Click on Date Restricted. Enter a date such as 5/25/2019 in the Display Until fields. Click on Submit. Repeat for other announcements.

Delete Old Announcements (One by One):

Hover over one of the announcements near the subject area to reveal the drop-down arrow. Click on Delete. Click on Ok.

To Bulk Delete Announcements:

Go to the Control Panel. Click on Packages and Utilities. Click on Bulk Delete. Click on the check box next to Announcements. Type the word, "Delete" in the box. Click on Submit.

Task 3: Manage Your Course Content

The end of the year is a good time to go through the content that you have added to Blackboard. You can manage this content by making items that you are not using unavailable or delete them.

To make content unavailable:

Hover over the title to reveal the drop-down arrow. Click on Edit. Click on Date Restricted. Enter a date such as 5/25/2019 in the Display Until fields. Click on Submit. Repeat for other announcements.

To remove old content:

Hover over one of the items near the title to reveal the drop-down arrow. Click on Delete. Click on Ok.

As a reminder, CPSB is not responsible for content placed within Blackboard. This is the instructor's responsibility.

Task 4: Removing Students from Your Course/Website

Before removing students from your Blackboard site make sure that you have saved all student documentation that may be needed later.

To Remove Students from Your Course/Website:

- Go to your **Course/Website**
- Go to the **Control Panel**
- Click **Users and Groups**
- Click **Users**
- Click **the box next to username** to select all names (**make sure you do not delete yourself**)
- Click **Remove Users from Class**
- Click **Ok** to confirm the removal of users

If you have any questions, please submit them to BBHelp at: <https://www.cpsb.org/domain/124>

Be sure to register for Blackboard Summer Classes: <https://www.cpsb.org/Domain/81>

Support handouts are available at BBHelp directly at https://blackboard.cpsb.org/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_20_1 or click on the **BB Help** tab when logged into Blackboard.