

End-of-Term Guide

Please use this guide to help close out the term and submit final grades. You should also refer to the [Online Course Checklist](#) for best practices.

Click a topic in the Table of Contents to advance to that section.

Table of Contents

<i>Gradebook</i>	2
<i>Announcement</i>	2
<i>Student Survey</i>	2
<i>Content</i>	3
<i>Export Your Course</i>	3
<i>Need Help?</i>	3

Gradebook

Please review the [Blackboard Gradebook Expectations](#) with help guides included.

Tips

- You will need separate total columns for each of the types of display (percentage, letter grade, and points) because the “Secondary Display” is only visible to instructors.
- Make sure the [grading schema](#) you are using for the letter grade total column matches the grading scale in your syllabus.
- If you use weighted grades, go to **Manage > Column Organization** in the Full Grade Center to make sure all the columns are in the correct category.
- If you use weighted grades, check your weighted total column(s) to make sure it is set up properly with either equal or proportional weight. Equal weighting on a category means an average grade will be used, so the individual point values of the activities do not matter. Proportional weighting on a category means the individual point values do matter (e.g., a 50-point assignment is worth twice as much as a 25-point assignment), and the total is calculated as the points earned divided into the points possible.
- Click the “Edit Rows Displayed” in the lower-right corner to increase the viewing area.
- Look for ungraded cells. Add zeros for any required work that wasn’t submitted. See the [Keep Grades Current Guide](#) (PDF).
- Check for late work. Look for cells with orange triangles where you have entered zeros. Click the drop-down menu and check for graded attempts. If the graded attempt should replace the zero, click the drop-down menu for the cell and choose **View Grade Details**. Then click the **Revert** button at the top to replace the manually entered grade with the scored attempt.

If you would like to download and save your gradebook, go to the **Full Grade Center**. Click the **Work Offline** button in the upper-right corner and choose **Download**. Click **Submit** and then click the **Download** button to save the file to your computer.

Announcement

Consider capping off your course by posting an end-of-term announcement (text and/or video), congratulating students on completing the course. It’s always good to end on a positive note.

Student Survey

The end of the term is an ideal time to reflect on what you would like to keep and what you would like to change the next time you teach a course. Student input is a vital part of ensuring our courses are successful. To that end, you might want to include a student evaluation survey with targeted questions.

Contact one of the [instructional designers](#) in Distance Learning to have an evaluation survey added to your course that you can use as-is or modify to meet your needs.

Content

If you use publisher content, don't forget to "close" the publisher course after the end of the term (if applicable).

Export Your Course

Courses remain in Blackboard for three semesters after they end. If you do not teach a course often or will be teaching it in a different format, you might want to export a copy of your course as a backup.

In the course Control Panel, go to **Packages and Utilities** and select **Export/Archive Course**. Click the **Export Package** button at the top. In the "Select Course Materials" section, click the **Select All** button. If there are discussions, switch the option to "Include only the forums, with no starter posts." Click **Submit**.

You will receive an email when the export is ready. If you're still in the Export/Archive Course area, click the **Refresh** button and you should see the file listed. Click on the file to download and save it to a safe place, such as your DMACC network drive or an external hard drive. Make sure you save the file and do not try to open it since it won't be in a usable format outside Blackboard.

Need Help?

If you have any questions or need help with your courses, please reach out to the [instructional designers](#) in Distance Learning. They can help with Blackboard issues, course design improvements, and using educational technology such as Kaltura for lectures, Collaborate Ultra for synchronous online meetings, and other tools.

The **Online Instructional Resources** course in Blackboard contains a lot of guides and information to help you build and improve your course.

Distance Learning offers a variety of online training sessions on a regular basis. Recordings are available in the "Teaching and Learning" Community (now housed in Organizations) in the "Online Teaching & Learning" area. Visit the [Training Sessions Calendar](#) for a list of upcoming events.

As you begin preparing for next semester, please refer to the [Start-of-Term Guide](#) (PDF) to make sure your course is ready to go for students.