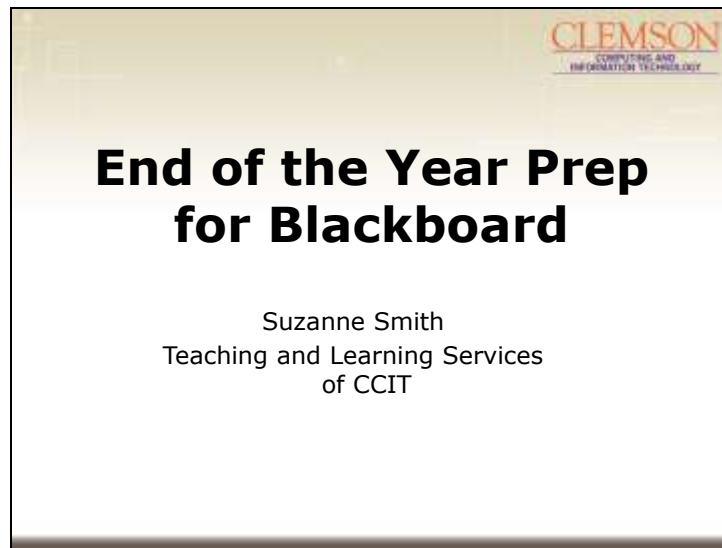


Slide 1



CLEMSON
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INFORMATION TECHNOLOGY

End of the Year Prep for Blackboard

Suzanne Smith
Teaching and Learning Services
of CCIT

Poll?

Slide 2



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Processes that are NOT Blackboard Related

Submitting Grades

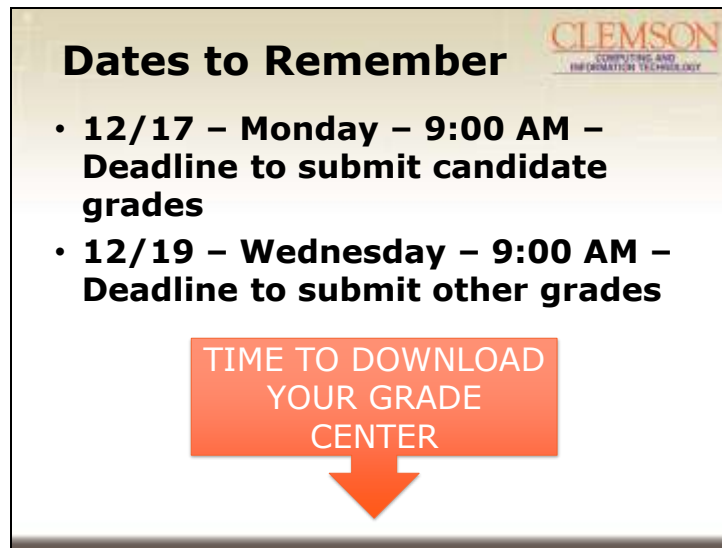
- <https://www.clemson.edu/finalgrade>
- (CRSM Web)

Evaluations

- <http://www.clemson.edu/oirweb1/CourseEvalHelp/RequestHelp.cgi>
- (Office of Institutional Research)

To find the Evaluation area on Blackboard – Found by navigating to the Courses tab in Blackboard, scroll to the bottom right area, click on Student Assessment of Instructors, Faculty Access. There are links to tutorials and a link for help/suggestions. There is also a phone number provided on the page. Blackboard support, unfortunately, cannot help with these processes.

Slide 3




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Dates to Remember

- **12/17 – Monday – 9:00 AM – Deadline to submit candidate grades**
- **12/19 – Wednesday – 9:00 AM – Deadline to submit other grades**

**TIME TO DOWNLOAD
YOUR GRADE
CENTER**



Slide 4



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**12/21- Friday –
Enrollments will be
dropped from your
courses.**


Why download the Grade Center? After this point, students cannot see their grades in Blackboard. Please let them know that their final grades will only be in Blackboard for a limited time.

Slide 5

Downloading Grade Center from Blackboard

Please adhere to the Registrar's FERPA guidelines for storing sensitive data.

- <http://www.registrar.clemson.edu/FERPA/ferpa.htm>


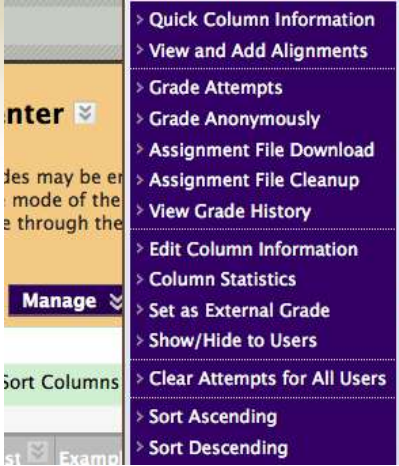


Go to demo of course now.

How to Download Grade Center – show Excel sheet – just student names and grades, does not have the files.


How to download attachments in assignments. In column with attachments (Training Assignment), click on chevron, choose Assignment File Download

Slide 6



Check for questions in chat.

Slide 7




Deleting old content

- Use Edit or Delete under an item to remove old content such as syllabus and upload a new syllabus
- Use Bulk Delete under Packages and Utilities to delete selected course content and data from a course, such as Discussion Board

Do this if you would like to reuse this course. If you delete an item, you will still need to navigate to the Content Collection for the course and Recycle. Then Empty the Recycling Bin.

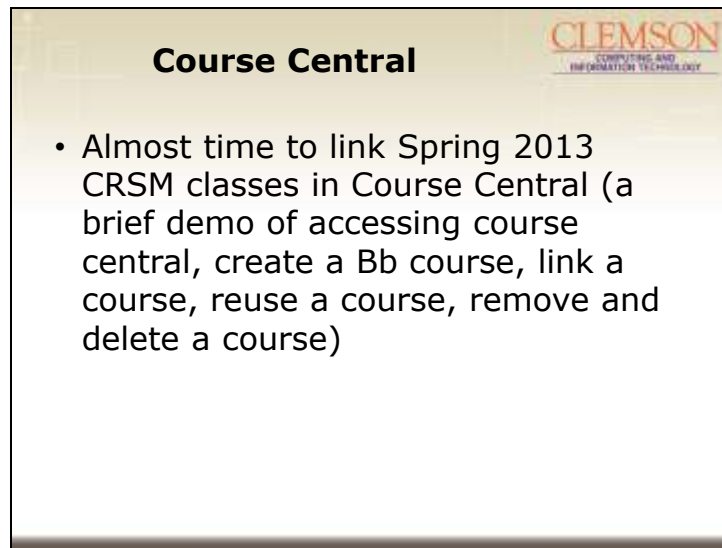
Slide 8



Deleting Content

- Remove old student entries of Campus Pack wikis, or blogs from Fall 2012 if Campus Pack wikis and blogs are used in your Bb course
- Either delete single entry or go to Recycle (in Wikis/Blogs) to clean up in campus wiki or blog

Slide 9



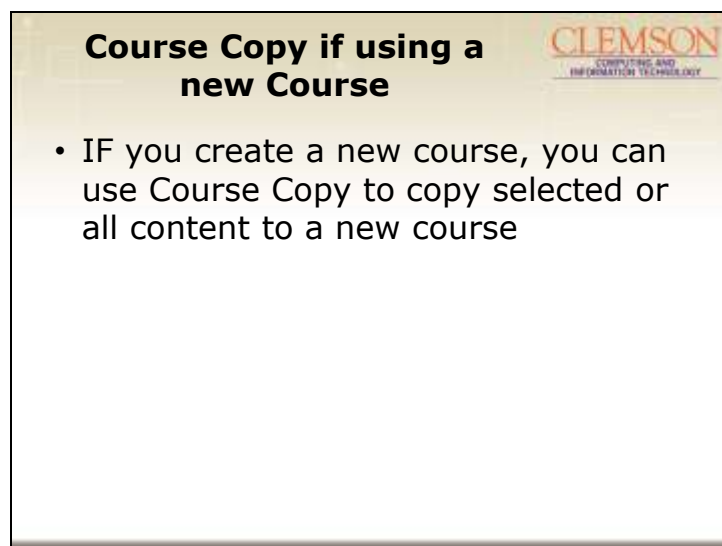
Course Central

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- Almost time to link Spring 2013 CRSM classes in Course Central (a brief demo of accessing course central, create a Bb course, link a course, reuse a course, remove and delete a course)

Check for questions in chat. We've talked about what to do if you would like to reuse a course. You can also create a new course. First, I'm going to clean up some old courses by deleting courses.


Slide 10



Course Copy if using a new Course

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- IF you create a new course, you can use Course Copy to copy selected or all content to a new course



**Upcoming Blackboard
Classes**

www.clemson.edu/clereg

Navigate to clereg and show the upcoming classes – point out the open labs and the Hands-On classes. Any questions?