

End of Semester LMS Checklist for Faculty

This article includes several items that instructors should complete to close out the semester in the Blackboard learning management system.

- [Save your course and grade history.](#)
- [Make your course un-available to students.](#)
- [Identify any of your courses scheduled to be deleted.](#)
- [Request a Master Template Course](#)

Save your course and grade history.

[How to View and Download Grade History](#)

[How to Archive a Course](#)

Tip

Always save private and restricted data, such as identifying information and grades, in a secure location, following [University Information Security Policies](#).

Related articles:

[Page:Best Practices for Blackboard Collaborate Moderators](#)

[Page:Best Practices for Folder Organization](#)

[Page:Best Practices for Using Master Courses](#)

[Page:Best Practices for Building and Managing Course Content](#)

[Page:Best Practices for Designing Engaging Content](#)

Make your course un-available to students.

[How to Make Your Course Available or Un-Available](#)

Tips

Let your students know when the course will no longer be available for them.

Provide students with a link to these instructions on how to download submitted assignments they want to keep for their records.

[How to Download Assignments With or Without Instructor's Annotations](#)

Identify any of your courses scheduled to be deleted.

[How to Request and Exception to the Course Retention Policy](#)

Tip

Any course three (3) years and older will be deleted from the Blackboard learning management system. Exceptions can be made to the course retention policy by following the instructions found in the link above.

Request a Master Template Course

It is a best practice to use a master template to create your course content and then copy to upcoming semesters, rather than copying from a previous semester. To request a master template for each of your courses, use the request form at <http://helpdesk.missouristate.edu/services-blackboardtemplate.htm>.